

Market Weighton Infant School



Roles and Responsibilities of the School Child Protection Coordinator:

Referrals:

- ❖ To refer all cases of suspected abuse or allegation to Children and Young People's safeguarding services via the Golden Number
- ❖ Act as a source of support, advice and expertise within school when deciding whether or not to make a referral
- ❖ Liaise with the Head of School to inform him / her of the progress of any investigation
- ❖ Prepare or collate reports to and attend, (or ensure school attendance at), Case Conferences, Core Group meetings and other Multi Agency Meetings.
- ❖ Ensure that appropriate support is provided to children subject to Child Protection Plans or other Social Care involvement.

Raising Awareness:

- ❖ With the governing body, ensure the establishments child protection policy is updated and reviewed annually
- ❖ Ensure that information regarding the role and responsibilities of the Designated Teacher are available on websites, in newsletters and as part of the induction process for new staff.
- ❖ Ensure that information regarding the role and responsibilities of the Child Protection Coordinator, is available to students & parents / carers and the wider community
- ❖ Ensure that parents / carers have access to the child protection policy and that it alerts them to the schools duty to refer all incidents of suspected or alleged abuse to Children and Young People's Support and Safeguarding Services
- ❖ Where children / young people leave, ensure their child protection information is copied to the new establishment as soon as possible and transferred separately from the main pupil file.
- ❖ Ensure each member of staff has access to and understands the school's child protection policy especially new or part time staff
- ❖ Ensure that all staff receive appropriate Child Protection training which is repeated or refreshed every 3 years and that basic reminders are given at the start of each school year as a minimum.
- ❖ Ensure all new staff receive induction training covering child protection and are able to recognise and report any concerns immediately they arise.
- ❖ Be able to keep detailed accurate secure written records of referrals and or concerns and ensure that these records are regularly reviewed and passed on to receiving schools or settings.
- ❖ Obtain access to resources and attend any relevant or refresher training courses at least every two years.



CPC Training:

Principal elements of specific training for the Child Protection Coordinator include:*

- Identification of the signs and symptoms of abuse
- Relevant legislation and guidance
- National and locally agreed procedures
- Managing disclosures
- Confidentiality
- Recording and keeping safe records transfer of information
- How local statutory services are configured and the referral process
- Thresholds for referral
- Making referrals
- Contact with parents
- Common Assessment Framework, initial and core assessments, child protection conferences, child protection plans
- Training and supporting staff
- Writing a policy, procedures and guidance for staff

*** (OFSTED: Inspecting Safeguarding Briefing: September 2012)**

Support to the role of, Child Protection Coordinators

Head Teachers and School Governors should ensure:

- ❖ The child protection policies and procedures adopted by the school are fully implemented and followed by all staff and reviewed annually
- ❖ Details of the role and responsibilities of the Child Protection Coordinator are available on websites, in newsletters and as part of the induction process for new staff.
- ❖ That information regarding the role and responsibilities of the Child Protection Coordinator is available to students, parents / carers and the wider community. Details of how to contact the Child Protection Coordinator together with a photograph of her / him should be clearly visible to all staff / students.
- ❖ Sufficient time and resources are allocated to enable the Designated Teacher to discharge their responsibilities including attendance at Strategy meetings and Child Protection Conferences and contributing to the assessments of children.

