



Elton Primary School Child Protection Policy and Procedures Including managing allegations



Review date: January, 2017

Next review: January, 2018

Headteacher signed: *R. Pars*

Chair of Governors signed: S. Morton

1. Purpose and Principles

School will strive to ensure that all its children remain safe and free from harm and is committed to playing a full and active part in the multi-agency response to child protection concerns. The purpose of this document is to ensure that all staff are aware of the arrangements that the school has in place for safeguarding the welfare of its children. It gives guidance to help staff who may have concerns about the safety or welfare of a child, and sets out the school's position in relation to all aspects of the child protection process.

1.1. Introduction

The duties imposed by section 175 of the Education Act 2002 make explicit the responsibility of proprietors to safeguard and promote the welfare of children as part of their common law duty of care towards the children for whom the school is responsible. The responsibility for making sure arrangements are in place, in accordance with the guidance given by the Secretary of State lies with the Governors.

There are two aspects to safeguarding and promoting the welfare of children. They are that arrangements are in place:

- to take all reasonable measures to ensure that risks of harm to children's welfare are minimised, and
- to take all appropriate actions to address concerns about the welfare of any child, or children, working to agreed local policies and procedures in full partnership with other local agencies.

The arrangements that the school has in place will provide for both these aspects of safeguarding children's welfare.

The document entitled "Working Together to Safeguard Children" (DCSF April 2006) places a general duty on schools to work and co-operate with other agencies to safeguard and promote the welfare of children, and School is committed to do this by open and honest communication. Schools are also required to have in place policies and procedures, which should be shared with parents, to address concerns about the safety and protection of children.

In addition, the School's responsibilities outlined in the DCSF document "Safeguarding Children and Safer Recruitment in Education" (which came into force on 1st January 2007) are considered essential as part of the School's commitment to child protection.

This policy document has been amended to ensure compliance with the key changes arising from the publication of 'Keeping Children Safe in Education 2016'.

It is also closely linked to the Local Authority Children and Young People's Plan and Framework for Action of 'Keeping Children Safe in Education Guidance 2016'.

1.2 Key Definitions and Concepts

1.2.1 Child

In this document, as in the Children Acts 1989 and 2004, a child is anyone who has not reached their 18th birthday. The commitment to safeguarding and promoting the welfare of children however will extend to all children who visit School as well as all children of the school.

1.2.2 Safeguarding and Promoting the Welfare of Children

This means enabling children to have optimum life chances and to enter adulthood successfully by:

- Protecting children from maltreatment
- Preventing impairment of children's health or development, and
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Safeguarding children's welfare encompasses matters such as bullying and health and safety, (about which there are specific statutory requirements) together with a range of other issues, for example, arrangements for meeting the medical needs of children with medical conditions, providing first aid, school security, drugs and substance misuse, etc. about which the Secretary of State has issued guidance. Details of the School's policies in these areas are contained in other documents.

1.2.3 Child Protection

Child Protection is one part of safeguarding and promoting the welfare of children and refers to the activity that is undertaken to protect children who are suffering, or at risk of suffering significant harm.

1.2.4 Significant Harm

The definition of significant harm is not prescriptive. The interpretation will depend largely on professional judgement, based on the known facts. It can include inappropriate touching, an assault, or a series of compounding events e.g. bullying. Other factors to be considered include the age and vulnerability of the child, the degree of force used, the frequency of the harm, the nature of the harm in terms of ill treatment, and the impact on the child's health and development.

N.B. Often, it is only when information from a number of sources has been shared and is then put together that it becomes clear that a child is at risk of, or is suffering harm.

Staff need to be aware that safeguarding incidents could happen anywhere and staff should be alert to possible concerns being raised in school.

1.3 General Principles

- The child's welfare is paramount.
- All children have an absolute right to a childhood free from abuse, neglect or exploitation.
- All members of School staff have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns however "minor" they appear to be. [N.B. It is NOT, however the role of school staff to investigate those concerns.]
- Parents have a right to be informed in respect of any concerns about their child's welfare, or any action taken to safeguard and promote the child's welfare, providing this does not compromise the child's safety.
- Children are best protected when professionals work effectively together and share responsibility for protective action.
- Where there are possible concerns about a child's safety, unconditional confidentiality cannot be guaranteed and should not be offered. When a child is subject to a Child Protection Plan information about the child and their circumstances will only be shared on a "need to know" basis.
- School is proactive and takes positive steps to inform children of their rights to safety and protection and the options available to express their fears or concerns.
- The school has in place robust systems that deter possible abusers and will manage effectively any allegations or concerns about abuse if they arise.
- When children make allegations about abuse or neglect they will always be listened to, have their comments taken seriously and, where appropriate, the allegations will be investigated thoroughly.

2. Scope

This policy and its procedures do not form part of the contract of employment; however, they apply to all full and part time employees of the school, including those employed on temporary or fixed-term contracts. Volunteers and contractors who offer their services to the school and parents will be made aware of this document (see Appendices 1 and 2). The school's Policy and Procedures will apply at all times when the school is providing services or activities directly under

the management of School staff. This policy and procedures will be reviewed annually and may be amended from time to time. Should any deficiencies or weaknesses in child protection arrangements become apparent, these will be remedied without delay.

Graduated Response to different levels of need identified within school (based on Bury on Safeguarding Children Board – Framework for Action):

Different Levels of Need	Action
<u>Every Child</u> Children whose needs are being addressed	Every child has needs and these are addressed appropriately by parents and carers.
<u>Level 1</u> Children with additional needs whose health and development <u>may</u> be affected	Early assessment of need. Additional help provided by the school. An Early Help Assessment form <u>may</u> be completed, depending on the need. If progress is not made, it may be necessary to move the child to Level 2.
<u>Level 2</u> Children with additional needs who are at increased risk	An Early Help Assessment or a Single Agency Referral form <u>will</u> be completed to identify and evidence the level of need and to plan an interagency response, where appropriate. A Lead Professional will be appointed if a co-ordinated inter-agency approach is required.
<u>Level 3</u> Children with complex needs whose health and development are affected	An Early Help Assessment will be required. In addition, a specialist assessment and response will be undertaken.
<u>Level 4</u> Children at risk of significant harm	A referral will be made to the Children's Social Care Team. This referral must be written up within 2 working days. A decision about how to respond will be made by Children's Social Care within 1 working day.

Looked After Children

Children who are looked after by the Local Authority often have additional barriers to overcome if their health and development is to be secured. The development of these children is closely monitored in school and action is taken, where necessary, to provide them with additional support and resources. An Early Help Assessment will be carried out on all Looked After Children.

Children Arrangements

Prevention

School takes seriously its duty of pastoral care and is proactive in seeking to prevent children becoming the victims of abuse, neglect or exploitation. It does this in a number of ways:

- Through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds
- By identifying members of staff who have overall responsibility for Child Protection matters
- By ensuring these members of staff receive training in this field and act as a source of advice and support to other School staff
- By informing children of their rights to be free from harm, and encouraging them to talk to school staff if they have any concerns, and
- Through PSHE and an ongoing programme of support, at an age appropriate level, to promote self-esteem and social inclusion, and to address the issue of child protection in the wider context of child safety in general.

1. Concerns

All staff employed by School have a duty to report and refer any concerns to the relevant member of staff who has overall responsibility for Child Protection matters. Definitions/categories of abuse may be of limited help where signs are inconclusive; however, staff will be expected to familiarise themselves with the definitions/categories of abuse and the indicators as shown below.

1.1 Categories of Abuse (also see Online Safety

Policy) Physical Abuse

- Physical attack of any form
- Giving of drugs including alcohol
- Excessive training in sport
- Female Genital Mutilation

Sexual Abuse

- Penetrative or non-penetrative acts by males or females
- Showing of pornographic material
- Child Sexual Exploitation
- Serious Bullying (including cyberbullying)

Emotional Abuse

- Persistent lack of affection
- Constant threatening behaviour
- Constant overprotection

- Unrealistic pressure to perform to high expectations
- Exposure to violence to other(s) within the child's household

Neglect

- Persistent failure to meet a child's basic needs
- Failure to protect from harm
- Failure in ensuring access to medical treatment
- Leaving a child without supervision

Other

- Any actions that single out a child for special attention and could therefore be interpreted as 'grooming' a child (or a child who is linked to the school in some way)
- Staff need to be fully aware of the dangers and risks associated with electronic communications. Consequently, they MUST ensure that they do NOT engage in inappropriate electronic communication of any kind with a child.

1.2 Indicators

The school acknowledges that members of staff will not be experts at recognising where abuse may occur, or has already taken place, however staff will be expected to look out for any of the following indicators and take the appropriate action. The child may:

- show unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- have an injury for which the explanation seems inconsistent
- describe what appears to be an abusive act in which they were involved – verbally or in written form such as an essay or drawing
- show unexplained changes in behaviour - e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper or hysteria. Academic work may suddenly deteriorate at this time
- demonstrate age inappropriate sexual awareness
- engage in sexually explicit behaviour in games/PE or other areas of the school
- be distrustful of adults, particularly those with whom a close relationship will normally be expected
- have difficulty in making friends

- be prevented from socialising with other children
- show depression, self-injury, suicidal tendencies
- display variations in eating patterns including overeating or loss of appetite
- lose weight for no apparent reason
- become increasingly dirty or unkempt, with inadequate or damaged clothing

The above list is not exhaustive and the presence of one or more of the indicators will not be proof that abuse is actually taking place. It is not the responsibility of members of staff to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

Female Genital Mutilation (FGM)

FGM

On the 31st October 2015 a new duty was introduced that requires health and social care professional and teachers to report 'known' cases of FGM in girls under 18 to the police.

Professionals must report to the police if, in the course of their professional duties, they:

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth

The UN Convention on the Rights of the Child, makes it clear that any person below the age of 18 has the right to protection from activities or events that may cause them harm.

The following principles are adopted by the school to safeguard any children who may be at risk of FGM.

- The safety and welfare of the child is paramount
- All actions are taken in the interest of the child
- Fears of being branded racist or discriminatory will not prevent the school from acting to protect vulnerable girls and women

The majority of cases of FGM are thought to take place between the ages of 5 and

8 and therefore girls within this age bracket are at a higher risk.

It is estimated that over 20,000 girls under the age of 15 could be at a high risk of FGM in the UK. FGM happens to British girls in the UK as well as overseas.

All professionals working with children have a duty to act to safeguard

girls at risk. The school aims to create an open and supportive

environment by:-

- Discussing FGM with parents and children (as appropriate) as part of the Sex Education Programme
- Displaying relevant information, e.g. NSPCC and Childline services contact details
- Raising awareness of issues around FGM with colleagues and

providing training Child Sexual Exploitation

Child sexual exploitation is a form of child abuse which involves children and young people (male and female, as a range of ethnic origins and ages, in some cases as young as 10) receiving something in exchange for sexual activity. Child Sexual Exploitation does not always involve physical contact and can happen online

Perpetrators of child sexual exploitation are found in all parts of the country and are not restricted to particular ethnic groups.

Exploitation is an imbalance of power in a relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops.

Indicators to be aware of: -

- ◊ Going missing for periods of time or regularly coming home late
- ◊ Regularly missing school or education or not taking part in education
- ◊ Having unexplained gifts or new possessions
- ◊ Mood swings or changes in emotional wellbeing
- ◊ Displaying inappropriate sexualised behaviour

Preventing Radicalisation

There are different forms of radicalisation – it does not just apply to those holding extreme Muslim views, it equally applies to those holding views of the Far Right or any other organisation.

Extremism is defined as vocal or active opposition to fundamental British views.

The following is a list of factors which may mean a young person is more vulnerable to those seeking to radicalise them: -

- ◊ A conviction that their religion or culture is under threat and treated unjustly
- ◊ A tendency to look for conspiracy theories and distrust of mainstream media
- ◊ The need for identity and belonging
- ◊ The need for more excitement and adventure
- ◊ Being susceptible to influence by their peers/friends

The school adopts the three objectives set out by the Prevent Strategy: -

- ◊ To respond to the ideological challenge of terrorism and the threat we face from those who promote it
- ◊ To prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- ◊ To work with other agencies where there are risks of radicalisation we need to address
- ◊ To be aware that the internet and use of social media in particular has become a major factor in the radicalisation of young people.

Procedure

Concerns may arise in a number of ways and the procedure to follow is

outlined below. 3. Action

3.1 What to do in the event of any concern about a child

Even for those experienced in working with child abuse, it will not always be easy to recognise a situation where abuse may occur or where it has already taken place. In the event of any concern about the welfare of a child the member of staff concerned will be expected to discuss the matter immediately with the relevant designated person or in their absence, their nominated deputy:

Designated Person:

Rachel Pars (Head Teacher)

Nominated Deputies:

Sarah Concannon (Upper Key Stage 2 Lead)

Louise Coldrick (EYFS Lead)

Designated Governor:

Jodie Lomax

It will be the responsibility of the Designated Person to ensure that appropriate advice is obtained from the Children's Social Care Department and that the relevant paperwork is completed.

If an incident happens outside normal school time or during an out of school activity, and neither the Designated Person, nor the Head, nor any other senior staff member is available, then the member of staff will contact the Police or the Children's Social Care within the Children's Services Department of the Local Authority as soon as possible. The member of staff will inform the Designated Person, Head, Deputy Head or other senior member of staff as soon as possible.

Whilst the above procedures are standard and the normal protocol used when dealing with concerns about a child, all staff may also raise concerns directly with Children's Social Care Services. Telephone Number: 0161 253 5454.

3.2 What to do if a child approaches an individual teacher/adult

It is recognised that a child may seek out an individual teacher/adult to share information specifically about abuse or neglect, or a child may talk spontaneously, individually or in a group when School staff or volunteers are present.

In these situations, staff are required to:

- Listen to the child, and allow the child to freely recall significant events, keeping questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said.
- Reassure the child but tell them that a record of the information given will be made, and do this. Include timing, setting and others present. Record the child's demeanour as well as what is said.
- Explain that they cannot promise to keep confidential anything the child says if the matter is related to child protection or abuse.

- Explain that help may be required to keep them safe, but do not ask the child to repeat their account of events to anyone else.

The individual who receives the information will be expected to pass it on as a matter of urgency to the relevant designated person as shown in 3.1 above to ensure the matter can be dealt with as soon as possible.

3.3 What to do if a member of staff receives information from another source

If a member of staff receives information about a child which suggests that they have been actually abused or neglected or that this is likely, the school has a duty to refer these concerns to a member of staff at the Local Authority Children's Social Care Office for the area in which the child lives or to the Police if a child is in immediate danger. The school has no discretion in this matter.

In these circumstances the member of staff concerned, likely to be the Designated Person for child protection, will be clear with the person who has reported the abuse or neglect that they have a duty to report any allegations of this kind, and will encourage the person to make a direct referral to the relevant Children's Social Care Office themselves. In these cases clear notes of any such allegation will be kept within the child's record. The referral will be made by telephone within 24 hours and, if necessary, followed up with a completed Common Assessment Framework Form (CAF) within 24 hours.

In some cases, the issue may not be clear-cut and the relevant member of staff will be expected to use the Framework for Action procedures and consult with colleagues from an appropriate agency usually, but not always, Children's Social Care.

Consultation will allow those working with children to have access to consistent information and advice from suitably qualified and experienced staff, in order to explore a situation and to decide together on an appropriate course of action. It will not be seen as a way of transferring ownership of a "problem", unless this is the agreed outcome of the discussion, when a referral will be made.

In these circumstances Social Care staff may decide to begin a child protection investigation in which case their procedures will apply. In either case parents will be informed of what has happened at the earliest opportunity consistent with the child's best interests.

A referral or consultation with Social Care staff is an expression of concern about a child's welfare. It is not an accusation or a presumption of responsibility about a parent/carer.

In the course of an investigation Social Care Staff or the Police may wish to speak to a child, without parental knowledge or consent. The Head Teacher, or their Deputy, acting 'in loco parentis', will have discretion to agree to this in order to allow the

authorities to explore concerns and determine whether there are grounds for further action. In these cases the Head, or their Deputy will ensure that the child's welfare is secured and that they have access to a trusted adult.

The Head or their Deputy will not allow a child to be removed from school premises without either:

- Parental consent
- An order of the Court or a Police Protection Order, or
- The child's own consent (providing the child is of an age and understanding to give informed consent).

4. Information for Staff

4.1 Allegations against

staff

It is recognised that regrettably, sometimes allegations of abuse may involve a member of the school staff. In these circumstances the allegation must be reported to the Head Teacher or their Deputy immediately.

On receipt of such an allegation School's procedure relating to 'Allegations of Abuse Against Staff (First Five Minutes)' (Appendix 3) will be followed and normally the Head or Deputy will contact the Local Authority's Designated Officer, LADO: Mark Gay: Tel: 0161 253 5582 and report the matter to them and seek advice on the way forward. If the Local Authority Designated Officer (LADO) is not available then the advice of the Social Care Child Protection Unit, or the local Social Care Assessment & Referral Team Manager or a Police officer at the Family Support Unit will be consulted. (See below for relevant telephone numbers.)

If the allegation concerns the Head, the member of staff receiving the allegation will speak immediately to the Designated Governor or if unavailable, the LADO or a Police officer at the Family Support Unit. Additionally, the Chair of Governors (or the Vice Chair in their absence) will be notified.

Full details of the school's policy and procedures to follow in these circumstances can be found in 'Allegations of Abuse Against Staff (First Five Minutes)' (Appendix 3) and in the Local Authority's policy document "Education Staff and Child Protection - Staff Facing Allegations of Abuse" January 2006.

4.2. Abuse of Trust

All staff employed by School will be made aware that inappropriate behaviour with, or towards children is unacceptable. In particular, under the Sexual Offences Act 2003 it is an offence for a person over 18 (e.g. teacher, or any other member of staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same

establishment as the child, even if they do not teach the child.

4.3 Physical Contact with Children/Restraint

It is not considered realistic for the school to suggest that staff should never touch children.

Under section 550A of the Education Act 1996 teachers and other staff in schools have the right to use reasonable force to control or restrain children in certain circumstances

Staff must be mindful of their own vulnerability when dealing with children, particularly in a one to one situation, without letting undue anxiety get in the way of their normal practice.

4.4 Child/Child Abuse

In the event of physical or emotional abuse of one child by another the matter will be taken seriously and dealt with, initially, through the school's anti-bullying policy.

If it emerges that a sibling, who may not be a child, is bullying another child of School, the school will inform the appropriate authorities, and where appropriate the children's parents of its concerns. If the problem persists and the child continues to be the victim of abuse then the school will refer its concerns to the appropriate Children's Social Care Office.

In all matters of suspected sexual abuse the school will refer its concerns to the appropriate Children's Social Care Office immediately.

4.5 Staff Recruitment

School ensures that all persons, including volunteers and contractors, who come into direct contact with children, undergo a rigorous checking process in line with the guidance contained in the document 'Keeping Children Safe in Education 2016'. That process scrutinises applicants, verifying their identity and any academic or vocational qualifications, obtains professional and character references, checks previous employment history and ensures that a candidate has the health and physical capacity for the job. Normally, a face to face interview will be conducted, together with mandatory checks of the Children's Barred List (previously known as the Protection of Children Act (PoCA) list and DCSF List 99) as well as an enhanced Criminal Records Bureau check (now referred to as a DBS check: Disclosure and Barring Service).

All members of the school staff, the Local Governing Body and volunteers who work in the school on a regular basis are subject to an enhanced DBS check.

There are always at least two members of any recruitment panel that have had the Safer Recruitment Training.

4.6 Record Keeping

School maintains separate confidential child protection records as necessary. Such files are NOT subject to the requirements of Data Protection legislation and will NOT be open for inspection other than by relevant school staff.

If a child moves to another school any child protection information will be passed directly to a named person at the new school. When a child reaches the end of their school career, either at 16 or 18 years of age any child protection information will be held securely by school for an indefinite period.

4.7 Responsibilities of the Designated Person for Child

Protection The broad areas of responsibility include

the following: 4.7.1 Referral

- To refer cases of suspected abuse or allegations to the relevant investigating agencies within 24 hours of a disclosure or suspicion of abuse and to act as a source of support, expertise and advice for colleagues.

4.7.2 Training

- To recognise how to identify signs of abuse and when it is appropriate to make a referral
- To have a working knowledge of how the Safeguarding Children Board (BSCB) operates, and to contribute to the proceedings when necessary, including providing written and verbal reports and attending meetings in order to support it to perform its functions
- To ensure staff receive training, including induction training in child protection and that they understand their role
- To keep detailed, accurate written records securely, and to obtain access to resources in order to attend regular relevant

training 4.7.3 Raising Awareness

- Ensure the Child Protection policy is reviewed and updated annually
- Ensure parents see copies of the Child Protection policy to alert them to the fact that referrals may be made and the role of the school in this, to avoid conflict at a later stage

- When children leave the school to ensure any information is communicated to the new establishment as appropriate.

4.8 Training

4.8.1 Training and Staff Care Scheme

The Bury Safeguarding Children Board (BSCB) operates a child protection and family support resource. This is an inter-agency service which aims to assist all employees working in the child protection system, which includes all school staff, with their child protection roles. As part of this service, the resource offers a:

- Comprehensive training programme for staff
- A confidential staff care/staff counselling scheme for staff affected by child protection issues that are causing stress at work, and
- A library, research and information service for all those involved in childcare work.

4.8.2 Training for School Staff

All staff employed by School will be made aware of the school's arrangements for child protection and their responsibilities. They will receive basic child protection training every year to equip them with the knowledge and skills necessary to carry out their responsibilities. Temporary staff, volunteers and contractors who work with children will be made aware of the school's arrangements for child protection and their responsibilities and issued with Appendix 1 to this document.

In addition to basic child protection training, the 'Designated Persons' will undertake training in inter-agency working that is provided by, or to standards set by the BSCB. They will undertake refresher training at two yearly intervals to keep their knowledge and skills up to date.

5. Review

The Governors will nominate one Governor to take responsibility for Child Protection and he/she will undertake an annual review of the school's policy and procedures relating to Child Protection, and how the duties of those responsible have been discharged.

The nominated Governor and the Chair of the Local Governing Body will ensure that any identified deficiencies or weaknesses will be remedied without delay.

6. Useful Telephone Contact Numbers

Bury Children's Services

All referrals - Multi Agency Safeguarding Hub (MASH Team): 0161 253 5678

9.00am

- 5.00pm

Out of hours/Emergency Duty Team: 0161 253 6606

Advice and Assessment: 0161 253 5454 for children already undergoing a Child and Family Assessment

Higher Lane Children's Services 0161 253 6868 for children who are Looked After, Child in Need or on a Child protection Plan www.safeguardingburychildren.org

Signed: R. Pars (Head Teacher)

Date 23/01/17

Appendix 1

Summary of the Child Protection and Safeguarding Children Policy and Procedures for Staff and Volunteers

The summary of this policy and procedures is shown below and a copy of this, including the Categories of Abuse (from Keeping Children Safe in Education 2016) will be issued to all school staff both permanent and temporary, and also to any volunteers or contractors who work with the children.

All volunteers and staff engaged or employed by School have a duty to report and refer any concerns they may have to the relevant member of staff who has overall responsibility for child protection matters. The relevant members of staff are:

Designated Person:

Rachel Pars (Head Teacher)

Nominated Deputies:

Sarah Concannon (Upper Key Stage 2 Lead)

Louise Coldrick (EYFS Lead)

Designated Governor

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All staff should have an awareness of safeguarding issues- some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger

Definitions/categories of abuse are shown below and volunteers, contractors and staff engaged or employed by School are expected to familiarise themselves with them.

Physical Abuse

- Physical attack of any form
- Giving of drugs including alcohol
- Excessive training in sport
- Female Genital Mutilation

Sexual Abuse

- Penetrative or non-penetrative acts by males or females
- Showing of pornographic material
- Child Sexual Exploitation
- May include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activity, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Emotional Abuse

- Persistent lack of affection
- Constant threatening behaviour

- Constant overprotection
- Unrealistic pressure to perform to high expectations
- Exposure to violence to other(s) within the child's household
- Serious bullying (including cyberbullying)

Neglect

- Persistent failure to meet a child's basic needs
- Failure to protect from harm
- Failure in ensuring access to medical treatment Leaving a child without supervision

Other

- Any actions that single out a child for special attention and could therefore be interpreted as 'grooming' a child (or a child who is linked to the school in some way)
- Staff need to be fully aware of the dangers and risks associated with electronic communications. Consequently, they MUST ensure that they do NOT engage in inappropriate electronic communication of any kind with a child.

A child may seek out an individual teacher/adult to share information specifically about abuse or neglect, or a child may talk spontaneously, individually or in a group when school staff or volunteers are present.

Any member of school staff, or any volunteer hearing an allegation from a child that abuse has, or may have, occurred should:

Receive

- What is said
- Accept what you are told – you do not need to decide whether or not it is true
Listen without displaying shock or disbelief.

Reassure

- The child
- Acknowledge their courage in telling you
- Do not promise confidentiality
- Remind them they are not to blame – avoid criticising the alleged perpetrator Do not promise that "everything will be alright now" (it might not be).

React

- React calmly, respond to the child but do not interrogate
- Avoid leading questions but ask open ended ones
- Clarify anything you do not understand
- Explain what you will do next i.e. inform the Designated Person for Child

Protection. Record

- Make notes as soon as possible using proforma – during the interview if you can
- Include:
 - Time, Date, Place
 - The child's own words – do not assume – ask e.g. "Please tell me what you mean".
- Describe observable behaviour

- Do not destroy your original notes – they may be needed later on.

Support

- Consider what support is needed for the child – you may need to give them a lot of your time
- Ensure you are supported – such interviews can be extremely stressful and time consuming
- Talk to your Designated Person/Head Teacher/Line Manager
- Consider using the Local Safeguarding Children Board (LSCB) Staff Care Scheme.
Telephone: Bury 0161 253 5454

Whilst the above procedures are standard and the normal protocol used when dealing with a disclosure, staff can, if they wish, raise their concerns directly with Children's Social Care Services, Telephone: 0161 253 5678, or with the LADO: Mark Gay: Tel 0161 253 5582

Elton Primary School –
Child Protection and Safeguarding Children Policy for Parents
and Carers

Introduction

School will strive to ensure that all children remain safe and free from harm, and the school is committed to playing a full and active part in the multi-agency approach to child protection concerns. Additionally, the school has a legal duty to safeguard and promote the welfare of children, and to have a child protection policy and procedures in place, which should be shared with parents, to address concerns about the safety and protection of children.

Through their day to day contact with children, and direct work with families, staff who work in schools have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local child protection procedures to report their concern to Children's Social Care immediately. To avoid any misunderstandings therefore, parents of children who sustain accidental injuries which result in cuts/bruises/fractures should inform the school without delay.

Principles

Children have a right to be safe. Parents have a right to be informed.

Children are best protected when parents and school can work together.

Partnership

School will inform parents of any concerns about their children (providing it does not compromise the child's safety) and will help and support them as necessary.

Prevention

School will take positive action to prevent children suffering abuse and neglect through the development of an open culture that informs children of their rights, and encourages them to speak about any concerns. The school will also address the issue of children's safety through the curriculum.

Responding to Concerns

School will refer all allegations or concerns that a child has been, or is likely to be, abused or neglected to Children's Social Care within the Children's Services Department.

School will consult with other agencies when it has concerns that a child may have been abused or neglected.

School will discuss with parents/carers any concerns they have about their children. Parents/carers will be kept informed about what has happened.

Child/Child Abuse

Physical and emotional abuse of children by other children will be dealt with, initially, through the school's anti-bullying policy. Parents/carers will be kept informed. All concerns about possible sexual abuse will be referred immediately to Children's Social Care.

Child Protection Strategy Meeting and Conferences

Members of school staff will attend strategy meetings and conferences when required and will provide information about children and families. This information will be shared with parents beforehand if possible. School will keep confidential child protection records separately from a child's academic and other school records.

Confidentiality

Information from any source, including parents, about possible child abuse cannot be kept confidential.

Information and records about children who are the subject of a Child Protection Plan will be given only to those people who need it, and will be kept strictly confidential by them.

If parents have concerns about the safety or wellbeing of their child, they should contact:

Designated Person:

Rachel Pars (Head Teacher)

Nominated Deputies:

Sarah Concannon (Upper Key Stage 2 Lead)

Louise Coldrick (EYFS Lead)

Designated Governor

???

Signed: R. Pars (Head Teacher) Date: 23/01/17

Appendix 3

Managing concerns/allegations about another member of staff or volunteer

All members of staff have a duty of care to safeguard and promote the welfare of children. The welfare of the child is paramount. If staff have concerns about the behaviour of another member of staff which they feel may be damaging to the welfare of the children in their care, then they must report their concerns to the appropriate person:

The Designated Officers in school: R. Pars; S. Concannon; L. Coldrick
The Safeguarding Governor ()
The LADO: Mark Gay Tel: 0161 253 5582
Multi-Agency Safeguarding Hub (MASH)Team, Tel: 0161 253 5678

If an allegation against a member of staff or volunteer is made to you, the following protocol must be followed: -

“THE FIRST FIVE MINUTES”

What to do if an allegation or incident against a staff member is received. Report to your Manager/Designated Officer



Manager/Designated Officer receives complaint.



Make sure children are safeguarded



At this stage do not question the victim or alleged perpetrator or witnesses



School's Designated Officer rings Local Authority Designated Officer, Mark Gay Tel: 0161 253 5582



3 Possible Courses of Action:-



School's Designated Officer

will discuss with LADO and agree course of action.

Action by School/
Meeting Establishment

Strategy

No Further Action

If you have reported your concerns to the Designated Officer and the Head Teacher and you feel that you were not listened to and that your concerns were not dealt with appropriately, then contact Mark Gay, LADO on Tel: 0161 253 5582.