



# QUEENS PARK ACADEMY

## Child Protection Policy and Procedures (Safeguarding)

### Introduction

At Queens Park Academy the health, safety and well being of all the children in our care are of paramount importance. We respect our children. They have the right to protection, regardless of age, gender, race, culture and disability and a right to be safe in our school.

The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable them to take and make decisions for themselves.

Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations and how to behave in response to them.



## **Aims and Objectives**

This policy ensures that all staff in our school are clear about the actions necessary with regard to any safeguarding children issues.

Its aims are:

- To create an environment where children feel secure, have their viewpoints valued, are encouraged to talk and are listened to.
- To monitor children who have been identified as being vulnerable in any way
- To raise the awareness of all staff and identify responsibility in reporting possible cases of abuse.
- To raise the awareness of all staff and identify responsibility in reporting possible cases of radicalisation
- To ensure effective communication between all staff when dealing with safeguarding children issues.
- To lay down the correct procedures for those who encounter a safeguarding children issue.

## **Procedures**

The designated people for Safeguarding Children in our school are the Head Teacher and the Early Intervention Officer. They have enhanced training to help them carry out this role and understand current local and national processes and legislation. Any concerns that children are suffering abuse or are vulnerable in any other way should be reported to these members of staff immediately. If they are both absent from school concerns should be reported to the Inclusion Assistant Head.

Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect.

Any action that the named person takes when dealing with a safeguarding children issue must be in line with the procedures outlined in the LA Safeguarding Children guidelines.

The designated members of staff work closely with outside agencies including social care when investigating any allegations of abuse or reports of specific vulnerabilities. All parties involved handle such investigations in a sensitive manner, but the interest of the child is of paramount importance.

If a child alleges abuse, the school can make a referral without communicating with parents first. In some circumstances we inform parents first.



If a safeguarding children referral is made, a case conference is held within eight working dates of the decision. The case conference offers the opportunity to share information and formulate a plan of action. Staff are expected to attend and participate in all case conferences and meetings held under the LA guidelines.

We regard all information related to individual child safeguarding issues as confidential and we treat this accordingly. We only pass information on to appropriate persons. We inform the child in all stages of who is involved and what information we have given them. All staff are aware that they cannot promise a child confidentiality.

We recognise that staff working with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting; and we will give them the opportunity to talk through their anxieties and seek further support.

All adults in the school receive regular training to raise their awareness of abuse and their knowledge of agreed local child protection procedures. They also receive training to raise awareness of the government's PREVENT strategy.

We require all adults employed in school to have their application checked by the Disclosure and Barring Service in order to ensure that there is no evidence of offences involving children or abuse.

There may be times when adults in our school, in the course of their duty, use physical intervention to restrain children. The headteacher requires the adult involved in any such incident to report this to her immediately and for it to be recorded.

If an allegation is made against a member of staff procedures will be carried out in accordance with the relevant guidance.

We provide an environment in which children and adults feel confident to express concerns regarding the behaviour of a member of staff.

### **Bullying/Racist incidents**

Our policies on Anti-bullying and racist incidents are set out in separate policy documents.



### **Measures in place to facilitate and promote the safe use of technology**

The school takes its role in ensuring all children are kept safe online very seriously. E-security (the keeping of electronic data we hold about pupils and families using SIMs) and e-safety (Promoting e-safety awareness amongst children and their parents/carers by annually sharing expectations and safety rules) are a high priority. The school takes the following steps to support this:

- An Acceptable Use Policy in relation to the use of technology. Children and staff sign this document.
- A school internet connection and any system connected to it, that is filtered using a filtering system which is accredited to current approved standards thus ensuring inappropriate content of whatever nature is blocked (including racist, discriminatory and hate material, material which promotes violence or attacks on individuals or institutions on the basis of disability, race, religion/belief, gender, gender reassignment or sexual orientation grounds).
- All members of staff with access to ICT systems are responsible for taking the appropriate steps to select and secure their passwords.
- Staff and pupils/students are made aware that all school ICT activity and online communications may be monitored, including any personal and private communications made via the school network.
- Conducting an annual assessment of information risks, which will be reported to the Governing Body. Making all staff and pupils aware that they have a responsibility to report e-safety or e-security incidents.

### **The designated members of staff are responsible for:**

- Carrying out safeguarding procedures in accordance with 'Keeping Children safe in Education' 2016.
- Keeping written records of concerns about a child even if there is no need to make immediate referral.
- Ensuring that all records are kept confidentially and securely and are separate from pupil records.
- Monitoring attendance of any child "at risk" and liaising with Education Welfare Service/Social Services
- Ensuring all staff are trained and have refresher courses.
- Passing on any child protection issues are passed on to the receiving school when a child leaves.



### **The Governing Body is responsible for:**

- Nominating a governor to have responsibility for safeguarding children and receive training.
- Ensuring that safeguarding children is a standing item on the agenda for Governors' meetings.
- Reviewing the policies and procedures annually.
- Remedying any deficiencies or weaknesses in regard to safeguarding children arrangements that are brought to its attention, without delay.
- Ensuring that the Chair liaises with the LA/partner agencies in the event of allegations of abuse being made against the Head teacher.

### **Monitoring and Review**

Any recorded incidents will be regularly reviewed by the Governing Body. A named governor participates in the school's training with regard to child protection procedures.

This policy is reviewed annually by the governing body.

**Draft review 06.09.17**

**Chair of Governors**