



Child Protection Policy

'This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment'.

Evolve Education Trust - Child Protection Policy

1.0 Aim

1.1 Whilst the prime focus of Evolve Education Trust is to secure the best educational provision for the child, the school recognises that the safety, welfare and care of children is paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We will ensure that arrangements are in place for:

- 1.1.1 all reasonable measures to be taken to minimise the risks of harm to children's welfare;
- 1.1.2 all appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies;
- 1.1.3 all persons working at this school to be made aware of this policy on an annual basis.

1.2 We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff of the school will often, by virtue of their day to day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.

1.3 In order to protect our children, we aim to:

- 1.3.1 Create an atmosphere where all our children can feel secure, valued and listened to
- 1.3.2 Recognise signs and symptoms of abuse
- 1.3.3 Respond quickly and effectively to cases of suspected abuse
- 1.3.4 Monitor and support children at risk
- 1.3.5 Use the curriculum to raise children's awareness, build confidence and skills
- 1.3.6 Work closely with parent/carers and support external agencies
- 1.3.7 Ensure that all adults within our school who have access to children have been checked as to their suitability.

1.4 Evolve Education Trust will support all children by:

- 1.4.1 Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying
- 1.4.2 Promoting a caring, safe and positive environment within the school.
- 1.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- 1.4.4 Notifying Social Care Services via the approved mechanisms as soon as there is a significant concern.

- 1.4.5 Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the child's new school.

2.0 Designated personnel

- 2.1 Designated Senior Person (DSP) for Child Protection –Nicky Griffiths
- 2.2 Deputy DSP and Head Teacher– Davie Clifford
- 2.3 Chair of Governing Body/Assistant Director – Steve McFall
- 2.4 Nominated Governor – Tony Arkell

3.0 The role of all staff and other persons within the schools/service settings

- 3.1 All staff have a duty to safeguard children. This policy outlines how staff can meet this duty and their need to be:-

- 3.1.1 Trained and aware of potential indicators of abuse
- 3.1.2 Open to hearing concerns from children and others, without seeking to investigate these concerns.
- 3.1.3 Informed on how to report any concerns to their Designated Senior Person(s) for Child Protection.
- 3.1.4 Informed on how to report any concerns relating to staff to their Head Teacher/Head of Service.
- 3.1.5 Informed on how to report any concerns relating to their Head Teacher/Head of Service.

- 3.2 Listening to children.

- 3.2.1 Create the opportunity and environment for children to be able to talk about their concerns

- 3.2.2 Establish systems to enable cover for the member of staff listening to a child's concerns.

- 3.2.3 Always:

- Report on as soon as you have a concern.
- Record information verbatim using the actual words of the child and noting any questions the child raises.
- Note dates, times, who was present, positions in the room, anything factual about the child's appearance.
- Pass these notes to the DSP.
- If possible use a silent witness.

Never

- Ask leading questions.
- Ask the child to write down their account.
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgement
- Arrange a medical examination

- Tape/video record an interview
- Ask a child to remove any clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child.

3.3 We recognise that all matters relating to Child Protection are confidential. The Head or DSP will disclose any information about a pupil to other members of staff on a need to know basis only.

4.0 Supporting Staff

4.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

4.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Senior Person and to seek further support as appropriate.

4.3 All staff are able to access confidential support and counselling through for example BCC Staff Care line, Teacher Support network

5.0 The role of the DSP

5.1 The Designated Senior Person is responsible for:

5.1.1 Adhering to the Birmingham BSCB, Education and school procedures with regard to referring a child if there are concerns about possible abuse

5.1.2 Keeping written records of all concerns about a child even if there appears to be no need to make an immediate referral

5.1.3 Ensuring that all such records are kept confidentially and securely and are separate from child records

5.1.4 Ensuring that an indication of further record-keeping is marked on the child records

5.1.5 Liaison and joint working with Social Care Services, and other relevant agencies

6.0 Reporting Procedures

6.1 All concerns must be passed to the DSP who will seek advice/make a judgement as to whether a referral to Social Care Services or the need for any other action to be taken.

6.2 If a disclosure is made or a member of staff has reason to believe abuse has occurred an incident report form in school handbook should be completed as soon as possible and passed to the DSP. Any original notes

should be signed, dated and securely attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the DSP.

- 6.3 Upon submitting an incident form the member of staff and the DSP should catalogue the form, sign and date the incident book in order to prove the procedure has been followed.

7.0 Staff allegations

- 7.1 All child protection allegations relating to staff must be reported directly to the Head Teacher (and not the DSP) without informing the subject of the concern/allegation.
- 7.2 The full evidence will be made available to the member of staff subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process.
- 7.3 In some cases it may be necessary for the staff member to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt. Advice should always be taken from the Employee Relations team in this respect.
- 7.4 Any complaint or concern of a child protection nature received by any person and relating to Head Teacher must be passed in confidence to the Education Services Lead Officer who will give advice and support including making contact with the Chair of Governors.
- 7.5 All staff need to be aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to the school/guidance in respect to safe conduct.

Include references to:

- Risk Assessment
- Out of hours contact with children
- Use of letters, mobile phones, cameras, texts and emails
- Use of Internet code of conduct
- Behaviour policy
- Visibility in any individual contact with children
- Ensuring parental and managerial consent where individual work with children is required
- Areas of practice requiring joint work/paired work.
- Communication and confidentiality policy/guidance
- Any other specific guidance provided by school.

- 7.6 Children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.
- 7.7 Schools responsible for children in receipt of a managed care placement will also have a duty to inform CSCI, in cases of child protection concerns.
- 7.8 Heads responsible for children in receipt of a managed care placement will also have a duty to involve CSCI.

8.0 Procedure

- 8.1 The school adheres to the Birmingham Safeguarding Children Board (BSCB) procedures and the Birmingham Education Services Child Protection Procedures. Copies of these are kept by the Head Teacher and must be the subject of training and be available to all staff and governors.
- 8.2 The Head Teacher will identify a Designated Senior Person (DSP) for Child Protection co-ordination in the school. The Head will identify clearly who will deputise in the absence of the DSP and ensure that any such deputy is appropriately trained.
- 8.3 The DSP will ensure the following reporting and recording procedures are maintained:
- 8.3.1 Incident report form (catalogued and cross references to the incident book)
 - 8.3.2 Incident book (hard bound, containing consecutive numbers of report forms, name of child, name, signature and date of person submitting the report, name, signature and date of DSP receiving the report.)
 - 8.3.3 Child school record (schools only)
- 8.4 The Governing Body will receive annually a report on developments in child protection policy and procedures, training undertaken by the DSP, other staff and the Governing Body, the number of cases referred (without details) and the place of child protection in the curriculum.

9.0 Parents and carers

- 9.1 Parents and carers will be made aware of the school policy through published information and in initial meetings with parent and carers of new children. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.
- 9.2 A copy of this policy is available to all parents, carers and children upon request and is also available in the school website.

10.0 Teaching and Learning

- 10.1 The curriculum will be used to raise children's awareness and build confidence so that they have a range of strategies to support their own protection and understanding of protecting others.
- 10.2 The school will promote child support services through assembly and display of contact information, e.g. Childline, Connexions, Birmingham Sign Posting Service

11.0 Training

- 11.1 All members of staff will receive training on child protection procedures and will receive updates and refreshers every 3 years. It is also strongly recommended that the Governing Body also receives this training.
- 11.2 The DSP and Head will be provided with Education Services core training in order to carry out their role and will attend refresher training updates every 2 years.
- 11.3 Child Protection training will be clearly cross referenced and supplemented by other areas of staff training including appropriate touch, care & control (including safe restraint), behaviour management and risk assessment.

12. Visitors and Volunteers

- 12.1 A summary of the schools procedures and the name of the DSP should be displayed in the reception area for the information of visitors to the school.

13 Review

Summary of Child Protection Information for Staff, Visitors and Volunteers

Evolve Education Trust is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Evolve Education Trust in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.

DSP name **Nicky Griffiths**

If this person is not available please contact

Deputy DSP name **Davie Clifford**

Head Teacher/ Head of Service **Davie Clifford**

Everyone working with our children their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not take photos or store any Photographs of children on their personal electronic equipment including cameras & mobile phones.
- They should not attempt to investigate once the initial concern is raised
- They should involve the Designated Senior Person (DSP) immediately
- If the DSP is not available the Head or the Deputy DSP should be contacted.
- Disclosures of abuse or harm from children may be made at any time.
- Staff should not use mobile phones whilst in school; they should be switched off and locked away.

If anything worries you or concerns you, report it straight away.

