

RAMSEY MANOR LOWER SCHOOL
CHILD PROTECTION POLICY

Ramsey Manor Lower School is committed to safeguarding children and providing a safe, secure and healthy environment for them.

Ramsey Manor Lower School is a Values Education School. Our Values underpin everything we do.

STATUS: STATUTORY

DATE ADOPTED:

Policy agreed by staff: MS date: September 2018

Policy agreed by Governors: JB date: September 2018

Date of next review: July 2019

TEACHER RESPONSIBLE: Headteacher Alex Freaks (Designated Teacher)

Meryl Sanders (Deputy Designated Teacher)

CHILD PROTECTION GOVERNOR: Jennie Southgate

Rationale

Our school promotes the welfare, health, safety and guidance of every child through its positive, safe and stimulating environment. School governors and senior managers are responsible for ensuring that the school has a child protection policy and procedures are in place to deal with incidents, consistent with the Local Safeguarding Children Board (LSCB) guidance, and legislation.

Procedure

- A senior member of staff has been designated specifically to follow the Working Together to Safeguard Children July 2018
- The designated teacher undertakes on-going refresher training
- The designated teacher has had E-safety training, and as part of her child protection role is responsible for E-safety. This includes education for parents about E-safety
- All staff receive Child Protection training every year
- Keeping Children Safe in Education September 2018 and Working Together to Safeguard Children July 2018 are displayed in the staffroom and are accessible to all staff

Staff must not use mobile phones in the classroom during lesson times. Mobile phones should be turned off and stored in a cupboard or filing cabinet during lesson times, meeting times and when on duty at playtimes and lunchtimes. Please note that it is inappropriate to make or receive personal calls or texts in front of pupils. However there

may be certain occasions, at the discretion of the Headteacher when a mobile phone can be used eg to comply with H&S procedures.

- The Guidance for Safe working Practice for the Protection of Children and Staff in Educational settings is displayed in the staffroom and is accessible to all staff
- All staff are familiar with child protection procedures and all cases of child abuse or suspected child abuse are reported immediately to the designated teacher who has responsibility for referring suspected abuse cases to Social Services
- A governor is nominated to have responsibility for child protection. Child protection is a standing item on the agenda for Governors' meetings. This includes monitoring the effectiveness and implementation of the Child Protection Policy, as well as information about any policy changes. Governors also receive information about training undertaken by the designated teacher and other staff and the number of incidents in the school (without names and details) and the place of child protection in the curriculum
- In the absence of the designated teacher an additional teacher (the deputy designated teacher) understand the procedures and is able to refer suspected child abuse cases to Social Services
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through our school website
- All new members of staff, including supply staff, are given a copy of our child protection procedures as part of their induction.
- Through our links to other policies, for example Sex and Relationships/Anti-bullying, we will help to develop self-esteem and self-assertiveness in our pupils.

The following whole school approach will be adopted:-

- Promoting an ethos in which children feel secure, their viewpoints valued, where they are encouraged to talk and they are listened to and self esteem is built.
- Providing suitable support and guidance so that children have appropriate adults whom they feel confident to approach if they are in difficulties.
- Working with parents to build an understanding of the school's responsibility to ensure the welfare of all children and recognising that this may occasionally require cases to be referred to other investigative agencies as a constructive, helpful measure.
- Exercising vigilance in cases of suspected child abuse, recognising the signs and symptoms, having clear procedures whereby teachers and other school staff report such cases to the school's designated teacher and being aware of local procedures so that information is effectively passed on to relevant professionals such as social workers.
- Monitoring children who have been identified as at risk, keeping in a secure location clear records of children's progress, maintaining sound policies on confidentiality, providing information to other professionals, attending and submitting reports to case conferences, as appropriate.
- Providing child protection training regularly to school staff and in particular to designated teachers to ensure that their skills and expertise are up to date.
- Contributing to an inter-agency approach to child protection by developing effective and supportive liaison with other agencies.
- Using the curriculum to raise children's awareness and to build confidence so that children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.

Section 11 of the Children's Act 2004 states that schools must have

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
- a senior lead to take leadership responsibility for the organisation's safeguarding arrangements;

A culture of listening to children and taking into account their wishes and feelings, both in individual decisions and the development of services;

- arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB);
- a designated professional lead for safeguarding. Their role is to support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or neglect. Designated professional roles should always be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;
- safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check (DBS);
- appropriate supervision and support for staff, including undertaking safeguarding training;
- employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and
- all professionals should have regular reviews of their own practice to ensure they improve over time.
- clear policies in line with those from the LSCB for dealing with allegations against people who work with children. An allegation may relate to a person who works with children who has:
 - behaved in a way that has harmed a child, or may have harmed a child;
 - possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Policy

- A Single Central Record is maintained by the Finance Manager. The SCR ensures all adults in the school who have unsupervised contact with children have the necessary disclosure and barring service checks.
- A teacher (the Headteacher) has been designated to have responsibility for co-ordinating action within the school and liaising with other agencies. She has to be aware of all those with parental responsibility.
- School records must accurately reflect the home situation including those with parental responsibility, any court orders currently in force, children on the child protection register, child's date of birth, any name change; child's legal status e.g., looked after.
- Consent must be obtained for school trips, medical attention etc. from those with parental responsibility.
- Those with parental responsibility have the right to see a child's school report.
- If a child is hurt in an accident, contact must be made with those with parental responsibility.
- School staff have the right to 'do what is reasonable' in all circumstances of the case for the purpose of safeguarding or promoting the child's welfare.'

General Principles of Confidentiality

The school can play a vital role in helping children and those who are suspected of being abused, by monitoring and recording certain aspects of the child's progress

- All staff are aware that personal information about a child and his/her family is confidential and should only be given to an appropriate person.
- If abuse is suspected, accurate information will be given only to the designated teacher immediately. The school accepts that other staff need to know only enough to prepare them to act with sensitivity to a distressed child.

(If a child makes a disclosure, the child should be kept informed of who knows and why. Children will often seek a promise that a disclosure is made in confidence. Such a promise cannot be given. There is an overriding duty to protect a child from abuse, and all abuse must be reported.

Teachers should not, in any circumstances, remove a child's clothing. They should only note those marks which they have noticed or which have been brought to their attention by the child. No further examination should be carried out. Teachers should not photograph any injury).

If staff hear worrying information about children from other parents, neighbours or even other children, they must pass this on to the designated teacher. Parents/carers should also pass on any concerns they have to the designated teacher.

Supporting Staff

- 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.
- We will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support.

Monitoring and Record Keeping

- Evidence from reports and reviews into the deaths of children indicate the vital importance of record keeping (Working Together Document 2015). The Child Protection Online Monitoring System (CPOMS) will be used by the staff to make a written record of child protection activities and concerns.
- The school will maintain cumulative summary front sheets on all files to record dealings with parents and social services. The school will also maintain a chronology of recording all relevant occurrences. These reports will be shared as part of the normal interchange of information at all formal and less formal interagency meetings, including child protection conferences.

The school will record all occurrences when there is a concern

All staff are responsible for recording the following on the Child Protection Online Monitoring System (CPOMS):-

- Patterns of attendance
- Changes in mood
- Changes in classroom functioning
- Relationships (with peers and adults)
- Behaviour
- Statements made by the child, comments, stories, "news" drawings
- General demeanour and appearance
- Parental interest and comments
- Home/family changes
- Medicals

- Response to PE/Sport
- injuries/marks, past and present

The designated teacher and deputy designated teacher (in consultation with the Headteacher if the designated teacher is not the Headteacher) are responsible for updating the chronology form and will decide when to start and finish monitoring and decide on further action.

Referral to Social Services

When the school is considering making a referral, thought must be given to the type of referral – child in need or child in need of protection.

- When a referral is being made to the duty desk of Social Services the appropriate referral form will be used. A copy of this form will be kept in the child protection file or uploaded onto CPOMS. When referring, anything said by the child should be written down as a verbatim report.
- Information will be recorded on CPOMS in factual, non-emotive, non-judgmental terms, with notes of the time, date and context of the events in question..
- The file will be kept centrally and confidentiality will be respected. Child protection records will be kept securely locked. When the child transfers to a new school, a copy of the child protection file will be forwarded to the receiving school.

Allegations against staff

- There may be times when a pupil makes an allegation against a member of staff. In such cases procedures will be carried out in accordance with the LSCB procedures.
- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.
- The Headteacher on such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).
- If the allegation made to the member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Local Authority Designated Officer (LADO).

Whistle blowing

We provide an environment in which children and adults feel confident to express concerns regarding the behaviour of a member of staff. The Whistle Blowing Policy can be accessed on the website and in the staffroom.

Bullying

Our policy on Anti-bullying is set out in a separate policy document which acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. All bullying incidents are logged on CPOMS..

Racist incidents

All staff are made aware of this policy during induction. Parents are made aware of the existence of this policy document through our school website. All racist incidents are logged on CPOMS.

Implementation and Review

- This policy will be made known to all staff, including part time staff, newly appointed staff, agency and supply staff, peripatetic staff, school nurses, students on teaching placement, mentors, coaches, advisers, volunteers, parents and governors.
- This policy will be reviewed annually.
- The policy will be taken into consideration when updating school development plans by consultation with appropriate staff.

Reference to the policy will assist in the identification of in-service requirements.

Links to other policies

Health & Safety
PSHCE
Behaviour
Drug Education
Sex and Relationship Education
Behaviour Support Plan
Safeguarding Children
Whistleblowing
Anti-bullying Policy
E-safeguarding Policy