



Child Protection Policy

Signed: **Chair of Governors**
Date:

1 Introduction

- 1.1 The health, safety and welfare of all our children are of paramount importance to all the adults who work in our school. The Governors and staff of Rodmersham Primary School take seriously our responsibility to safeguard all the children and young people entrusted to our care and promote their welfare; relationships with families and within the school should be conducted in the light of values of care and concern for one. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.
- 1.2 Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, and use of SEAL 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.
- 1.3 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes the DfES guidance Keeping Children Safe in Education 2014, the Framework for the Assessment of Children in Need and their Families and Working Together to Safeguard Children (2013). The school will also refer to the Kent and Medway Safeguarding Children Procedures (Purple Book) published in 2007

The Designated Child Protection Co-ordinator (DCPC) who has overall responsibility for child protection practice in school is currently Nicky McMullon, Headteacher, Other designated childprotection officers are : Eleanor Dennehy, Senior Teacher , Leyla Gambell, Senior Teacher and Anthony Brooks, Governor. This includes children in the Early Years Foundation Stage (EYFS). This policy is available to parents either via the school website or on request from the office.

2 Aims & Objectives

- 2.1 To provide a caring, positive, safe and stimulating environment that cares for the social, physical and moral development of the individual child. The governing body takes seriously its legal duty to safeguard and promote the welfare of the children and to work together with other agencies in so doing.
- 2.2 To provide an environment in which pupils feel safe, secure, valued and respected; and where they feel confident and know how to approach responsible adults if they are in difficulties.
- 2.3 To develop effective working relationships with all other agencies involved in safeguarding children.

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3 Procedures and Responsibilities

- 3.1 School procedures for safeguarding children are in line with Kent Safeguarding Children Procedures which may be accessed at www.kscb.org.uk and the Kent & Medway Safeguarding Children Handbook (current edition 2008)
- 3.2 A copy of 'What to do if you are worried about a child being abused' is available for all staff to read. This may also be downloaded from:
- 3.3 <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused>
- 3.4 The headteacher is the school's Designated Child Protection Co-ordinator (DCPC), who has undertaken basic child protection training delivered through the Kent Safeguarding Children Board and the one-day DCPC training provided by the Local Authority (LA). They will attend refresher training provided by the LA every two years.
- 3.5
- 3.6 All staff and the nominated Child Protection governor have received the basic multi-agency training. The name and role of the DCPC will be clearly displayed in the school. It is the responsibility of the DCPC to ensure that all adults in school receive a copy of the policy and follow the schools internal child protection procedures and KCC's record keeping procedures.
- 3.5 The Designated Child Protection Co-ordinator is responsible for:
- Co-ordinating child protection action within school
 - Liaising with other agencies
 - ensuring that there is a systematic means of monitoring children known or thought to be at risk of harm
 - Ensuring that locally established procedures are followed including reporting and referral processes
 - Acting as a consultant for staff to discuss concerns
 - Making referrals as necessary to Kent Children & Social Services using the latest procedure available.
 - Maintaining a confidential recording system
 - Representing or ensuring the school is appropriately represented at inter-agency meetings in particular Child Protection Conferences
 - Managing and monitoring the school's part in Child care / protection plans
 - Organising training for all school staff
 - Liaising with other professionals
- 3.6 The DCPC will ensure that records relating to concerns for the welfare or safety of children are kept separate from other school files and are stored securely. Information will be shared on a strictly need to know basis and in line with child protection policy guidance.
- 3.7 It is the responsibility of the headteacher to ensure all of the following:
- that every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role
 - ensure we have a nominated governor responsible for child protection
 - notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register

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- develop and then follow procedures where an allegation is made against a member of staff or volunteer
- that the governing body adopts appropriate policies and procedures to safeguard children in the school;
- that these policies are implemented by all staff;
- that sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
- that all staff and adult helpers in the school are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe.

3.8 All members of staff and the nominated governor know how to respond to a pupil who discloses abuse, and they are familiar with procedures to be followed .

3.9 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's child protection policy. Reference will be made to it in a prospectus/brochure and home school agreement.

3.10 Our policy and procedures will be reviewed annually and updated by the governing body, this will ensure that they are in line with Kent Safeguarding Children Board's policies and procedures.

4 Procedure to be followed if an adult has concerns about a child

4.1 Any action taken by the named Child Protection Coordinator when dealing with an issue of child protection must be in accordance with the KSCB procedures.

4.2 All adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded.

4.3 If teachers suspect that a child in their class may be a victim of abuse, they should not try to investigate, but should immediately inform the DCPC about their concerns. Abuse can be of a physical, sexual or emotional nature. It can also be the result of neglect. Staff must not keep to themselves any information about abuse which a child gives them; they are required by law to pass this information on.

4.4 If a child alleges abuse, the school will usually make a referral to the Kent Children & Social Services without first informing parents and carers. The role of the school in situations where there are child protection concerns is not to investigate but to recognise and seek advice/refer.

4.5 If a referral is made, a case conference will be held within eight working days. Case conferences offer 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.

5 Procedure to be followed if a child chooses to report alleged abuse

5.1 If a child chooses to tell a member of staff about alleged abuse, there are a number of things that must be done to support the child:

- Don't make promises e.g. to keep secrets
- Stay calm and be available to listen.
- Listen with the utmost care to what the child is saying.
- Question normally without pressurising and only using open questions.

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- Don't put words in the child's mouth but note the main points carefully.
- Keep a full record - date, time, what the child did, said etc; using a body map if appropriate.
- Re-assure the child and let them know that they were right to inform us.
- Inform the child that this information will now have to be passed on.
- Immediately inform the DCPC and place the record of the incident in the child protection folder.

6 Supporting children

- 6.1 We recognise that a child who has been abused or neglected, who witnesses abuse or lives in an abusive environment may feel helpless or humiliated. They may blame themselves, have low self-esteem and find it difficult to see the world as a positive place.
- 6.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 6.3 We accept that research shows the behaviour of a child in these circumstances may range from that which is perceived to be normal to that which is aggressive or withdrawn.
- 6.4 We will provide, across the curriculum, through PHSE, SEAL, circle time, assemblies etc. opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. We will promote a school ethos that is positive and supportive, and a secure environment, which gives all pupils and adults a sense of being respected and valued.

7 Supporting staff

- 7.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or who appears likely to suffer harm, may find this situation stressful and upsetting.
- 7.2 We will support such staff by providing an opportunity to talk through their anxieties with the DCPC, and to seek further external support if necessary.
- 7.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document 'Guidance for Safe Working Practices for the Protection of Children and Staff in Education Settings' provides advice on this and the circumstances that should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse made against staff. These matters form part of staff induction. Any physical intervention will always be the minimum necessary to resolve the situation. The headteacher will require the adult(s) involved in any such incident to report the matter to him or her immediately, and to record it immediately and a copy given to the Head Teacher.
- 7.4 All staff understand that they are employed in a 'Position of Trust' and that inappropriate behaviour with or towards children is unacceptable. If an allegation is made against a member of the school staff (or a volunteer helper), it will always be investigated by the headteacher, or, in the case of the allegation being against the headteacher, by the chair of the governing board. If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended. The school will seek advice from the LA on these matters, and comply with national and locally agreed guidance.

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- 7.4 We recognise that DCPC's should have access to support and appropriate workshops, courses or meetings as organised by the LA.

8 Confidentiality

- 8.1 We recognise that all matters relating to child protection are confidential, however, a member of staff must never guarantee confidentiality to a pupil, nor should they agree to keep a secret.
- 8.2 Where there is a Child Protection concern it must be passed immediately to Designated Child Protection Co-ordinator, at least within 24hours of the concern being noticed.
- 8.3 The Head Teacher or DCPC or Deputy-DCPC will disclose personal information, including the level of involvement of other agencies, about a pupil to other members of staff only on a 'need to know' basis.
- 8.4 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

9 Safe Recruitment

- 9.1 Checks will be undertaken on all adults working in the school to establish the suitability of a person to work with children corresponding to KCC's Safe Recruitment procedures. Records of these checks will be kept.
- 9.2 Each recruitment selection group and interview panel will have a 'Safer Recruitment' trained member.

10 Whistle blowing

- 10.1 All staff should be aware of their duty to raise concerns about the attitude and actions of colleagues.

11 Links to other policies

This Child Protection Policy should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children in this school. These include:

141.1

- Behaviour & anti-bullying policy
- Complaints procedure
- Equality policy
- Health & Safety policy
- Health and safety policy
- Internet & E- Safety.
- Safe recruitment

12. Monitoring & Review

12.1

The governing body will regularly ensure that the school has a senior member of staff designated to take lead responsibility for dealing with child protection issues. The DCPO will regularly monitor and review any incidents in relation to child protection. Any deficiencies or weaknesses in child protection procedures or arrangements will be remedied without delay. The named child protection governor will participate in the school's training with regards to child protection procedures. This policy will be reviewed annually by the governing body.