



Garfield Primary School
Child Protection Policy
Last review date: September 2013
Reviewed and agreed by governors – Autumn Term 2013

1.0 Introduction

- 1.1 The governors and staff of Garfield PS fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.
- 1.2 All staff and Governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.

1.3 The aims of this policy are:

- 1.3.1 To support the child's development in ways that will foster security, confidence and independence.
- 1.3.2 To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.3.3 To provide a systematic means of monitoring children known or thought to be at risk of harm.
- 1.3.4 To emphasise the need for good levels of communication between all members of staff.
- 1.3.5 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 1.3.6 To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
- 1.3.7 To ensure that all adults within our school who have access to children have been checked as to their suitability.

2.0 Procedures

- 2.1 Our school procedures for safeguarding children will be in line with the Education Children Service and Leisure (ECSL) and the Local Safeguarding Children Board (LCSB) procedures. The LCSB have adopted and follow the London Child Protection Procedures .

We will ensure that:

- 2.1.1 We have three designated members of staff who undertakes regular training. (Headteacher, Deputy Headteacher and the Assistant Headteacher)
- 2.1.2 We have a member of staff who will act in the designated teachers' absence. (The next most senior member of staff)
- 2.1.3 All members of staff develop their understanding of the signs and indicators of abuse.
- 2.1.4 All members of staff know how to respond to a pupil who discloses abuse.

2.1.5 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.

2.2 Our procedures will be regularly reviewed and up-dated.

2.3 All new members of staff will have our child protection procedures discussed with them as part of their induction into the school. A copy of the procedure will be available on the staffroom computer for all staff.

3.0 Responsibilities

3.1 The designated teacher is responsible for:

3.1.1 Adhering to the ECSL, LCSB and school procedures with regard to referring a child if there are concerns about possible abuse.

3.1.2 Keeping written records of concerns on the school's recording sheet about a child even if there is no need to make an immediate referral. (See appendix 1)

3.1.3 Ensuring that all such records are kept confidentially and securely. They are to be kept separate from pupil records, in a sealed envelope marked as confidential and only to be opened by the Headteacher/ Deputy Headteacher/ Assistant Headteacher.

3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records.

3.1.5 Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to Social Services.

4.0 Supporting Children

4.1 We recognise that a child who is abused or witnesses abuse may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.

4.2. 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.

4.3. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.4. Our school will support all pupils by:

4.4.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying

4.4.2 Promoting a caring, safe and positive environment within the school.

4.4.3 Providing children with a drop in service at Place2Talk (provided by Place2Be). P2B also provide one:one and group sessions for those children who are most in need.

4.4.4 Liaising and working together with all other support services and those agencies involved in the safeguarding of children

4.4.5 In conjunction with Arnos Resource Centre, providing a drop in service and classes for families who need support with their children.

4.4.6 Notifying Social Services as soon as there is a significant concern.

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

5.0 Confidentiality

- 5.1 We recognise that all matters relating to Child Protection are confidential.
- 5.2 The Headteacher or Designated Teacher will disclose any information about a pupil to other members of staff on a need to know basis only.
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets.

6.0 Supporting Staff

- 6.1 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.
- 6.2 We will support such staff by providing an opportunity to talk

through their anxieties with the designated teacher and to seek further support as appropriate.

7.0 Allegations against staff

- 7.1 We understand that a pupil may make an allegation against a member of staff.
- 7.2 If such an allegation is made, the member of staff receiving the allegation will immediately inform the headteacher.
- 7.3 The headteacher on all such occasions will discuss the content of the allegation with the LEA Lead Officer for Child Protection.
- 7.4 If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LEA's Lead Officer for Child Protection.
- 7.5 The school will follow the LEA procedures for managing allegations against staff, a copy of which will be readily available in the school.

8.0 Whistleblowing

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

9.0 Physical Intervention

- 9.1 We follow the LEA's policy on physical intervention by staff. It acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to the child or another person.
- 9.2 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

10.0 Bullying

- 10.1 Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

11.0 Racist Incidents

- 11.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

12.0 Prevention

- 12.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 12.2 The school community will therefore:
 - 12.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
 - 12.2.2 Ensure that all children know there are a number of adults in the school whom they can approach if they are worried or in difficulty.
 - 12.2.3 Include in the curriculum opportunities for PSHCE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

13.0 Health & Safety

- 13.1 Our Health & Safety policy and School's Educational Visits Policy set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

Talking to Children

It is not the responsibility of school staff to interview children about alleged abuse. That is the role of the police and Social Services. However school staff, in particular the designated teacher, need to make enquiries of a child in order to gain sufficient information about whether a referral to the investigate agencies is needed.

It is acceptable what is seen on the body in the course of normal activities such as physical education, and to ask how a child may have come about a bruise. It is not however acceptable to undress and examine a child.

Avoid asking leading questions or putting ideas into a child's mind. Seek only as much clarification as is needed at this stage. Record what is seen and heard, as well as the actions taken by the school.

Confidentiality

The welfare of the child is the paramount consideration and should take precedence over the usual issues of confidentiality or maintaining good relations with families. School staff should not give a child a promise of confidentiality, especially before they know what a child wants to say.

Information passed to others within the school should be on a "need to know" basis in order to help to safeguard the child's welfare.

Information about third parties should be treated with caution and efforts made to establish facts or concerns before referral is made.

Recording Information

All records should be dated and signed.

Access to records will be confined to members of the school staff who require this information in order to help to safeguard the child's welfare, and appropriate agencies. All records must be kept secure.

The designated teacher will be responsible for recording information about each case and for collecting reports and notes from those involved in the case. **The designated teacher should not collect statements from the child** but record or ask the person who initially listened to the child to record what the child said, using the language the child used.

The records will document every aspect of the case as it develops including grounds for the initial concern arising, where appropriate descriptions of injuries to the child or worrying behaviour and a note of what the child said.

GARFIELD PRIMARY SCHOOL
CHILD PROTECTION CONCERN

NAME OF CHILD:	CLASS:
DATE:	TIME:
RECORD OF THE INCIDENT (Record factually and clearly so that it could be understood by a stranger reading it – Who? What? Where? When? How?)	
YOUR NAME:	SIGNATURE:
POSITION/JOB TITLE:	
NAME OF PERSON THE INFORMATION IS PASSED ON TO:	SIGNATURE:
ACTION TAKEN (To be completed by a named teacher for Child Protection in the school)	
This form should be filed in a separate child protection file which is kept in the Deputy Headteacher's Office	

Child Protection Chronology Report

NAME OF CHILD:

DOB:

CLASS

Date	Concern	Action Taken	Name