



WIGAN SAFEGUARDING CHILDREN BOARD

MODEL CHILD PROTECTION POLICY FOR SCHOOLS

Name of School

This policy/procedure will be reviewed annually, date reviewed.

Mission/Ethos Statement for (Name of School)

There are three main elements to our Child Protection Policy. They are:

1. Prevention

The School adopts a positive attitude towards the teaching and pastoral support provided to the pupils within the School.

2. Protection

The School commits to following agreed procedures, whilst ensuring the workforce within the School are trained in accordance with Section 175 Education Act 2002. This section of the Act states that "...training should be every two years for designated teachers for child protection and every three years for the rest of the staff, including non-teaching staff and welfare staff."

3. Support

The School commits to ensuring that support is offered to any pupil who has been abused or harmed and that this support reflects the individual child's cultural, language, religious beliefs and any disability/difficulty the child may experience.

School Commitment

"We recognise that for children, high self esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention".

Our School will therefore:

- (a) Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to.
- (b) Ensure that children know that there are adults in the School who they can approach if they are worried or are in difficulty.
- (c) Include in the curriculum, activities and opportunities for Personal, Social, Health Education and Citizenship, which can equip children with the skills they may need to stay safe from abuse.
- (d) Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills.

1. Introduction

1.1 The Education Act 2002, Section 175 (2) states:

“The Governing Body of a maintained School shall make arrangements for ensuring that their functions relating to the conduct of the School are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the School”.

1.2 The staff and Governors of **(Name of School)** are committed to protecting and safeguarding all their pupils to ensure, as far as possible, that they are free from harm.

1.3 The School recognises that children sometimes suffer abuse from those who should be caring for and protecting them. Abuse can take place within any socio-economic group and can occur at home or in institutions such as Schools.

1.4 This document sets out the procedures which **(Name of School)** has in place for exercising its duties in relation to safeguarding pupils.

2. Wigan Safeguarding Children Board

2.1 Schools or agencies working alone cannot achieve the safeguarding and protection of children. It is a multi-agency task and depends on agencies working well together.

2.2 The Wigan Safeguarding Children Board (WSCB) is made up of representatives from all groups, including Children and Young People's Services, Health, Youth Offending Team, Police and other services whose work brings them into contact with children. It has produced joint policies and procedures for the protection of children.

2.3 There is an obligation on all member agencies of the WSCB to comply with these procedures at all times. The procedures outlined in this document therefore reflect those of the WSCB.

2.4 In addition to WSCB procedures, **(Name of School)** will have particular regard to the Department of Health, Home Office and Department for Education and Skills joint publication *'What To Do If You're Worried a Child is Being Abused'*.

3. The Designated Teacher and Governor for Child Protection

3.1 As required by central Government guidance, **(Name of School)** has a designated senior member of staff, known as the Designated Person for Child Protection (DPCP), who is responsible for co-ordinating child protection issues within the school and for liaising with other services. There is also an alternative co-ordinator who acts in the co-ordinator's absence and a member of the Governing Body with responsibility for child protection.

3.2 At (Name of School), these roles are undertaken by:

_____ (Designated Person for Child Protection)

_____ (Alternative DPCP)

_____ (Named Governor for Child Protection)

The names of the individuals listed, will be given, when requested, to the Local Authority.

3.3 The DPCP and alternative co-ordinator will be released from School to attend specialised child protection training, which will be updated at least every two years. The named Governor will also be required to access specialist training.

3.4 It is the Designated Person for Child Protection's responsibility to ensure that **ALL** staff within the School, whether teaching or non-teaching, paid or volunteers, know who is the DPCP and the alternative co-ordinator. Further, the DPCP will ensure that **ALL** staff within School receive, on a regular basis, information which enables them to identify child protection matters and respond appropriately.

3.5 The role of the Named Governor for Child Protection shall include:

- Liaison with the Head Teacher and DPCP to ensure that the School has a child protection policy and procedures in place.
- That an annual item is placed on the Governor's agenda to report on changes to child protection policy/procedures, training is undertaken by the DPCP and other staff, the number of incidents/cases (giving due regard to confidentiality) and the place of child protection issues in the School curriculum.
- Liaison with the Head Teacher and DPCP with regard to allegations of child abuse (giving due regard to confidentiality).
- Monitoring of procedures relating to liaison with the Local Authority Designated Officer (LADO), Social Care and the Police in relation to any allegations of child abuse made against the Head Teacher, including attendance at Initial Action Meetings.
- Ensure attendance at specific child protection training for Named Governors.

3.6 In supporting (**Name of School**) in meeting its responsibilities for child protection, the Child Support Team will ensure an allocated Worker to the School maintains regular contact with the Designated Person for Child Protection. A visit will be arranged for a mutually convenient time and date, each term, when concerns can be discussed, shared and when appropriate, advice and guidance given. It is important to ensure that all children who the School are concerned about are discussed, including those children who have an allocated Social Worker. The Child Support Team can, when appropriate, liaise with named Social Worker's on the School's behalf and support the School in working with Social Care.

3.7 If an individual member of staff within the School feels that the Designated Person for Child Protection has not responded appropriately to any child protection concerns raised, it is important to discuss these concerns with the Head Teacher of the School. If reasons exist that would suggest this to be inappropriate, the individual member of the staff team can contact the Child Support Team Advice Line and share any concerns with the Duty Worker.

4. Recognising Possible Abuse

4.1 Children can be harmed in a number of ways. Abuse can be physical, sexual and emotional, or it can take the form of neglect. Children sometimes suffer more than one type of abuse at a time.

4.2 **(Name of School)** will ensure that that Designated Person for Child Protection is trained every two years and the rest of the staff members are trained every three years in order that they can recognise signs of possible abuse or neglect and will know what to do if they suspect a child is suffering harm.

4.3 The School will strive to create an atmosphere in which children feel able and safe to talk about their worries and fears. Staff will listen carefully to anything children want to tell them. They will:

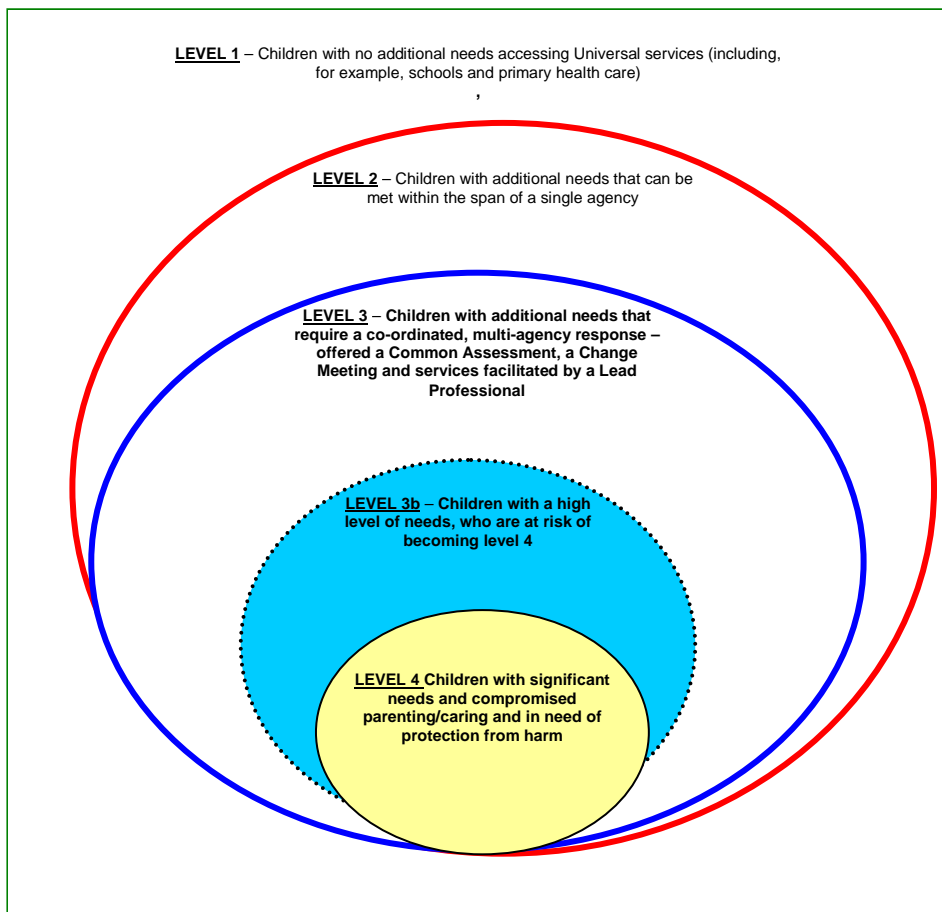
- **not** ask leading questions
- **not** promise to keep the matter secret
- **not** attempt to investigate a situation themselves

Staff might also have concerns about a child's safety because of the way he or she is behaving.

4.4 Whether suspicions arise through disclosures children make, or as a result of observations, the member of staff concerned **must**:

- make a written note, signed, dated and timed of what was said or seen; and
- refer the matter **immediately** to the Designated Person for Child Protection.

4.5 Wigan Safeguarding Children Board's agreed definitions of need are succinctly defined into four areas, which are outlined on the image below. In order to understand more fully the details of each threshold criteria, please refer to the 'Thresholds of Need in Wigan' leaflet.



4.6 **(Name of School)** commit to proactively respond to any concerns around a child’s welfare and as such, will do so at the earliest opportunity. **(Name of School)** will use the Change for Children and Young People System, including the Common Assessment Framework, Change for Children Meetings in order to ensure a robust information gathering and multi-agency approach is facilitated to meet the needs of pupils. **(Name of School)** will also commit to the concept of Lead Professional and undertake this role should this be appropriate, judged on an individual basis.

5. Making Referrals to Social Care

5.1 Child in Need Referrals – The Designated Person for Child Protection will ensure the written consent from the parent/carer is sought prior to the referral being made, including consent to information being shared across agencies.

5.2 Child Protection Referrals – Section 47(1) of the Children Act 1989 states that: *“where a local authority have reasonable cause to suspect that a child who lives, or is found, in their area is suffering, or is likely to suffer, significant harm, the authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child’s welfare”*.

5.3 All child protection referrals must be discussed with the Duty Officer, at the time the concerns come to light. The referral form must be completed

subsequently and sent to the Duty Officer within 48 hours of the verbal referral having been made. It is good practice to seek the consent of parents/carers before making a referral, unless to do so would increase the risk of immediate harm to the child. If the consent is refused, the referrer should discuss this with the Duty Officer at the point of referral. The exceptions to seeking consent will be any referral where sexual abuse or Fabricated and Induced Illness is suspected, in this instance, there should be no discussion with family prior to the referral being made.

A copy of any referral made to Social Care should also be sent to the Child Support Team.,.

- 5.4 If the School are in doubt as to whether an immediate referral ought to be made, or for general advice regarding any safeguarding concerns, the Designated Person for Child Protection may contact the 0-19 Advice Line on Enquires and potential referrals are being passed to our dedicated temporary admin points which are: Karen Smith 01942 486098 and Caroline Webster / Elizabeth Fairhurst (who are job-share) on 01942 486095.
- 5.5 Social Care will acknowledge receipt of the written referral within 24 hours of it being received. Should acknowledgment not be received, the Child Support Team will follow up the referral and feedback to the Designated Person for Child Protection at the school.
- 5.6 Where the School believes a referral to be a matter of child protection and in their opinion meets the threshold of need criteria as described above, but the Children's Duty Team are not of the same opinion, the Designated Person for Child Protection should liaise with the Manager of the service. The Child Support Team will endeavour to reach a solution to the situation by methods of negotiation and discussion.

6. Attendance at and Reports to Child Protection Conferences

- 6.1 If Social Care decide, having received a referral from the School, that a child might be at risk of significant harm, an Initial Assessment may be completed. If following the completion of this Assessment, it is discovered that significant harm has occurred or there are suspicions of such, then a Strategy Discussion would take place. This would usually be between the Social Worker and the Police. However, if other Agencies have information that could be useful to this process, contact will be made with them. From this Strategy Discussion, a decision is made whether to progress to a Section 47 Enquiry (child protection enquiry), which could be undertaken jointly between the Police and Social Care. One of the options arising from this could be progression to a Child Protection Conference, however, this would only be in the cases where a multi-agency plan is required.

- 6.2 Should a Child Protection Conference be called, the Designated Person for Child Protection will be asked to attend, and it is an expectation of **(Name of School)** that he/she will do so, unless it is considered that another member of staff has greater or more relevant knowledge of the child, in which case, that person will attend. Where a Conference is held during a School holiday, the School will do its best to send a Senior Member of Staff, or alternatively, make a request for a member of the Child Support Team to represent the School.
- 6.3 The School will provide the person chairing the Conference with a written report on the child at least **48** hours in advance. The author of the report will be aware that the child's parents will have access to it.
- 6.4 If a child is made subject to a Child Protection Plan following a decision made at the Child Protection Conference, a 'core group' consisting of those with the most knowledge of and involvement with that child will be identified. The Designated Person for Child Protection or other relevant member of staff will attend.

7. Confidentiality

- 7.1 Information on child protection cases will only be shared within the School with those who need it in order to ensure the safety of the children concerned.
- 7.2 All School records of child protection concerns and referrals are kept in a locked cabinet separately from the main pupil files. Only the Designated Person for Child Protection, the alternative co-ordinator and the Head Teacher should have access to these files.
- 7.3 Only **one** child protection file will be kept on a child, and will contain, on the inside front cover, a maintained chronology of events. No other information of a child protection matter will be kept anywhere else in the School.
- 7.4 Well-kept records are essential. All staff must ensure they record information as soon after an event as possible.

8. Transfer of Records

- 8.1 When a child subject to a Child Protection Plan leaves **(Name of School)**, the Designated Person for Child Protection will inform the relevant Social Worker and send the child protection records to the receiving School **immediately**. If the name of the receiving School is not known, the Designated Person for Child Protection will notify the child's Social Worker as a matter of urgency as soon as the child leaves or appears to be missing. In these circumstances, the child protection records will remain at **(Name of School)** until the child is known to have registered elsewhere.
- 8.2 When a child joins **(Name of School)** and records from the previous School indicate the child is subject to a Child Protection Plan, the Head

Teacher or Designated Person for Child Protection will notify Social Care **immediately**.

- 8.3 When a child who is known to have been subject to a Common Assessment Framework or where concerns have been raised and no formal referral to Social Care has been made, the records for that child should remain with **(Name of School)** and be kept in accordance with the Local Authority's retention of records policy. It is appropriate for the receiving School to have copies of relevant information from the child protection file if it will serve to assist the School in supporting and protecting a child.
- 8.4 When a child who is subject to a Child Protection Plan joins **(Name of School)** and no child protection records have been received from the previous School, the Designated Person for Child Protection will contact the DPCP at the receiving School to request the records be sent **immediately**. This request will be confirmed in writing and repeated if necessary. If they remain unavailable, the School will inform the Child Support Team who will assist in obtaining the records.

9. Staff Recruitment

- 9.1 Before confirmation of appointment, all staff (both teaching and non-teaching) and including volunteers who apply to work at **(Name of School)** will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children. References will be taken up and they will be required to give evidence of their qualifications and details of previous experience and work history.
- 9.2 As part of this recruitment process, all potential staff will be required to declare any criminal record. Criminal Records Bureau checks will be undertaken. No one will be employed if it is considered they are unsuitable to work with children.
- 9.3 All staff, including supply teachers and other visiting staff (e.g. school nurses) and those supporting School trips, are informed of the name of the Designated Person for Child Protection and the School's policy for the protection of children as follows:
- During their first induction to the School
 - Through the provision of a copy of this Policy (and confirmatory evidence that a copy of the Policy has been provided)
 - Through the staff/personnel handbook
 - Through the induction/supply teacher's booklet
 - Information on relevant notice boards
 - Whole staff training or briefing meetings
 - Reminders at the beginning of each year for new staff
 - All staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, as soon as possible that day to the Designated Person for Child Protection or the alternative co-ordinator. If in any doubt they should consult with the Designated Person for Child Protection.

- The Wigan Safeguarding Children’s Board Child Protection Procedures are available within **(Name of School)**. Members of staff within School will contact the Designated Person for Child Protection within School should they wish to read this Procedure.

10. Allegations Against Staff

- 10.1 Any allegation made against a member of staff or volunteer at **(Name of School)** will be taken very seriously and will be referred **immediately** by the Head Teacher or Designated Person for Child Protection to the Local Authority Designated Officer (LADO) (*refer to the Local Procedures for Dealing with Allegations for Abuse Against Adults who work with Children*).
- 10.2 The allegation **will not** be investigated in School, other than to establish the facts. The LADO will liaise with Social Care and the Police to determine if the allegation should be investigated internally or dealt with by Social Care/Police. When agreed, an Initial Action Meeting (IAM) should take place at the earliest opportunity, but within at least five working days of the referral.
- 10.3 Where an allegation is made against the Head Teacher, the Designated Person for Child Protection or the alternative co-ordinator, will inform the Chair of the Governing Body, as well as the LADO. The LADO will liaise with Social Care and the Police to determine if the allegation should be investigated internally or dealt with by Social Care/Police. When agreed, an Initial Action Meeting (IAM) should take place at the earliest opportunity, but within at least five working days of the referral.

11. Training

- 11.1 At **(Name of School)**, we are committed to Safeguarding and Child Protection training. The Head Teacher, Designated Person for Child Protection and the nominated Governor for Child Protection will undertake the relevant training for their role, in accordance with Section 175 of the Education Act 2002. This will require training every two years.
- 11.2 All other staff will receive relevant training on Safeguarding and Child Protection in accordance with the same section of the Education Act 2002 every three years.

12. OFSTED Inspections

- 12.1 **(Name of School)** will be aware of its responsibilities within the OFSTED framework of inspections. The most recent revised guidelines place a significant responsibility on School’s in ensuring they are robust in responding to child protection issues. It is important that this and future updated Child Protection Policy’s are ratified by the Governing Body, that it is embedded into the culture and practice within School and that clear lines of accountability exist. All staff within **(Name of School)** must understand the importance of safeguarding and its link with the overall effectiveness of the School, the clear link to the inspection framework and the limiting judgement that can be given to safeguarding with School.

- 12.2 In the new framework for inspections of School's, if a School is not meeting its legal duties, it will prompt a judgement of Inadequate for safeguarding. If safeguarding arrangements are not robust or pupils do not receive enough support/advice to stay safe or there is little or unproductive involvement with agencies, this prompts a judgement of Inadequate. And if 'ensuring that safeguarding procedures are effective' is judged Inadequate, the overall effectiveness will be judged Inadequate. Where a satisfactory judgement is awarded for safeguarding, it is most unlikely that the overall effectiveness will be better than good.
- 12.3 **(Name of School)** will be required to evidence that children **are** safe and that children **feel** safe. Key aspects of Inspections focus on:
- How well pupils are safeguarded and protected
 - How well child welfare concerns are identified and responded to appropriately
 - How well safeguarding is prioritised
 - The School's work with other agencies to safeguard children.
 - All visitors to School have sufficient Police Clearance to allow contact with children and that this is evidenced in the Single Central Record.

13. Conclusion

- 13.1 The aim of this Policy/procedure is to ensure that all the children at **(Name of School)** are safe and free from harm. If they are considered to be at risk of or to have suffered abuse or neglect, the School will take the steps described to minimise the risk or protect them from further harm.
- 13.2 In order to monitor the School's effectiveness in adhering to its responsibilities in safeguarding and child protection, the Governing Body will require the Head Teacher to submit a termly report on child protection issues within the School. This report **will not** reveal details of any individual children or families.
- 13.3 **(Name of School)** commit to working in partnership with other agencies and parents in order to safeguard its pupils.
- 13.4 The adequacy of these procedures will be reviewed and require formal adoption annually by the Governing Body.

SIGNATURES

Head Teacher

Date: _____

Named Governor for Child Protection

Date: _____

Designated Person for Child Protection

Date: _____

Further information can be obtained at

www.teachernet.gov.uk/childprotection

Wigan Safeguarding Children's Board Child Protection Procedures (November 2007) can be found at **www.wiganlscb.com**

'What to do if you're Worried a Child is being Abused' (Department of Health, Home Office, Department for Education and Skills, 2003)

'Guidance for Safer Working Practice for Adults who Work with Children and Young People'
(**www.gose.gov.uk/497648/docs/411784/GuidanceSaferWorkingPractices**)

'Framework for the Inspection of Maintained Schools in England' (OFSTED, 2009)

These procedures reflect the statutory requirements outlined in the following legislation:

- Children Act 1989
- Education Act 2002
- Children Act 2004
- Human Rights Act 1998
- Working Together to Safeguard Children (2006)
- Child Act Guidance and Regulations (1989)

Contact Details

Children's Duty Team	01942 828300
Independent Reviewing Team	01942 705942
Child Support Team – Advice Line	01942 705946
Local Authority Designated Officer (LADO)	01942 486034
Police Child Protection Unit	0161 856 4179 0161 856 7952 0161 856 9140

(NAME OF SCHOOL)

Name of Child	Date of Birth	Year Group

Date	Area of Concern

Action Taken

Signed: _____ Date: _____

Print Name: _____

Agenda

Child Support Team and

(Name of School)

1. Discussion between Child Support Worker and Designated Person for Child Protection regarding those children at **(Name of School)** who are actively involved with Social Care and who have an allocated Social Worker.
2. Discussion between Child Support Worker and Designated Person for Child Protection regarding those children at **(Name of School)** who are presenting with issues the School are concerned about. Also include those children for whom the School have referred directly to Social Care since the last visit.
3. Discussion and update on those children and families with whom the Child Support Worker has been involved at a CAF or Change for Children stage.
4. Update and confirmation on Staff Training, including Designated Person for Child Protection, Named Governor for Child Protection and whole school training. Discussion to ensure identification of new staff who need to attend Child Protection training if the whole School training is not due.
5. Update School on developments in terms of Child Protection and Safeguarding which could assist **(Name of School)** in continuing to develop its child protection practice.
6. Ensure a date and time of future visits is arranged.

This Agenda includes issues that (Name of School) and the Child Support Worker must discuss at each and every visit. By doing so, it evidences the School's commitment to protecting children and upholding its responsibilities for child protection and safeguarding. Additional Agenda items can be included, as and when appropriate for (Name of School).