



Kingsdown School

Child Protection Policy

1. Principles

This school takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care. *“The welfare of the child is paramount.” Children Act 1989.*

1.1 All action is taken in line with the following legislation/guidance:

- South West Child Protection Procedures (SWCPP), www.swcpp.org.uk
- Section 175 Children Act 2002
- Safeguarding Children in Education September 2004
- Working Together to Safeguard Children 2010
- What to do if you’re worried a child is being abused 2006
- Safeguarding Children and Safer Recruitment in Education 2007

1.2 We will follow procedures set out by the Local Safeguarding Children Board and take account of further guidance issued by the DCSF, and the Local Authority (LA).

1.3 Our policy applies to all staff, governors and volunteers working in the school.

1.4 We recognise that staff, because of their contact with and knowledge of children or young people in their care, are well placed to identify abuse and offer support to children in need.

1.5 As part of the ethos of the school, the staff and governors are committed to:

- ensuring the school practises safer recruitment in checking the suitability of staff and volunteers to work with children
- ensuring that all staff and volunteers understand, and adhere to, the school’s code of conduct;
- establishing and maintaining a safe school environment, where all children feel secure, can learn and develop, are encouraged to talk and are listened to, where their views are valued and respected;
- supporting pupils who have been abused, and carrying out specific actions in accordance with the agreed child protection support plan; *(The school should include a section in the policy which provides information about how pupils are listened to and supported. It should include a statement that the Social Worker will be informed immediately if a pupil subject to a child protection support plan is excluded. It should also include information about how the school works closely with other professionals to support individual pupils.)* Including opportunities in the curriculum for children to develop the skills they need to recognise, and stay safe from, abuse; *(The school should include a section within the policy that explicitly identifies how the curriculum, and other provision, is used to achieve this.)*
- ensuring all teaching and support staff are aware of signs and symptoms of abuse, know the correct procedure for referring concerns, or reporting allegations against staff, and receive appropriate training to enable them to carry out these requirements;



- ensuring all volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated person responsible for child protection;
- Exercising their duty to work in partnership with other agencies and to share information with them, including attendance at child protection conferences, core groups and preparation of reports for conferences; encouraging and supporting parents/carers, working in partnership with them.
- Encouraging and supporting parents and carers, working in partnership with them.

1.6 The school recognises it is an agent of referral and not of investigation.

1.7 The child protection policy should be read in conjunction with other relevant policies:

- Anti-bullying
- Health and Safety
- Behaviour (& exclusions)
- Equal Opportunities
- PHSE
- Internet Safety
- School Security
- Educational Visits
- Medical Needs
- First Aid
- Lone Working
- Whistle Blowing
- Recruitment

2. Procedures for Referral

Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the designated person for child protection.

Steve Lowe **01793 837111 (school extension 111)** **07590 351400**

or if unavailable to the deputy designated person:

Mireille Drayton **01793 837197 (school extension 197)** **07590 351401**

In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

2.1 The designated person will immediately inform Children Services Referral Team by telephone. Telephone number 01793 466903. Out of hours telephone number 01793 436699.

2.2 Telephone referral to the Children Services Referral Team will be confirmed in writing using the form marked RF1, within a maximum of 48 hours, ideally 24 hours, with a copy sent to the Schools' Safeguarding Adviser at Swindon Borough Council, Sanford House, Sanford Street, Swindon SN1 1QH (telephone 01793 465763), or via the School to School file transfer system, using 'school number' 9550. Essential information will include pupil's name, address, date of birth, family composition, and reason for referral, previous concerns, name of person receiving the referral and any advice given. The referral must be signed and dated by the referrer.



- 2.3 The referral will be shared with the parent/carer, and where appropriate with the child/young person, unless to do so may place the pupil an increased risk of significant harm, in which case advice should be sought from the referral team. If a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the school must consult the Duty Social Worker before informing parents, unless the child is subject to a Child Protection Plan in which case schools must contact the allocated Social Worker. The relevant Social Worker will advise the school when, and by whom, parents will be informed.
- 2.4 Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.
- 2.5 Referrals for Alleged Perpetrators of Sexual Abuse – Where a pupil is being investigated by the police for allegedly committing sexual offences, and the police have said they will make a referral to Social Care, the school will still telephone the Referral Team without delay to raise awareness of the concerns relating to the alleged perpetrator. The Referral Team will advise whether or not an RF1 needs to be completed by the school.

3. **Alleged Abuse by Staff**

The school will follow the SWCPP for managing allegations against staff, contacting one of the LA designated officers for consultation as soon as an allegation has been made:

- i. Schools Child Protection Consultant 01793 465737
- ii. In the event of the above being unavailable, contact one of the 2 LA Designated Officers (LADO) on 01793 466849 or 01793 466958

The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

- 3.1 Staff/volunteers must report an allegation about a member of staff immediately to the Headteacher, unless the Headteacher is the subject of the allegation. The Headteacher will then proceed as above. Where the allegation is against the Headteacher, the member of staff/volunteer must either contact the Chair of Governors or one of the LA designated officers, above. If contacted with regard to an allegation against the Headteacher, the Chair of Governors will follow the LA 'Guidance for Chairs of Governors Dealing with Child Protection Allegations against the Headteacher', and contact one of the designated officers above for consultation. An allegation must not be discussed with the alleged perpetrator or other members of staff/governors, unless advised to do so by a LA designated officer.
- 3.2 The school is legally obliged to make a referral to the Independent Safeguarding Authority if at the end of the allegation process a member of staff or volunteer is removed from their position, or if they leave while under investigation for allegedly causing harm or posing a risk of harm.
- 3.3 The school has a code of conduct in place, which clearly states what behaviours are acceptable and what behaviours are not. Staff sign to say that they have read and understood the document.



4. **Record Keeping**

Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible, noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed and discussed with the designated person for child protection.

- 4.1 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
- 4.2 Written records of concerns about children must be kept, even where there is no need to make a referral immediately. Where concerns do not meet the threshold for a referral to Social Care, consideration should be given to the appropriateness of completing a CAF and making a referral to the Locality Team for a Team Around the Child meeting.
- 4.3 All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and must be kept separate from other records.
- 4.4 A chronology will be kept at the front of individual pupils' files, which is reviewed and updated whenever a new concern is raised or additional relevant information becomes available, noting any action taken.
- 4.5 The quality of child protection records will be monitored by the Headteacher.
- 4.6 Where a child moves school, copies of child protection documentation must be passed immediately and confidentially to the receiving school, separate from general records, with the original records retained by the school. The Headteacher or designated person for child protection will also telephone the Headteacher or designated person for child protection at the new school/college to raise awareness of child protection concerns, and that records are being transferred. Further information is available within the LA 'Guidance on Retention and Transfer of Safeguarding Records in Educational Establishments in Swindon'.
- 4.7 The school will refer to www.swindon.gov.uk, 'Guidance on the retention and transfer of safeguarding records in an educational establishment' about the storage of formal and informal Child Protection Records.

5. **Parental Involvement**

This school is committed to helping parents/carers understand its responsibility for the welfare of all pupils.

- 5.1 Parents/carers will be made aware of the school's child protection policy via the school prospectus and initial meetings with parents of new pupils. Parents will also be made aware of how they can access the full child protection policy.
- 5.2 Concerns will be discussed with parents/carers. Where a referral is needed, the designated person should seek the agreement of parents/carers before making the referral, unless to do so may place the pupil at increased risk of significant harm or in the particular circumstances stated in 2.3. However, a lack of agreement should not stop a referral going ahead.



5.3 **Pathway To Follow When Children Are Not Collected From School**

The school will attempt to contact parent(s)/carer(s) and other authorised contacts.

Half an hour after the end of school day/agreed collection time, if the school is unable to make contact, the school will contact the Referral Team to warn them of the situation, making it clear that at this stage it is just for information.

Wherever possible the school will make a visit to the home, in case the parent/carer is present but not contactable via telephone.

School will prepare the information which will be required by the Referral Team, as far as possible.

An hour after collection time or by 4.30, whichever is the sooner, school will again contact the Referral Team, who will then provide support and guidance

6. **Training**

The designated person and his/her deputy must receive multi-agency child protection training every 2 years. Training is available from the Local Safeguarding Children Board www.swindonlscb.org.uk. The Schools' Safeguarding Adviser acts as the school's Link Person and is available for advice.

6.1 All staff, both teaching and support, must be provided with child protection training on a regular basis, at least every 3 years.

6.2 Temporary and supply staff must be made aware of basic information in respect of the school's child protection procedures, including the name of the designated person.

6.3 All new staff must receive child protection training as part of their induction. Volunteers will also receive some basic training. This will include foundation level training, whether 'in-house' or through the LSCB, unless they have attended training within the last 3 years eg. at a previous school.

6.4 Where appropriate, staff will receive additional training in order to effectively carry out their role e.g. safer recruitment training.

6.5 The designated person and their deputy should keep up to date with local and national advice and guidance on child protection, and attend such additional training as is necessary to effectively fulfil their roles.

6.6 Training records must be kept up to date, recording the date, focus and level of training received by individuals.

7. **The Role of the Governing Body**

The governing body will ensure that all statutory duties with regard to child protection are fulfilled, as detailed in Safeguarding Children and Safer Recruitment in Education 2007.

7.1 The school will provide an annual child protection report for governors, in line with the most recent LA 'Guidance on Writing the Annual Report to Governors Concerning Child Protection'. A copy of this report must be sent to the Governor Support Team in Sanford House.



7.2 The governing body will ensure that weaknesses identified: within the annual child protection report; through on-going monitoring of child protection procedures; other sources are addressed explicitly within the School Improvement Plan. The governing body will regularly monitor the implementation and impact of the identified actions.

7.3 The Chair of Governors (or designated governor for child protection, if they are not the chair), in liaison with the designated person, will ensure that the school has a child protection policy and procedures in place, which are known to all members of staff, and up-dated at least annually.

7.4 The governing body controls the use of school premises both within and outside of school hours and has a duty to safeguard children and young people using the premises. Where services or activities are provided separately by another body, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection, in line with LA 'Safeguarding Guidance for Commissioned Extended School Provision and Lettings'.

8. **Review**

This policy will be reviewed on an annual basis, and up-dated where appropriate, however if a weakness is identified in school procedures, the policy will be reviewed and revised immediately.

Signed

A handwritten signature in black ink, appearing to read 'W Conaghan'.

W Conaghan
Headteacher

Date: 4 July 2011

Signed

A handwritten signature in black ink, appearing to read 'David Gray'.

D Gray
Vice Chair of Governors

Date: 4 July 2011



Appendix 1

Statement for inclusion in school prospectus

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South West Child Protection Procedures www.swcPPP.org.uk, and are in accordance with Swindon Borough Council guidance. If you want to know more about these procedures, please speak to the Headteacher/Child Protection

Coordinator or visit the web site. Copies of the school's Safeguarding Policy are available from the school office.



Appendix 2

Procedure to follow in the case of an allegation against a member of staff

1. Exceptionally, when an allegation is particularly serious, it may be necessary to take immediate action to safeguard children before contacting the LA
2. Do not investigate until advice has been sought from the LA
3. Wait until the allegation has been discussed with the LA before informing the subject of the allegation.
4. Collect the information required to answer questions 1. to 21. on the attached sheet (see appendix 2), but don't delay contacting the LA because a particular piece of information is proving difficult to track down
5. Contact the Schools' Child Protection Adviser (SCPA) or Schools' Child Protection Consultant (SCPC) tel.465763, to report the allegation
6. The SCPA/SCPC will provide initial guidance and then liaise with the Local Authority Designated Officer (LADO), for managing allegations against staff, to confirm the next steps. The SCPA/SCPC will then feed back to the school, and provide on-going support as appropriate. The initial discussion with the LADO will establish whether the concern or allegation has, or may have, some foundation and should be dealt with under the allegations procedures. *'If it does not, no further action will be taken under these procedures and this will be recorded by the LADO'. The designated senior manager should consider how the matter should be dealt with under employer's procedures e.g. complaints or disciplinary procedure.'* (South West Child Protection Procedures). If the allegation is demonstrably false or malicious, consideration should be given to any action that may need to be taken with the person who made the false allegation.