

# **Child Protection Policy**

**THE GRANVILLE SCHOOL**

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## **INTRODUCTION**

The Governing body and staff of The Granville School take seriously our responsibility under Sections 175 and 157 of the Education Act 2002 to safeguard and promote the welfare of all children; and to work together with other agencies to ensure adequate arrangements are in place within our school to identify, assess, and support those children who are suffering harm.

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 Safeguarding Children and Safer Recruitment in Education (2007), the Framework for the Assessment of Children in Need and their Families (2000), and Working Together to Safeguard Children (2006).

The Designated Child Protection Co-ordinator (DCPC) who has overall responsibility for child protection practice in school is Irene Collins. Her deputy is The Headmistress Mrs Jane Scott.

The Designated Governor is Mrs Elizabeth Brown

As part of the ethos of the school we are committed to:

- Maintaining children's welfare as our paramount concern
- Providing an environment in which children feel safe, secure, valued and respected; confident to talk openly and sure of being listened to
- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties
- Using the curriculum to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others
- Working with parents to build an understanding of the school's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations
- Ensuring all staff receive up to date training and support and are able to recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication
- Monitoring children who have been identified as "in need" including the need for protection; keeping confidential records which are stored securely and shared appropriately with other professionals
- Developing effective and supportive liaison with other agencies

## **ROLES AND RESPONSIBILITIES**

### **School**

The school is responsible for ensuring that all action taken is in line with Kent's Safeguarding Children procedure. This process, implemented in November 2007, follows the requirements of the central government guidance contained in the Framework for Assessment of Children in Need and their

Families, and Working Together to Safeguard Children. The child protection process is now incorporated within a comprehensive policy and procedure for all children in need.

The role of the school within this procedure is to contribute to the identification, referral and assessment of children in need, including children who may have suffered, be suffering, or who are at risk of suffering significant harm. The school may also have a role in the provision of services to Children in Need and their families.

All governors and staff, including peripatetic, domestic and ground staff in school have a role to play in relation to:

- Protecting children from abuse
- Promoting the welfare of children
- Preventing children from being harmed

**The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**

### **Designated Child Protection Co-ordinator**

The Designated Child Protection Co-ordinator is responsible for:

- Co-ordinating child protection action within school
- Liaising with other agencies
- 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
- 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
- Transferring records when a child changes school
- Informing the designated governor of any allegations of child abuse.

### **Governors**

The designated governor will be informed of any allegations of child abuse and will be kept informed of all communications with outside agencies.

### **Parents**

We will always undertake to share our concerns with and support parents/carers but the school is required to take into account the safety of the pupil. Professional advice would be sought prior to contacting parents should the need arise.

## **GENERAL STRATEGIES**

At The Granville School we have implemented strategies to address safe- guarding issues.

These include:

Health and Safety procedures  
Risk Assessments  
Care / Educational Plans  
Home School Links  
School Council  
Clubs  
Complaints Procedures  
Anti-Bullying Policy  
Lost Child Procedure  
Good links between home and school.  
Good role modelling from staff

All children are encouraged to take on responsibilities and roles to ensure the safe keeping of themselves and each other.

## **PROCEDURES**

A copy of the Kent and Medway Safeguarding Children procedure is kept in the staff room and contains details of procedures and the categories and definitions of abuse. A copy of the Assessment Framework can also be found in the staff room. Copies of the school's Child Protection Policy, recording forms and body maps are also in the staffroom pack.

### **Recognition and categories of abuse**

All staff in school should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse. These are:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The signs and symptoms of abuse are listed in the leaflet "Guidelines for School staff" and displayed on the staff room notice board. A Child in Need / Child Protection Resource pack containing a range of information is available from the DCPC. A copy of the DOH guidelines "What to do if You're Worried A Child Is Being Abused" is also available to staff.

### **Responding to concerns**

Concerns for a child may come to the attention of staff in a variety of ways, for example, through observation of behaviour or injuries or disclosure. Any member of staff who has a concern for a child or young person however insignificant this might appear to be should discuss this with the DCPC as soon as is practically possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible.

If a child makes a disclosure of abuse to a member of staff they should:

- Allow the child or young person to make the disclosure at their own pace and in their own way
- Avoid interrupting except to clarify what the child is saying (attentive listening/reflective feedback)
- Not ask leading questions or probe for information that the child or young person does not volunteer
- Reassure the child or young person that they have been heard and explain what you will do next and to whom you will talk
- Record the conversation as soon as possible
- Inform the DCPC

### **Record keeping**

Staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. Any incident or behavioural change in a child that gives cause for concern should be recorded on an incident sheet, every member of staff is issued with them and copies which are kept in the staff room in the Child Protection Pack and are also available from the DCPO. It is important that records are factual and reflect the words used by the child or young person. Opinion should not be given unless there is some form of evidence base which can also be quoted. Records must be signed and dated with timings if appropriate. It is important to remember that any issues are confidential and staff should know only on a 'need to know' basis.

### **Information to be recorded**

- Child's name and date of birth
- Child in normal context, e.g. behaviour, attitude, (has there been an extreme change)
- The incident(s) which gives rise for concern with date(s) and times(s)
- A verbatim record of what the child or young person has said.
- If recording bruising/injuries indicate position, colour, size, shape and time on body map.
- Action taken

**The details above are vital to the information gathering process and do not constitute an investigation.**

Written information should be passed to the DCPC.

The Headmistress should always be kept informed of any significant issues.

### **Storage of records**

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.

### **Referrals to Social Services**

It is the responsibility of the DCPC to decide when to make a referral to Children's Social Services. To help with this decision she may choose to consult with the Area Children's Officer (Child Protection). Advice may also be sought from Children's Social Services Duty Social Workers who offer opportunities for consultation as part of the Child in Need / Child Protection process. Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision to refer to Children's Social Services is made. **In all but the most exceptional cases parents/carers will be made aware of the concerns felt for a child at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to Children's Social Services will be sought.**

Referrals to Children's Social Services will be made using Kent's inter-agency referral form. In situations where there are felt to be urgent or grave concerns a telephone referral will be made prior to the form being completed and sent to the County Duty Social Services office.

If a child is referred, the DCPC will ensure that the Headmistress and other relevant staff are informed of this.

If after consultation with the DCPC staff feel that appropriate action is not being taken in respect of their concerns for a child they should refer directly to Children's Social Services. The Headmistress should be informed of this decision.

### **Children subject of a child protection plan**

The DCPC will inform staff who have direct pastoral responsibility for children and young people who are the subject of a child protection plan. These children must be monitored very carefully and the smallest concern should be recorded on an incident sheet and passed immediately to the DCPC or the Headmistress in the DCPC's absence.

### **Concerns involving members of staff**

Any concerns that involve allegations against a member of staff should be referred immediately to the Headmistress who will contact the Area Children's Officer (Child Protection) to discuss and agree further action to be taken in respect of the child and the member of staff.

Further information regarding the procedure for managing situations involving members of staff, the Headmistress or the DCPC can be found in the Procedure for Managing Allegations Against Staff. Copies of this document are held by the Headmistress and DCPC.

**All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.** (For specific guidance on how to respond to allegations against staff, please refer to the Child Protection Procedures for Managing Allegations Against Staff).

## **CODE OF PRACTICE**

All school staff should take care not to place themselves in a vulnerable position with relation to child protection. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. Physical intervention should only be used when the child is endangering their self or others and such events should be recorded and signed by a witness. Staff should be aware of Kent’s Positive Handling Policy and the school’s own Behaviour Management Policy, and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.

All school staff should work towards providing an environment and atmosphere for children to enable them to feel safe to talk. However, staff should never promise a child to keep certain information confidential. It must be explained that staff have certain duties to help keep that child safe, which may involve informing others.

## **SUPERVISION AND SUPPORT**

Any member of staff affected by issues arising from concerns for children’s welfare or safety can seek support from the DCPC.

All newly qualified teachers and classroom assistants have a mentor or co-ordinator with whom they can discuss concerns including the area of child protection.

The DCPC can put staff and parents in touch with outside agencies for professional support if they so wish.

## **TRAINING OPPORTUNITIES**

The DCPC is responsible for ensuring staff including him/ herself receive training in the area of safeguarding and child protection. For Designated Staff this will take place every 2 years and whole school staff every 3 years.

## **MONITORING AND REVIEW**

All school personnel and governors will have a copy of this policy and will have the opportunity to consider and discuss its contents prior to the approval of the Governing Body being formally sought.

The policy forms part of our school development plan and will be reviewed annually.

**All staff should have access to this policy and sign to the effect that they have read and understood its content.**

School:	The Granville School
Headmistress	Mrs Jane Scott
DCPC	Mrs Irene Collins

CP Governor  
LA (Children's Officer)  
Most recent CP Training event  
CP Training Planned  
Policy Adopted  
Policy to be updated

Mrs Elizabeth Brown  
Helen Windiate  
24/11/08

**Reviewed: September 2009**