

WESTFIELD MIDDLE SCHOOL

CHILD PROTECTION POLICY

DATE January 2011 by D Delpratt (Year 8 Link Tutor)

REVIEWED

INTRODUCTION

Westfield Middle School fully recognises the contribution it makes to Child Protection. There are three main elements to our policy:

- (a) Prevention through the teaching and pastoral support offered to pupils.
- (b) Procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children school staff are well placed to observe the outward sign of abuse.
- (c) Support to pupils who may have been abused.

Our policy applies to all staff and volunteers working in the school, community education staff and governors. Learning Support Assistants, Mid-day supervisors, secretaries as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact school governors.

At Westfield we are cognisant of the fact that we serve an international community. When dealing with the families/carers of children we will try to ensure that translators are available in the appropriate language and that professionals dealing with issues have a background knowledge of the culture of the child (family/carer).

AIM

The aim of this policy is to create a warm, supportive environment in which:

- Children feel safe and secure, their viewpoints are valued, they feel they are listened to and where self-esteem is built.
- A senior member of staff has been designated specifically to follow the Area Child Protection Committee (LSCB) Manual of Procedure.
- Teaching and non-teaching staff are aware of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- A systematic means of monitoring children known or thought to be at risk of harm is provided.
- A structured procedure is developed within school, which will be followed by all teaching and non-teaching members of staff.
- Effective working relationships with other agencies are developed and promoted, especially the police, social services and the EMAG team.
- All adults within our school who have access to children are CRB checked in accordance with H/06/44 circular.
- The prevention of child abuse is encourage through teaching which builds awareness of the dangers of abuse.

- Parents are informed of the existence of our policy (through our school prospectus).

PROCEDURES

Our school procedures for safeguarding children will be in line with Bedfordshire's LSCB: Working Together to Safeguard Children 2006 (Oct). We will ensure that:

- We have a trained designated member of staff, who undertakes refresher training every two years.
- All staff are familiar with child protection procedures and all cases of child abuse or suspected child abuse are reported immediately to the designated teacher/member of staff who has responsibility for referring suspected child abuse cases to social services.
- In the absence of the designated teacher all staff must understand the procedures and be able to refer suspected child abuse cases to social services.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- All new members of staff including supply staff will be given a copy of our child protection procedures as part of their induction.
- Through our links to other policies, for example sex and relationships/anti-bullying, we will help to develop self-esteem and self-assertiveness in our pupils.
- Our procedures will be reviewed and updated yearly.
- When recruiting new staff one member of the panel will have completed the 'Safer Recruitment to Schools' training.

RESPONSIBILITIES

The designated member of staff is responsible for:

- Carrying out child protection procedures in accordance with Bedfordshire's LSCB: Working Together to Safeguard Children 2006 (Oct).
- Keeping written records of concerns about a child even if there is no need to make immediate referral (Significant Harm Policy).
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Monitoring the attendance of any pupil currently on the child protection register and referring concerns when appropriate to the Education Welfare Service in the first instance. Where concerns remain the social worker for the family will be informed.

- Ensuring that the Child Protection Manual of Procedures is displayed in the staffroom/Deputy Headteachers office and is accessible to all staff. However, only the designated member of staff should complete forms and contact agencies.
- Passing on any child protection records/concerns to the receiving school when a child leaves.

The Governing Body is responsible for:

- Nominating a governor to have responsibility for child protection who receives training.
- Ensuring child protection is a standing item on the agenda for Governors' meetings when appropriate.
- Reviewing the policies and procedures annually.
- Remedying any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention, without delay.
- Ensuring that the Chair liaises with the LEA/partner agencies in the event of allegations of abuse being made against the Head teacher.

All staff members

What we all do if a student makes a disclosure:-

DEALING WITH DISCLOSURES

- **DO NOT OFFER CONFIDENTIALITY**
- Listen to what is being said to you
- Take what is being said as serious
- Do not appear shocked by what is being said to you
- Reassure the young person that he/she has done the right thing in talking to you
- Do not ask leading questions
- Be honest and do not make promises you are not able to keep
- Do not let the child take the blame. A child can never be held responsible for abuse received at the hands of an adult/older sibling
- Do not ask the child to repeat anything told to you to another member of staff
- Make notes (where possible) of what is being said to you
- Write up as soon as possible all the details of the conversation (including what it was you said)

Asking Questions

- Always ask open questions – tell me, explain to me, describe to me (TED)
- Do not ask closed questions
- Do not ask leading questions (this may jeopardise any future legal proceedings)

CONFIDENTIALITY

- We recognise that all matters relating to child protection are confidential and staff are informed on a need to know basis.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child confidentiality.

SUPPORTING STAFF

- 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.
- We will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support.

ALLEGATIONS AGAINST STAFF

- There may be times when a pupil makes an allegation against a member of staff in such cases procedures will be carried out in accordance with the LSCB Manual Working together to Safeguard Children.
- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head teacher.
- The Head teacher on all such occasions will discuss the content of the allegation with the Principal Education Welfare Officer.
- If the allegation made to the member of staff concerns the Head teacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Principal Education Welfare Officer.
- The school has adopted the procedures set out in the LSCB Manual of Procedures/LEA circular H/02/49.

WHISTLEBLOWING

- We provide an environment in which children and adults feel confident to express concerns regarding the behaviour of a member of staff.

POLICIES/GUIDANCE

We work in accordance with the LEA policy and guidance documents on:

Every Child Matters
Physical Intervention
Health & Safety
PSHE
Behaviour & Attendance
Drug & Alcohol Education
Sex & Relationship Education
Behaviour Support Plan
Safeguarding children and Safer Recruitment
Safeguarding Matters

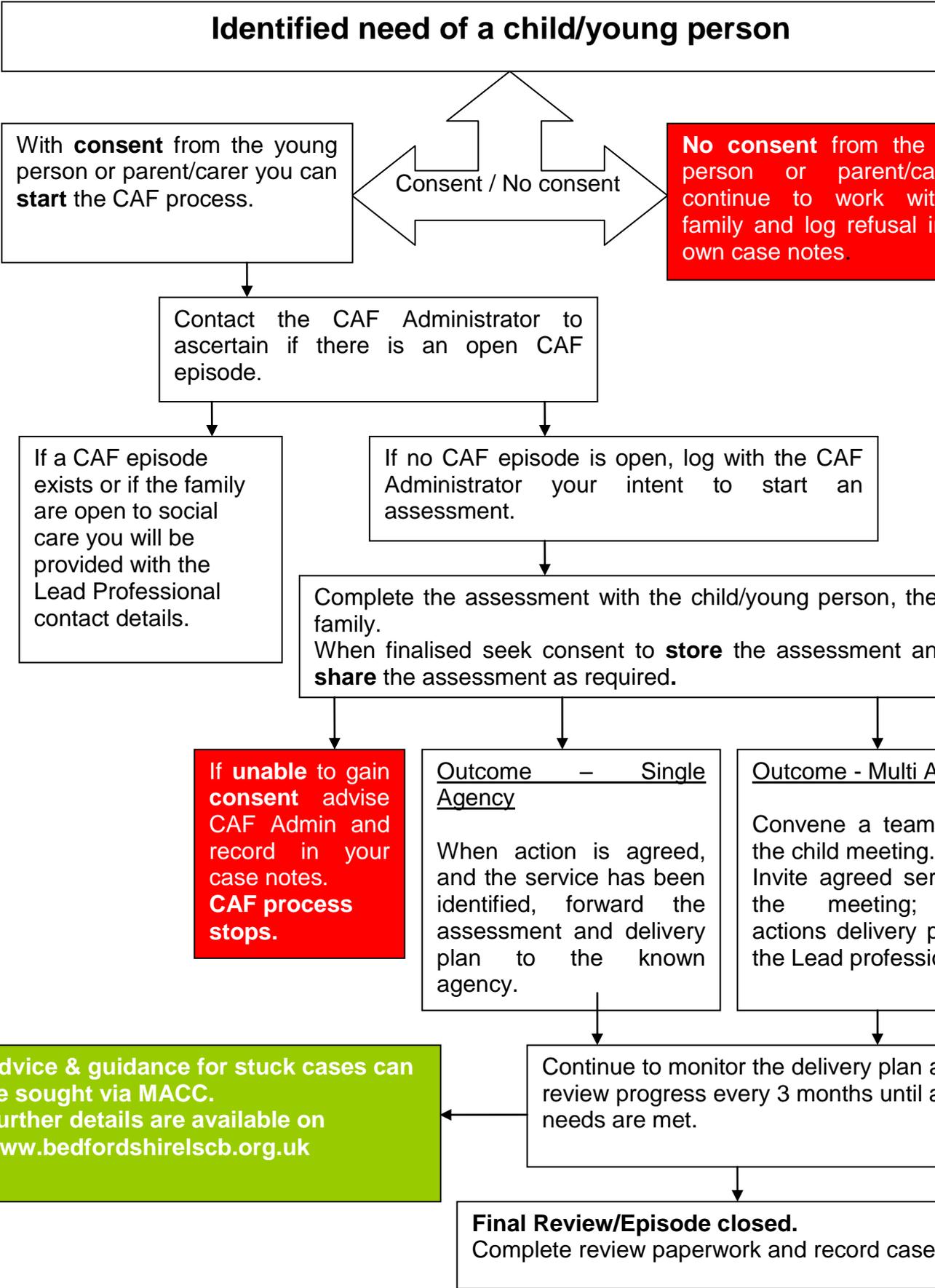
BULLYING

- Our policy on anti-bullying is set out in other policy documents which acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

RACIST INCIDENTS

- All staff are made aware of this policy through the staff handbook on the intranet. Parents are made aware of the existence of this policy document through our school prospectus.

KEY	
LCSB	Local Child Safe Guarding Board
CAF	Common Assessment Framework Form
MACC	Multi Agency Case Clinic – identifies which services are the most appropriate to support children and families referred, and encourage agencies to work together.
CIN	<p>Child in Need. A child is in need if he/she is unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development without the provision for him/her of services by a local authority.</p> <p>His/her health or development is likely to be significantly impaired or further impaired without provision for him/her of such services or he/She is disabled.</p>
CINP	Child in Need of Protection. It is suspected that he/she is likely to be at risk from significant harm. Child abuse, see definitions of child abuse (appendix)



A copy of the appropriate paperwork must be provided to the young person/parent and a copy must be sent to CAFadmin@bedford.gov.uk at each stage of the process.

If you are concerned that a child/young person is at risk of harm follow LSCB procedures. www.bedfordshirelscb.org.uk

