

# Clipston Primary School and Great Creaton Primary School Child Protection Policy



## Child Protection Policy

To be presented to Governors: October 2017

To be adopted by Governing Body: October 2017

Proposed Review: Autumn 2018

Signed .....  
Mr Graham Leah - Chair of Governors

## **AIMS OF CLIPSTON SCHOOL**

Clipston Endowed VC Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

## **AIMS OF GREAT CREATON SCHOOL**

Great Creaton Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence and a deep sense of self-worth. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual, moral, social and cultural development to support the ability to grow and flourish as human beings.
- c) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- d) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- e) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- f) Ensure equal opportunities for all.
- g) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- h) Develop a sense of pride in belonging to Great Creaton Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

**Designated Safeguarding Lead for Child Protection:** Head Teacher: Mrs Emma Mercer  
Second Designated Person for Child Protection: Teacher: Miss Steph Glascodine – Clipston  
Second Designated Person for Child Protection: Teacher: Mrs Cara Bolton – Creaton

## **STATEMENT OF INTENT**

The Governors, Staff and all those who come into contact with pupils at both schools will recognise that our Child Protection Policy forms a vital element in safeguarding children from abuse and neglect. Our schools recognise their legal duty to work with other agencies in protecting children from harm and responding to child abuse.

Our objectives are consistent with the school's main aims.

The health, safety and well-being of all our children are of paramount importance to all the adults who work in our schools. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our schools.

## **LINKS WITH OTHER POLICIES**

This policy links to other school policies including the Safeguarding Policy, Positive Behaviour Policy, Anti-Bullying Policy, Medical Needs Policy and First Aid and Intimate Care Policy.

Reference should also be made to the following documents:

- **Working together to safeguard children:** A guide to inter-agency working to safeguard and promote the welfare of children: March 2015;
- **Keeping Children Safe in Education:** September 2016.

## **PREVENTION**

Our schools seek to maintain an ethos where children feel respected, known, and secure. They are encouraged to talk, and are listened to. We endeavour to reassure children that there are adults in their school whom they can approach if they are worried or in difficulty. Furthermore, we include opportunities in our PSHEE (Personal, Social, Health and Economic Education) curriculum that equip children with the skills they need to protect themselves, stay safe from abuse; have confidence to seek help; and know where to go for help.

## **POLICY FORMATION AND CONSULTATION PROCESS**

This policy applies to all staff, pupils, governors, volunteers and visitors in our schools. This policy was developed in consultation with governors and school staff.

This policy underpins our responsibility to promote pupils' self-esteem and emotional well-being, helping them to form and maintain worthwhile and satisfying relationships based on respect for themselves and others.

## **AIMS of this policy**

- To develop a positive self-image and increase the child's self-esteem
- To promote the safety and protection of our children
- To ensure that all staff fulfil their responsibilities in identifying and reporting possible cases of abuse and neglect
- To ensure a structured internal procedure is followed by all members of both school communities in suspected cases of abuse or neglect.

## **THE DESIGNATED SAFEGUARDING LEAD (DSL)**

**The Designated Safeguarding Lead for Child Protection is currently Mrs Emma Mercer.** There should be a minimum of one DSL for every 200 pupils. A Second DSL is in place for when Mrs Emma Mercer is off site or absent. They will fulfil their roles within the Northamptonshire Safeguarding Children's Board's procedures. Mrs Emma Mercer is the first point of contact. Every member of staff and Governor knows the name and role of the DSL. This information is also displayed in the school's Signing-In Book and in the Main Entrance for all visitors and parents.

## **ROLE OF THE DSL**

The designated person should know:

- The names of all children in the school who are on the Child Protection Register
- Their role within the Northamptonshire Safeguarding Children's Board's (NCSB) Procedures.
- The role and responsibilities of the investigating agencies and how to liaise with them
- The requirements of record keeping

The designated teacher is responsible for:-

- Completing referral forms and liaising with outside agencies
- Providing written reports to Child Protection Conferences
- Writing in conjunction with the SENDCo, a PSP (pastoral support plan) for any child in care
- Keep records of any suspected incidents of neglect and child abuse
- Monitoring unauthorised or persistent absences
- Recording concerns about changes in a child's behaviour
- Reporting to the Governing Body as appropriate, ensuring confidentiality
- Recording relevant contacts with parents, positive as well as negative.
- Keeping written records of concerns about children (using the Observations Log Forms), even where there is no need to refer the matter immediately

## **PROCEDURES**

The Authority requires Head Teachers to report any obvious or suspected case of child abuse – which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. All concerns will be discussed with parents or carers unless this is likely to place the child at greater risk.

We follow the procedures set out on the Northamptonshire Local Safeguarding Children Board Website: [www.northamptonshirescb.org.uk](http://www.northamptonshirescb.org.uk), or as advised by the Multi Agency Safeguarding Hub (MASH).

- Any adults working within either school community who have concerns, worries, observations or disclosures about a child, will share these immediately with the DSL for Child Protection in the first instance.
- Should the DSL (or her deputy) not be contactable, all staff should know that they are able to ring the MASH for advice: TEL: 0300 126 1000 / 1006.
- The adult who reports the initial concern will, in partnership with the DSL, complete the school's **FIRST RESPONSE PINK FORM**, indicating clearly their observations.
- The DSL will then decide what further action is required, if any. This will be recorded on the FIRST RESPONSE PINK form and signed by the DSL.
- The form is then placed in the Child Protection File that is kept securely and away from other pupil files.
- The class teacher will be informed of the concern if s/he is not the initial referrer.
- Other staff involved with the child may be alerted to the concern on a "need to know basis" if it is deemed appropriate and in the child's best interests by the DSL.
- If it is decided that a referral will be made then procedures outlined on the NSCB website will be followed.
- Any member of our community is able to submit a referral to the MASH. Referral forms can be found on the NCC website: Google Northamptonshire County Council and search for MASH in the search bar on the main page.
- In the event that the DSL is unsure how to proceed, s/he will seek advice from NSCB. Any further correspondence, discussions, telephone calls etc pertaining to the specific child protection issue must be logged and stored in the pink Child Protection File.

Child protection issues dealt with by the Second Designated Person must be reported to the DSL as soon as is reasonably practical, ideally by phone contact.

Any complaints about staff behaviour should be made to the Head teacher or to the Chair of Governors where the allegation relates to the Head teacher. All those involved will be entitled to a fair hearing, both children and staff. Complaints, which raise child protection issues, will be reported by the school following NSCB procedures.

Allegations that relate to professionals working with children such as the Head Teacher must be referred to the MASH Designated Officer (known as the LADO):  
[DOReferral@northamptonshire.gcsx.gov.uk](mailto:DOReferral@northamptonshire.gcsx.gov.uk) Tel: 01604 364031

## **CASE CONFERENCES**

There may be an occasion when a Child Protection Conference is called to determine as to whether a child should be placed on the Child Protection Register. Where this is the case, a representative from the school should attend, or a detailed report should be submitted prior to the conference. If the child is placed on the Child Protection Register and a Core Group is set up, the Core Group member should be an adult from within

school who has the most contact with the child i.e. normally the child's class teacher. All correspondence from conferences, core group meetings etc. must be placed in the Child Protection File.

## **CONFIDENTIALITY**

All matters relating to Child Protection are confidential and the Head teacher/DSL will disclose any such information on a need-to-know basis only. Staff need to be aware that they cannot offer or guarantee absolute confidentiality to children who make a disclosure.

There may be rare occasions when a child who is sexually active or is contemplating sexual activity, directly approaches a teacher. This should be viewed as a child protection issue and the DSL should be informed.

## **CHILDREN ALREADY ON THE CHILD PROTECTION REGISTER**

Unexplained absences must be reported as a First Morning Response to the DSL, or to the MASH if the DP (or her deputy) is not available.

Confidential, detailed and up to date records of any contact with parents/carers, other professionals and their actions must be kept. All records should be handed to the receiving school's DSL under confidential cover.

## **CURRICULUM IMPLICATIONS**

The Personal, Social, Health and Economic Education (PSHEE) curriculum includes units of work on how we can keep ourselves safe; exploring issues of bullying; and other topics related to an understanding that we have the right to feel safe at all times. These are linked to the Social, Emotional Aspects of Learning (SEAL) resources used in school. PSHEE activities will equip children with the skills they need to stay safe from abuse (e.g. protective behaviours), to have confidence to seek help and to know where to go for help. 'Protective Behaviours' is a process aimed at developing a number of key areas of awareness of self and personal safety. The curriculum will include material that will help children develop positive attitudes to the responsibilities of adult life.

## **STAFF TRAINING AND DEVELOPMENT**

Training and annual refreshers will be given to ensure that all staff are able to recognize, respond and deal (professionally and personally) with child protection issues. The DSL will have undertaken a minimum requirement of training on the "Child Protection and the Designated Teacher" programme.

## **STAFF PRE-APPOINTMENT, VOLUNTEER and VISITING PROFESSIONALS CHECKS**

Thorough checks will be made on anybody employed by the school.

These include:

- Identity
- Academic Qualifications
- Professional and/or Character References
- Previous Employment History
- Disclosure and Barring Service (DBS) check
- Health / Medigold

Volunteers will undergo a DBS check.

Visiting professionals must have a DBS (or CRB) unless they are working on the premises out of school hours - [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk).

## **MISSING CHILDREN**

The school will follow the procedures outlined on the NCC website [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk) if children are absent from school without explanation.

## **PREVENT, FGM, DV, CSE**

Governors and Staff are required to undertake the on-line PREVENT training module.

Please refer to our Safeguarding Policy for further information on Female Genital Mutilation, Honour Based Violence, Domestic Violence and Child Sexual Exploitation.

## **THE ROLE OF THE GOVERNING BODY.**

### **Monitoring and Review.**

The Governing Body will review this policy annually. The Designated Governor for Safeguarding will assess the effectiveness of the procedures by periodically undertaking a review of a case study.

The Governing Body is regularly kept informed of Child Protection incidents and referrals are notified at Governing Body Meetings.

**The named governor for Child Protection is Mrs Dewinder Birk.**