



CHILD PROTECTION POLICY

Review Autumn 2014

Designated person for Child Protection: Bernadette Knill
Deputy designated person for Child Protection: Julie Wilson

Introduction:

Mission Statement:

Working together at Priory Woods we aim to provide a stimulating and challenging environment that will enrich and enhance pupils learning and life experiences

Within the context of our school mission statement we will endeavour to ensure that the physical, emotional and mental wellbeing of the pupils in our care is of paramount importance.

The School recognises its prime responsibility to promote and safeguard the welfare of its children. Children have a right to feel secure and cannot learn effectively unless they do so. Parents, carers and other people can harm children either by direct acts or failure to provide proper care or both. Children may suffer neglect; emotional, physical or sexual abuse or a combination of such types of abuse. All children have the right to be protected from abuse. The aim of our procedures will be, once abuse or neglect is suspected, to minimise damage to the child and promote recovery. Whilst the school will work openly with parents as far as possible, the school reserves the right to contact Social Services or the Police without notifying parents.

There are five main elements to our policy:

- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse or neglect.

- Supporting pupils who have been abused in accordance with his / her agreed child protection plan.
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- We recognised that because of their day to day contact with children, school staff are well placed to observe the outward signs of abuse.

The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Create and maintain an ethos where concerns are able to be discussed without fear of recrimination.

The issues surrounding Child Protection are relevant to all members of staff in Priory Woods and the policy applies to all staff and governors working in the school.

All staff refers to the following:-

permanent teachers
 supply teachers
 permanent support staff
 supply support staff
 midday assistants
 caretaker
 school nurse
 other professionals working in school
 students
 youth project leaders
 governors

Specifically at Priory Woods we:

- Ensure that we have a senior designated person for child protection who has received appropriate training and support for this role.
- Ensure every member of staff, volunteer and governor knows the name of the designated person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerned to the designated person.

- Ensure that every member of staff, volunteer and Governor received appropriate levels of training to fulfil their child protection responsibilities effectively and to accord with the requirements with 'Safeguarding Children & Safer Recruitment in Education' guidance from DFES 2007.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by publishing this policy on the school website.

Procedures:

Priory Woods school accepts and works within the context of South Tees Area Local Childrens' Safeguarding Board. A copy of this file can be found in the head teachers' room.

As our priority is to the welfare of the child we will share any worries and concerns with the designated person, and keep appropriate records.

After consultation with either the Child Protection Officer in Education or the Duty Social worker the designated person will take an appropriate course of action. This may involve making a formal referral to Social Services or instructing staff to monitor the situation.

In situations where there is a case of suspected child abuse, by a person outside of school, our aim and responsibility is to support the child.

We accept that there may be cases where suspicions may be groundless, and understand that this may be distressing for all concerned and hope that we can continue to work together for the benefit of our pupils.

Structure and Staff Roles:

In this school the designated person will be Bernadette Knill; in her absence this responsibility will be taken by Julie Wilson. If either are unavailable and there are serious worries over a child the LA Child Protection officer will be approached - currently Mary Griksatis - telephone 01642 354453, she can also be contacted by email at mary_griksaitis@middlesbrough.gov.uk

If the designated person is suspected of abuse then Julie Wilson (deputy head) is to be approached.

The Role of the Designated Person is to:

- be the contact person for all staff who have concerns over any aspect of a pupil's welfare
- follow South Tees Area Child Protection Procedures
- attend relevant Child Protection training
- ensure that all staff have a knowledge of South Tees Area procedures

- keep Child Protection records up to date and in an orderly manner
- broaden consultation and decide what action to take with a member of staff who raises concerns
- assist staff with writing reports for Child Protection meetings
- liaise with other agencies and attend case conferences
- notify the allocated Social Worker if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- notify the allocated Social Worker if a child who is looked after, has any unauthorised absence.
- inform LA Child Protection Officer of any action which has been taken in relation to Child Protection concerns
- discuss any concerns / pass on relevant records to appropriate designated person when a pupil is transferring to another school / establishment
- maintain contact with other relevant schools, where there is more than one child in the family, and a child in our school is causing concern
- support staff with and through any concerns they may have with Child Protection concerns

What Action to Take:

- any member of staff, teaching or non - teaching, having concerns relating to Child Protection will communicate this to the designated person, or in their absence the deputy designated person.

IT IS ESSENTIAL TO RECORD:

1. all disclosed information / if a disclosure about abuse has been made
2. note carefully what has been observed
3. when it was observed
4. signs of injury should be described or sketched and any comment about how the injury occurred should be recorded, preferably quoting the words used by the child, as soon as possible after it was made.

All records are to be kept in a secure place ie: under lock and key, by the designated person. Any person needing to make a recording will obtain a blank recording sheet from the designated person, do the recording in private and then immediately hand over the record to the designated person. All information concerning child protection matters should be factual, observable and not include interpretations or recommendations. All disclosures should be recorded, dated and initialled.

Confidentiality:

There is to be complete confidentiality of any records kept in school.

A pupil cannot be told that information passed on is totally confidential since it has to be passed on, or referred for help to be sought.

The questions "Who needs to know?" and "What do they need to know?" should be regarded as very important.

Safer Recruitment

All Safer Recruitment procedures are followed in line with Local Authority guidance. All DBS checks for staff are kept on a single central record and are renewed on a 3 yearly basis.

Training:

All staff should be aware of the school's procedures for issues related to Child Protection. The designated person should be responsible for this training.

All staff will be expected to complete the South Tees Local Safeguarding Children's Board E learning training. Registration for this training will be made through Julie Wilson.

At Priory Woods we endeavour to enable our pupils to acquire the skills needed to keep themselves safe from harm and to learn what is appropriate and what is not. This is done through the implementation of the school's PSE curriculum, including sex and relationships education and the promotion of student advocacy.

Out of School Activities:

At times some of our pupils will take part in activities that are organised and run by other organisations e.g. Sports Development, Urban KAOS. Checks are made to ensure there are up-to-date CRB checks for all such people. There are also always members of school staff in attendance to support these sessions.

Priory Woods Child Protection policy encompasses those students participating in the Duke of Edinburgh scheme, which is supervised by school staff who are subject to the usual checks.

Residential

Checks are made to ensure that all staff at residential centres have CRB checks. In addition to this pupils are always supported by school staff.

Travelling abroad, students are accompanied and supervised at all times by members of staff from Priory Woods School.

Voluntary workers, Governors, Visitors and Work Experience Personnel:

- Voluntary workers, regular visitors in school, governors and students from college on work experience placement must provide evidence that the Criminal Records Bureau

(CRB) has cleared them before starting their placement. The checks should be at an enhanced level. Photocopied CRB evidence is not admissible.

- Students aged 16 years or under from secondary schools on either a community service or work experience placement do not require a CRB check
- Volunteers, visitors, governors and all work experience students should never be left alone with students
- Volunteers, visitors, governors and work experience students are not required to help with toileting routines; where they do help with clothing, for example after hydrotherapy, this should always be under the supervision of a member of staff.