



FELPHAM COMMUNITY COLLEGE

CHILD PROTECTION POLICY

THIS POLICY WAS REVIEWED AND REWRITTEN BY J GRINDEL IN
FEBRUARY 2008

AND ADOPTED ON

.....JULY 2008.....

THIS POLICY IS TO BE REVIEWED ON
February 2010

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INTRODUCTION

- 1.1 This policy has been developed in accordance with the principles established by the Children's Act 1989; and Education Act 2002 and in line with government publications:
 - "Working Together to Safeguard Children" 2006
 - "Framework for the Assessment of Children in Need and their Families" 2000
 - "What to do if you are worried a child is being abused" 2003
 - DFES guidance "Safeguarding Children and Safer recruiting in Education"
 - Sussex Child Protection and Safeguarding Procedures (produced by West Sussex, East Sussex and Brighton and Hove Local Safeguarding Children Boards)
- 1.2 The Governing body takes seriously its responsibilities under section 175 of the Education Act 2002 to safeguard and promote the welfare of the students; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess and support those who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our students from harm, and that the student's welfare is our paramount concern.
- 1.4 All staff believe that Felpham Community College should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual student.
- 1.5 The aims of this policy are:
 - To support the student's development in ways that will foster security, confidence and independence.
 - To provide an environment in which students feel safe, secure, valued and respected, and feel confident, and know how to, approach adults if they are in difficulties believing they will be effectively listened to.
 - To raise the awareness of all teaching and non-teaching staff of the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse.
 - To provide a systematic means of monitoring students known or thought to be at risk of harm, and ensure we, Felpham Community College, contribute to assessments of need and support packages for those children.
 - To emphasise the need for good levels of communication between all members of staff.
 - To develop a structured procedure within our college which will be followed by all members of our college community in cases of suspected abuse.

- To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- To ensure all adults within Felpham Community College who have substantial access to our students have been checked as to their suitability

PROCEDURES

2.1 Felpham Community College procedures for safeguarding our students will be in line with the West Sussex LSCB Procedures. We will ensure that:

- All members of the governing both understand and fulfil their responsibilities.
- We have a nominated designated member of staff. (Mrs J Grindel, AHT)
- Our designated member of staff has undertaken the initial designated member of staff training and subsequent refresher courses every two years delivered through the Safeguarding Unit.
- We have a member of staff who will act in the designated member of staff's absence (Mrs P Ashman, Deputy Head)
- All members of our staff are provided with Child protection Training every three years.
- All members of our staff, volunteers and governors know:
 - The signs and symptoms of abuse
 - How to respond to a pupil who discloses abuse
 - What to do if they are concerned about a student
(Complete information sheet (found in school forms section on school intranet site))
- All parents/carers are made aware of the responsibilities of staff members with regard to our child protection procedures through publication of the college's Child Protection Policy, and reference to it in our introduction booklet.
- Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.
- Community users organising activities for children are aware of the college's child protection guidelines and procedures.
- We will ensure that our selection and recruitment of staff meet the requirements as set down in our Safer Recruitment Policy.
- We will ensure that there is at least one member of each interview panel who has completed the safer recruitment course.

2.2 Our procedures will be regularly reviewed and up-dated.

2.3 The name of the designated member of staff for Child protection will be clearly advertised in the college, with a statement explaining the college's role in referring and monitoring cases of suspected abuse.

2.4 All new members of staff will be given a copy of our Child Protection Policy.

RESPONSIBILITIES

- 3.1 The designated teacher, Mrs Julie Grindel, is responsible for:
- Referring a student if there are any concerns about abuse, to the Social Care Assessment Team, and acting as a focal point for staff to discuss concerns. A written record of the referral will be sent to the Assessment Team by the end of the working day that the referral is made.
 - Keeping written records of concerns about a student even if there is no need to make an immediate referral.
 - Ensuring that all records are kept confidentially and securely and are separate from student records.
 - Ensuring that an indication of further record-keeping is marked on the student records.
 - Liaising with other agencies and professionals.
 - Ensuring that either Mrs Julie Grindel, the Year Head or Tutor attends Child Protection Conferences, core groups, or multi agency planning meetings, contributes to assessments, and provides a report which has been shared with parents.
 - Ensuring that any student that is subject to a child protection plan who is absent from the college without explanation for two days is referred to their Key Worker's Social Care Team.
 - Organising child protection training for all college staff
 - Providing, with the Headteacher, an annual report for the governing body, detailing any changes and reviews of relevant policy and procedures, training undertaken by the designated member of staff, and by all staff and governors; number and type of incidents/cases, and number of students subjected to a child protection plan (anonymised).

CONFIDENTIALITY

- 4.1 We recognise that all matters relating to child protection are confidential.
- 4.2 The Headteacher or designated member of staff will disclose any information about a student to other members of staff on a need to know basis.
- 4.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard our students.
- 4.4 All staff must be aware that they cannot promise a student to keep secrets which might compromise the student's safety or wellbeing.
- 4.5 We will always undertake to share our intention to refer a student to Children's Services with their parents/carers unless to do so could put

the student at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult the Duty Manager at the Assessment Team on this point.

SUPPORTING STAFF

5.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears likely to suffer harm may find the situation stressful and upsetting.

5.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated member of staff and to seek further support as appropriate

ALLEGATIONS AGAINST STAFF

6.1 All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults

6.2 All staff should be aware of the school's own Environment for Learning Policy (see school intranet site, school documents)

6.3 We understand that a pupil may make an allegation against a member of staff

6.4 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

6.5 The Headteacher on all occasions will discuss the content of the allegation with the local Authority Designated Officer (LADO)

6.6 If the allegation made to the member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 6.5 above, without notifying the Headteacher first.

6.7 Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and the Human Resources Advisor.

6.8 In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of governors with advice as in 6.7 above

6.9 We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

WHISTLEBLOWING

- 7.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 7.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they should speak in the first instance, to the AEO (Children's Safeguarding)

PHYSICAL INTERVENTION

- 8.1 Our policy on physical intervention by staff is set out separately, and acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be minimal force necessary to prevent injury to another person.
- 8.2 Such events should be recorded and signed by a witness
- 8.3 Staff who are likely to need to use physical intervention will be appropriately trained in the Team Teach technique
- 8.4 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures

BULLYING

- 9.1 Our policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under the child protection procedures. This includes homophobic and gender related bullying

RACIST INCIDENTS

- 10.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures

PREVENTION

- 11.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

11.2 The school community will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Include across the curriculum, including L4L, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. (ECM)

HEALTH AND SAFETY

12.1 Our Health and Safety policy, set out in a separate document, (see school intranet site, school documents) reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits.

J Grindel (2007)