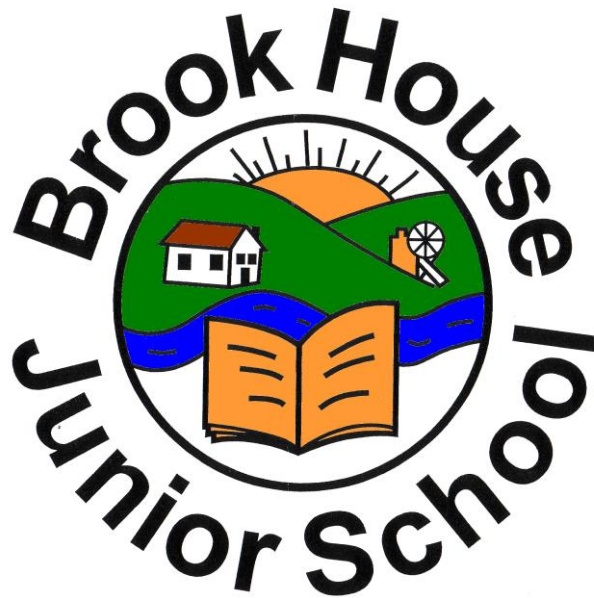


Brook House Junior School

CHILD PROTECTION POLICY



Reviewed/Adopted:	September 2019
Next Review Date:	September 2020
Review Frequency:	Yearly
Reviewed By:	Mark Hinchliff DSL, Sue Wallace Safeguarding Governor

CHILD PROTECTION POLICY As recommended in the DfES document "Safeguarding Children: Safer Recruitment and Selection in Education Settings" a copy of this Mosborough Primary School Child Protection Policy to be included in the information pack sent to all applicants for all advertised posts in school.

A copy of this document is available in the Policies rack on the Reception.

All volunteers working at Mosborough Primary School should be asked to read the Policy.

OUR SCHOOL SAFEGUARDING TEAM ARE:

Headteacher: Mark Hinchliff

Child Protection Liaison Teacher /Officer: Mark Hinchliff

Deputy Child Protection Liaison Teacher/Officer: Yvonne Bielby

Special Educational Needs Co-ordinator: Yvonne Bielby

Safeguarding Officer: Mark Hinchliff

Safeguarding Governor: Sue Wallace

Chair of Governors: Martin Walsh

NB All disclosures, concerns to be recorded and dated and passed to CPLT for further action or filing

Child Protection Policy Statement

Introduction

The health, safety and well-being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. At Brook House Junior School, we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves. Our teaching of personal, social and health education and citizenship as part of the National Curriculum, helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them Our school fully recognises the contribution it can make to protecting children and supporting pupils in school.

Aims and Objectives

This policy ensures that all staff in our school are clear about the action necessary with regard to a child protection issue. Its aims are: -

- To provide an ethos in which children feel secure, their view points are valued, they are encouraged to talk and are listened to and where children at risk are monitored
- To prepare children to resist abuse by providing opportunities for increasing self-esteem, self-awareness and assertiveness and to give children strategies for dealing with threatening situations

- To provide training so that all members of staff are equipped with the appropriate knowledge and understanding to recognise possible signs of abuse and to be able to deal with any initial disclosure
- To provide clear guidelines and procedures for suspected or disclosed abuse and to ensure that staff are fully aware of their role and that of the CPLT
- To develop close contact with Service Team including: - Social Services, School health Service, Family and Community Services and the Police, any of whom may be involved if abuse is suspected or alleged
- To ensure that the Governors, Headteacher, teachers and support staff consider themselves as partners in the protection of children from abuse.

There are 3 main elements to our Child Protection Policy: -

Prevention (e.g. positive school atmosphere, teaching and pastoral support to pupils)

Protection (By following agreed procedures, ensuring staff are appropriately recruited, trained and supported to respond appropriately and sensitively to Child Protection Concerns)

Support (To pupils and school staff and to children who may have been abused) This policy applies to teaching staff, non-teaching, support and volunteer staff, and anyone else who is responsible for or is in contact with children in our school.

School Commitment

We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps all children, and especially those at risk of, or suffering from, abuse. Our school will therefore

- a. Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to by adults in school
- b. Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty
- c. Include in the curriculum activities and opportunities for PSHE/Citizenship which equip children with the skills they need to stay safe from abuse and which will help children develop realistic attitudes to the responsibilities of adult life,
- d. Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.

Framework

Brook House Junior School does not operate in isolation. The welfare of children is a corporate responsibility of the entire local authority, working in partnership with other public agencies, the voluntary sector and service users and carers. All local authority services have an impact on the lives of children and families, and local authorities have a particular responsibility towards children and families most at risk of social exclusion. Child protection is the responsibility of all adults especially those working with children.

The development, appropriate procedures and the monitoring of good practice are the responsibility of the local Area Child Protection Committee.

Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. There are, however, key people within schools and the LA who have specific responsibilities under Child Protection procedures. The names of those carrying these responsibilities for the current year are listed on the first page of this document.

Role of CPLO (with support from Governing Body)

- Identify signs of abuse and refer to the relevant investigating agencies
- Detailed, accurate and secure written records
- Understand, attend and contribute effectively to child protection conferences
- Ensure safeguarding files are copied and forwarded as appropriate
- Support, advice and expertise within school
- Understand Sheffield Safeguarding Children Board Ensure all staff:
 - Access and understand policy
 - Receive immediate induction training
 - Recognise and report concerns immediately
 - Policy is updated and review policy annually
 - Parental access to paper copy of policy
 - Attend training at least every two years
 - Inform CPLO of issues and investigations

Procedures

Where it is believed that a child is suffering from, or is at risk of, significant harm, we will follow the procedures set out in the Sheffield Safeguarding Children Board Procedures

Training and Support

Brook House Junior School Governors will ensure that the Headteacher, and all other designated persons and the designated governors attend training relevant to their role. All staff will receive and be able to access Child Protection training relevant and appropriate to their role. This will include training in procedures to follow, signs to note and appropriate record keeping. All staff whether paid or unpaid have access to appropriate training in order that they are able to react appropriately should an incident occur. All staff will be trained to recognise and respond to situations where a child may be considered to be at risk. One member of our Leadership Team is responsible for the implementation of appropriate procedures – (Mark Hinchliff, Headteacher). This person also has a deputy – (Yvonne Bielby, Deputy Headteacher). Our school (Headteacher/Deputy Head/Governing Body) will ensure that these staff members have appropriate time and resources made available to them to enable them to fulfil their duties in this sensitive area.

Professional Confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child.

Records and Monitoring

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.

Attendance at Child Protection Conferences the CPLT or DCPLT, will always attend the CP Conference.

Supporting Pupils at Risk

Brook House Junior School recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. School may be the only stable, secure and predictable element in the lives of children at risk. Whilst at school, their behaviour may still be challenging and defiant and there may even be moves to consider suspension or exclusion from school. It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support. This school will endeavour to support pupils through:

(a) the curriculum, to encourage self-esteem and self-motivation.

(b) the school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.

(c) the implementation of school behaviour management policies.

(d) a consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the school setting.

(e) regular liaison with other professionals and agencies who support the pupils and their families.

(f) a commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so.

(g) the development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations.

This policy should be read in conjunction with other related policies in school. These include

- Behaviour Policy
- Bullying
- Special Education Needs
- Health and Safety
- Sheffield Safeguarding Children's Board, Full Policy Pack
(<https://www.safeguardingsheffieldchildren.org/sscb/education/policies-procedures>)

We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse. It must also be stressed that in a home

environment where there is domestic violence, drug or alcohol abuse, mental health issues, children may also be vulnerable and in need of support or protection.

The Multi-Agency Assessment and Referral Form (Early Help Part 1 form)

The Early Help Part 1 form should be used when we consider that a child has needs that cannot be met solely by the services or resources within the Children & Young People's Directorate, and where, following an assessment of the situation, we believe co-ordinated intervention is required to promote, safeguard or protect the welfare of the child. In these circumstances, we will have records detailing what work has been undertaken by our school to support the child and family and why we believe that a more corporate and co-ordinated approach is needed. The Early Help Assessment Part 1 form has been produced to give brief whole family details and updates on work already undertaken with a family. This form replaces the Request for Support form (for MAST) and should be used to access the Early Help Gateway meetings. When completing an Early Help Part 1 referral form, the Thresholds of Need Guidance must be followed. (See appendix B).

Completed Early Help Assessment Part 1 forms should be sent to the local MAST office, either by post or by secure SFX email. The request for co-ordinated support services for a family should always be discussed with parents unless to do so would place the child or others at risk of harm. Where, following an assessment of a situation, it is considered immediate protective action is required, a child protection referral must be made by the Child Protection Designated Person. This referral will be by telephone to the relevant team of social services. The multi-agency form should then be forwarded by the designated person to social services.

Procedures to follow if a member of staff is concerned about the welfare or safety of a child:

- Write down concerns using the CPOMS recording tool.
- Discuss your concerns with the CPLO Officer or Deputy
- Procedures to follow when the Child Protection Designated Person is notified of the concern about the welfare or safety of a child.
- Refer to Threshold of Need guidance and complete an Early Help part 1 referral.
- Ring the relevant Social Care Area Office to make a referral where appropriate and follow this up with a MACF form. (See appendix C)
- IN THE ABSENCE OF CPLO OFFICER OR DEPUTY CONTACT THE SAFEGUARDING CHILDREN ADVISORY SERVICES - contact details are in appendix A.

Procedures to follow if an allegation is made against a member of staff.

- Allegations must be reported immediately to the CPLO /Headteacher
- If the allegation is against the Headteacher it must be reported immediately to the Chair of Governors
- Must not be discussed with anyone else in the school or elsewhere, unless required to do so as part of an investigation or given permission to be so by the Headteacher
- Must be investigated under the procedures called "Allegations Against Staff in Education Settings– September 2016"

All allegations are discussed immediately with the Safeguarding Sheffield Children Board (tel 0114-2734850) who act on behalf of the Local Authority Designated Officer. The best course of action will be decided to investigate the allegation and decide which other parties to involve where appropriate eg police, HR, etc.

Information Sharing Guidance - Appropriate and timely sharing of relevant information is a vital part of the early help framework that has been adopted by organisations that work with children, young people and families in Sheffield. Sharing appropriate information at the right time can improve outcomes for all and can help prevent situations escalating and becoming more serious. The Information Sharing Guidance is intended to enable practitioners to share information in a timely way and with confidence. The guidance can be found in appendix D.

Appendix A

The Sheffield Safeguarding Children Board and the Safeguarding Children and Independent Reviewing Service are based on Floor 3, Howden House, Union Street, S1 2SH. Their contact details are below.

Office hours are: 8.45am to 5.15pm Monday - Thursday and 8.45am to 4.45pm Friday, tel: **0114 273 4450** email: sscb@sheffield.gov.uk

The areas of responsibility of the SSCB include:

- **Substance Misuse Manager:** Mandy Craig, tel.: 0114 205 8214 or email: Mandy.Craig@sheffield.gov.uk
- **Licensing Manager:** Julie Hague, tel.: **0114 273 6753** or email: Julie.Hague@sheffield.gov.uk for advice about safeguarding children on licensed premises and taxi and hospitality services
- **Child Death Overview Panel (CDOP):** Diane Shahlavi, tel.: **0114 205 3846** or email: cdop@sheffield.gov.uk

Safeguarding Children & Independent Reviewing Service:

Sheffield Safeguarding Children and Independent Reviewing Service is responsible for the reviews of children in care and those subject to child protection plans. It also employs the Early Years and Education Advisors and is responsible for safeguarding children training.

Our office hours are: 8.45am to 5.15pm Monday - Thursday and 8.45am to 4.45pm Friday, tel.: **0114 273 4934**, email: child.protection@sheffield.gov.uk

The areas of responsibility of the service include:

Child Protection Enquiry Team (CPET): tel.: **0114 273 4925**

- **Local Authority Designated Officer (LADO) and Prevent:** Hannah Appleyard, tel.: **0114 273 4850**

To make a referral, download the LADO referral form, complete & email securely to lado@sheffield.gcsx.gov.uk

- **Safeguarding Children Training:** tel.: **0114 273 4530**;
email: safeguardingchildrentraining@sheffield.gov.uk

- **Safeguarding Children Advisors, Education:**

Bea Kay, tel.: **0114 273 5655**; email: bea.kay@sheffield.gov.uk

Flora Bandele, tel.: **0114 205 3714** email: flora.bandele@sheffield.gov.uk

- **Safeguarding Children Advisor, Early Years:**

Val Linnett, tel.: **0114 273 5484** or email: val.linnett@sheffield.gov.uk

- **Child Protection Coordinators:**

tel.: **0114 273 5129** or **0114 273 4934**

(Updated January 2019)

Appendix B

The Threshold of Need Guidance booklet can be found here:

https://safeguardingsheffieldchildren.org/assets/1/threshold_guidance_booklet_final.pdf

There are also paper copies in the SENco office and in the school's Safeguarding file.

Appendix C

When a referral to Social Care has been made which is not urgent, this should be followed up with the Multi Agency Confirmation Form (MACF).

The form can be downloaded here:

<http://www.sheffielddirectory.org.uk/kb5/sheffield/directory/site.page?id=fs5M6cDGjak>

There are also paper copies in the SENco office and in the school's Safeguarding file and electronic copies in Staff Share.

Appendix D

Copies of the Information Sharing Advice for Practitioners, July 2018, can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_service.pdf