

# CHILD PROTECTION POLICY



Latest review undertaken on 19<sup>th</sup> January 2012

By the Curriculum Sub-Committee

Ratified by the Full Governing Body on 23<sup>rd</sup> February  
2012

Next review: Spring term 2013

## 1. RATIONALE

We believe that our Academy promotes the welfare, health, safety and guidance of every child through its positive safe and stimulating environment. Academy governors and senior management are responsible for ensuring that the Academy has a child protection policy, and procedures are in place to deal with incidents, consistent with Bedfordshire Working Together to Safeguard Children - LSCB Safeguarding Inter-Agency Procedures (October 2006).

It is essential that everyone knows that the designated [Child Protection Officer is Mrs.S Ingham](#), Principal. The Vice Principal [Mrs M. Auker](#) has also had the full two days training

## 2. AIM

The aim of this policy is to create a warm, supportive environment in which we will support all our children/ young people to work towards the 5 outcomes of Every Child Matters and in particular Stay Safe

- Children feel safe and secure, their viewpoints are valued, they feel they are listened to and where self-esteem is built.
- To follow the Bedfordshire Working Together to Safeguard Children - LSCB Safeguarding Inter-Agency Procedures (October 2006). A copy of this is kept in the Principal's office.
- 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 the Academy, which will be followed by all teaching and non-teaching members of staff and other users.
- Effective working relationships with other agencies are developed and promoted, especially the police and social services.
- All adults within our Academy who have access to children are CRB checked if they are left with children unsupervised.
- The prevention of child abuse is taught through the PSHCE teaching which builds awareness of the dangers of abuse.
- Parents are informed of the existence of our policy.

## PROCEDURES

**Our Academy procedures for safeguarding children will be in line with Bedfordshire Working Together to Safeguard Children - LSCB Safeguarding Inter-Agency Procedures (October 2006). We will ensure that:**

- Everyone knows that the designated [Child Protection Officer is Mrs S.Ingham](#), Principal. The Vice Principal [Mrs M. Auker](#) has also had the full two days training.

- Trained designated members of staff, undertake refresher training every two years.
- All staff undertake refresher training every three years. (In line with Safeguarding Children 2004)
- 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. They are informed through the Academy brochure and access to this policy which is on the web-site.
- 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.
- All lettings that involve children must sign up to Hadrian's policy or show they have their own Child Protection Policy
- Our procedures will be reviewed and updated yearly.

## **Responsibilities**

### **The designated member of staff is responsible for:**

- Carrying out child protection procedures in accordance with the Bedfordshire Working Together to Safeguard Children - LSCB Safeguarding Inter-Agency Procedures (October 2006).
- Keeping written records of concerns about a child even if there is no need to make immediate referral.
- 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. Where concerns remain the Social Care Services will be informed.
- Ensuring that all Academy staff teaching and non teaching are trained and receive refresher training every three years.

- Ensure the Principal reports annually to the Governing Body a safeguarding report at the Autumn Full Governors meeting.
- Ensuring that the Child Protection Manual of Procedures is displayed in the staffroom/Academy office and is accessible to all staff.
- Passing on any child protection records/concerns to the receiving school when a child leaves.
- Ensuring children are not left unsupervised with voluntary helpers who do not have CRB clearance.
- Ensuring all staff have read and understood the document SAFER WORKING PRACTISE FOR THE PROTECTION OF CHILDREN & FAMILIES IN EDUCATIONAL SETTINGS, June 2009

### **The Governing Body is responsible for:**

- Nominating a governor to have responsibility for child protection who attends governor safeguarding training – This is Mr P. Messenger.
- Ensuring child protection is a standing item on the agenda for Governors' meetings.
- 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 Chairman or Vice Chairman of Directors liaises with the LEA/partner agencies in the event of allegations of abuse being made against the Principal.

### **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 Academy 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 ACPC Manual of Child Protection Procedures.
- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Principal.
- The Principal 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 Principal, the designated teacher will immediately inform the Chairman or Vice Chairman of Directors who will consult with the Principal Education Welfare Officer.
- The Academy has adopted the procedures set out in the ACPC 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:

<b>SCHOOL POLICIES</b>	<b>NATIONAL AND LOCAL POLICIES</b>
Health & Safety	Every Child Matters
PSHE	LSCB, Bedfordshire Working Together To Safeguard Children. Inter-Agency Procedures
Behaviour and Attendance	Lead Professionals Practitioners' guide- HM Government
Drug and Alcohol Education	CAF –Common Assessment Framework- Bedfordshire & HM Government
Sex and Relationship Education	
Behaviour Support Plan	
Physical Intervention	

## **BULLYING**

- Our policy on Anti-bullying is set out in a separate policy document which acknowledges 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. Parents are made aware of the existence of this policy document through our Academy prospectus.

## **REVIEW**

This policy is to be reviewed annually. Next review will be Spring 2013

# Child protection - Safety concern form. Please complete this form and give to Principal or Vice Principal.

Name of pupil:

Class and year group

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## Hadrian Academy

**Nature of concern:**

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**Action taken IMMEDIATE**

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**Follow-up Action required**

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1 Signed- Class teacher

2 Signed: Designated Person

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Name (print):

Name (print):

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Date:

Date:

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This form provides a record within the study support setting of concerns or incidents relating to child protection.

## A CHRONOLOGY FORM

This form may be used to record concerns, attendance at meetings, telephone conversations, reports

NAME		DOB
..		.
DATE	CONCERN /ACTION	Name
Date Time		Signed  PRINTED
Date Time		Signed  PRINTED
Date Time		Signed  PRINTED
Date Time		Signed  PRINTED
Date Time		Signed  PRINTED
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