

GOWERTON SCHOOL



CHILD PROTECTION & SAFEGUARDING CHILDREN POLICY

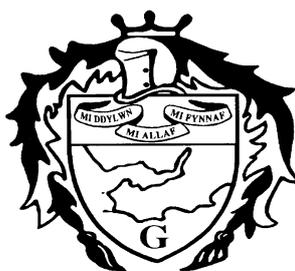
March 2017



ARTICLE 19: *Make sure that staff and pupils are safe in school and at home*

ARTICLE 14: *Show respect for other people's views, opinions, religions and beliefs*

Reviewed 14.3.17



SCHOOL POLICY ON CHILD PROTECTION AND SAFEGUARDING

This document should be read in conjunction with:

- The All Wales Child Protection Procedures.
- Code of Practice for Staff.
- Staff Facing an Allegation of Abuse.
- The Framework for the Assessment of Children in Need and their Families 2002.

The staff and governors of this school fully recognise the contribution it makes to safeguarding children; the welfare of all pupils in this school is a priority. We believe that our school should provide a caring, supportive and safe environment which promotes the social, physical and moral development of each child by the provision of a curriculum and ethos which promotes self-worth, confidence and independence. No child can learn effectively and reach their potential unless they feel secure.

The policy is sectioned as follows:

- | | | |
|---|-----------------------|---|
| 1 | Aims | |
| 2 | Background | |
| 3 | Policy Statements | |
| 4 | Protection Procedures | - Role of Designated Teacher and Governor |
| 5 | Code of Conduct | - Employees |
| 6 | Code of Conduct | - School |
| 7 | Code of Practice | - Dealing with Complaints |
| 8 | Appendix A | - Use of IT and Audio-Visual Equipment |

1.0 AIMS

The aims of this policy are:

- 1.1 To ensure that all pupils know that they will be listened to and have the means to communicate any concerns which they may have;
- 1.2 To raise the awareness of **all** staff and volunteers in the school to the need to safeguard pupils by identifying children in need* and possible cases of child abuse;
- 1.3 To emphasise the need for staff in this school to work in partnership with other relevant agencies (particularly Social Services Department and the police) and to support them in carrying out their statutory duties;
- 1.4 To ensure that staff are clear about their individual responsibilities for reporting concerns and understand reporting procedures;
- 1.5 To ensure that the school and governing body practice safe recruitment in checking the suitability of staff and volunteers working with pupils;
- 1.6 To provide a systematic means of monitoring children known or thought to be at risk of harm.

** Child in Need – a Child in Need is a child who may be in need of support from Social Services or another agency but not necessarily at risk of significant harm and in need of immediate protection. A telephone referral should be made, followed up in writing, if required.*

2.0 BACKGROUND

- 2.1 There is a need for everyone within the school community at Gowerton to be vigilant in recognising signs of abuse. All staff need to know exactly what is required of them in the support, guidance and welfare of pupils.
- 2.2 Social Services maintain a list of children judged to be ‘at risk’. This Governing Body realises that it has a duty to work closely with SSCB**, social workers, police, other schools, the LEA and other related agencies to ensure that child protection is implemented efficiently and sensitively in an appropriate and confidential manner.
- 2.3 Abuse may occur in the home, within school and in a place of part-time employment. Procedures are already in place to ensure that unsuitable people are not given the opportunity to abuse pupils within this school. New members of staff are subject to police DBS checks, including student teachers and ancillary/support staff; other visitors to the school are supervised.

** SSCB – Swansea Safeguarding Children’s Board

3.0 POLICY STATEMENTS

3.1 Gowerton School is committed to ensuring that every pupil

- a) feels safe and secure
- b) is able to enjoy all aspects of school life.

3.2 Gowerton School is committed to involving all parents, guardians and other interested parties in the life of the school and to unite pupils, parents, guardians and staff into one active and flourishing community.

3.3 To this end, Gowerton is an open and accepting place in which staff and governors are prepared to listen to children's concerns, whilst protecting every child's right to protection from any physical, sexual, emotional harm or neglect.

3.4 Governors are committed to protecting staff from malicious allegations of abuse.

3.5 Governors will commit sufficient resources to allow suitable INSET and other training, attendance at conferences, necessary supply cover and any other resources necessary to fully implement this policy.

4.0 PROTECTION PROCEDURES – Role of Designated Teacher and Governor

The following procedures recognise that children form an essential element of their own protection.

4.1 Monitoring concerns

This is a whole school matter being co-ordinated by the Headteacher. Written records are maintained regarding particular incidents or things said by pupils. Such records are retained confidentially by the DPCP (Designated Person Child Protection) and referred to in any subsequent cause for concern. Pupils are encouraged in volunteering information and to have confidence in confiding in members of staff about problems encountered at home, socially, in school or at a part-time work place.

4.2 Referrals

A referral is a request for professional assessment. Any referral to the Social Service, police or NSPCC shall be made by the RCPC where considered appropriate. It is not the function of the school to carry out detailed investigation but to act as a means of communication with the responsible agency.

4.3 Case Conference

Recognising the need, the Governing Body will support school staff to attend any inter-agency case conference about a pupil of this school (including during holiday periods).

4.4 **Role of the Child Welfare Officer and Education Welfare Officer**

The respective expertise of the Child Welfare Officer and the Education Welfare Officer will be sought as considered appropriate by the DCPC.

The Education Psychology Service is available to discuss behavioural and performance changes of children.

4.5 **Parental Complaint**

Governors support the parental right to make a complaint about a member of staff either to the Headteacher, Chair of Governors or the LA's designated person for child protection.

4.6 **The Designated Teacher for Child Protection**

In this school [Miss K Lawlor, is the Designated teacher](#). In his absence the [deputy, Mrs R Richards \(Child Welfare Manager\)](#), will assume responsibility for making urgent referrals.

We will ensure that **all** staff/volunteers are aware of who the Designated teacher is.

The role of the Designated teacher is:

- The coordination of all child protection issues, acting as a source of advice and support for any staff who have concerns or information that a pupil may be suffering abuse or be a child in need;
- To be responsible for making referrals to Social Services;
- To ensure that the school is represented at case conferences and core meetings and contributes fully by providing reports as required;
- To attend training on a regular basis and cascade training to staff;
- To ensure that all staff (including new staff/supply teachers) have access to all relevant child protection documents and are clear about their own responsibilities;
- To report **any** allegation about a member of staff/volunteer to the Local Education Authority's Child Protection Coordinator;
- To ensure that a chronological record of concerns is made if there are any concerns about a child even if there is no need to make an immediate referral;
- To attend any Senior Strategy Meetings;
- To ensure that all records including case conference minutes are kept confidentially and securely (separate from pupil records);
- To send the child's records, including all child protection information, immediately to any school to which the child transfers.

4.7 The Governor for Child Protection

The Chair of Governors, Mr Morrison, is the nominated governor for child protection.

Their role is to ensure:

- That our school has a child protection policy in place which is reviewed to ensure its effectiveness;
- That the Designated teacher and other staff attend appropriate and regular training;
- That there is an item on the agenda of the governing body at least once a year to report on:
 - changes to child protection procedures or policy
 - training undertaken by the Child Protection Coordinator
 - training undertaken by the Designated governor and other staff
 - the number of incidents/cases (without details or names)
 - the place of child protection in the curriculum.

Any allegations about the headteacher should immediately be reported to the Chair of Governors. The Chair of Governors will then contact the Local Authority's Child Protection Coordinator immediately and attend any Senior Strategy Meeting which is called.

5.0 CODE OF CONDUCT - Employees

This code minimises the risk of staff being accused of improper conduct towards pupils. The following notes are taken from LA advice about formulating a school policy on Child Protection.

5.1 Meetings with pupils

- a) Staff should be ever mindful of dangers surrounding private meetings with pupils. Where unavoidable, such meetings should only be held in a room having visible and easy access.
- b) Where possible, during such an interview, other pupils or another adult should be present or nearby.
- c) Staff should not sit next to a pupil during such a meeting, but should ensure that a space is left between the pupil and the member of staff.
- d) Unnecessary contact with the pupil should be avoided.

5.2 Caring for pupils with particular problems

- a) First Aid should be administered by a trained member of staff and the person administering the aid should be mindful that any physical contact may be misconstrued.
- b) Staff assisting pupils with toileting difficulties should be accompanied by another adult.

5.3 Reporting Incidents

All incidents of concern must be reported and recorded in an 'Incident File' maintained by the headteacher. Unnecessary instances of physical contact with or restraint of pupils, together with other actions or words which could have a sexual connotation are examples of such incidents.

5.4 Where physical contact may be acceptable

- a) Discretion should be used by staff where a distressed pupil needs comfort and reassurance. Advice should be sought regarding what would be considered unjustified physical contact, particularly with the same pupil over a period of time.
- b) Employees should be aware of the acceptable limits ('minimum reasonable force') within which they may have physical contact with pupils in the routine course of their duties e.g. explaining the correct use of apparatus; demonstrating a move or exercise during PE and other contact activities; physical restraint of a pupil to prevent him/her from inflicting injury. (G5.3 refers).

5.5 Gratuitous physical contact with pupils

- a) As a general principle, staff must not make gratuitous physical contact with pupils which can so easily be misconstrued. It is therefore unwise to use touching as a way of relating to pupils.
- b) Any form of physical punishment is unlawful.
- c) Further guidance is outlined in the policy relating to use of 'reasonable force' (G5.3).

5.6 Where conversations of a sensitive nature may be appropriate

Pastoral care is an important aspect of school life covering a range of sensitive issues. Discretion should therefore be used to protect pupils from unjustified intrusion. In each particular case, staff should judge whether a pupil should be referred to another member of staff who has acknowledged pastoral responsibility.

5.7 Inappropriate comments and discussions with pupils

- a) It is recognised that a topic raised by a pupil is best addressed rather than ignored. However, staff should be ever mindful that comments to pupils either individually or in groups can be misconstrued. As a general principle, therefore, staff must not make unnecessary comments, in class or elsewhere, to and/or about pupils which could be construed as having a sexual connotation.
- b) Uses of insensitive, disparaging or sarcastic comments of a personal nature are also unacceptable.

5.8 Choice and use of teaching material

See Appendix A 'the use of IT and Audio-Visual Equipment in Schools'. Such advice, given by the LEA and accepted by this Governing Body, recommends that such teaching materials should be familiar to the teacher and not selected without previous assessment.

5.9 General relationships and attitudes

Employees should ensure that their relationships with pupils remain professional and are appropriate to their age and gender.

5.10 Educational visits and extra curricular activities

Particular care should be taken in the supervision of pupils in any residential setting. More informal relationships, usual in such circumstances, nevertheless require a standard of behaviour similarly required of staff within the school setting.

6.0 CODE OF CONDUCT - School

The guidelines on practice and procedure recommended to schools by the LA, is accepted by the Governing Body.

Action to Be Taken By Our School

- 6.1 We will attend relevant training on child protection on a regular basis.
- 6.2 We will follow the All Wales Child Protection Procedures.
- 6.3 All staff will inform the designated teacher of any concerns that a pupil is suffering or is likely to suffer abuse or of any disclosure of abuse.
- 6.4 Referrals will be made immediately to Social Services by telephone and followed up within two working days in writing if required.
- 6.5 Any child on the child protection register, absent without explanation, will be referred to Social Services and the Education Welfare Officer.
- 6.6 All staff will inform the designated teacher of any allegations made against staff/volunteers in the school.
- 6.7 We will endeavour to build relations of understanding, trust and confidence with other agencies in order to ensure the best possible outcomes for children.

7.0 CODE OF PRACTICE – Dealing with Complaints

Prevention

- 7.1 The school has an important role in preventing abuse by providing our pupils with good lines of communications with trusted adults in a safe environment.
- 7.2 Our school encourages children to talk and to be listened to.
- 7.3 Our school ensures all children know there is someone in school who they can approach if they are worried or in difficulty.
- 7.4 Our school will include opportunities within the PSE curriculum for pupils to explore issues to help them develop the skills to stay safe from harm and to know to whom they can turn for help.

The Statutory Basis of Child Protection

Code of Conduct

Children Act 1989

The Children Act 2004 (when implemented in 2006)

Welsh Office Circular 52/95 Protecting Children from Abuse: The Role of the Education Service

The governing body has a duty under Section 175 of the Education Act 2002 to ensure “that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children