



## **Child Protection Policy**

### Introduction and Aims

This policy has been developed in accordance with the principles established by the Children Act 1989 and the guidance provided by DfES Circular 10/95, The Framework for the Assessment of Children in Need and their Families and Working Together to Safeguard Children's Rights.

The Governors and staff of Poplar Farm Primary School take seriously our responsibility to safeguard and promote the welfare all the children and young people entrusted to our care.

The Designated Child Protection Coordinator (DCPC) who has overall responsibility for practice in school is Mrs Jenny Wheeldon, Principal.

As part of the ethos of the School we are committed to:

- Maintaining children's welfare as our paramount concern;
- Providing an environment in which children and young people feel safe, secure, valued and respected; confident to talk openly and sure of being listened to;
- Providing suitable support and guidance so that pupils have a range of appropriate adults whom they feel confident to approach if they are in difficulties;
- Using the curriculum to provide opportunities for increasing self-awareness, self-esteem, assertiveness and decision making so that pupils have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others;
- Working with parents to build an understanding of the School's responsibility to ensure the welfare of all children, including the need for referral to other agencies in some situations;
- Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication;
- Monitoring children and young people who have been identified as "in need" including the need for protection; keeping confidential records, which are stored securely and shared appropriately with other professionals;
- Developing effective and supportive liaison with other agencies.

### Roles and Responsibilities

The School is responsible for ensuring that all action taken is in line with Lincolnshire Area Child Protection Committee (LAPC) Child in Need/Child Protection procedure and to take account of guidance issued by the Department of Education and Skills. It also follows the requirements of the central government guidance contained in the Framework for Assessment of Children in Need and their Families and Working Together to Safeguard Children. The child protection process is now incorporated within a comprehensive policy and procedure for all children in need.

The role of the school within this procedure is to contribute to the identification, referral and assessment of children in need, including children who may have suffered, be suffering, or who are at risk of suffering significant harm. The school may also have a role in the provision of services to children in need and their families. All adults in school have a role to play in promoting the welfare of children and protecting them from harm. The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.

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### Designated Child Protection Coordinator

The Designated Child Protection Coordinator is responsible for:

- Coordinating child protection action within school;
- Liaising with other agencies;
- Ensuring that locally established procedures are followed, including reporting and referral processes;
- Acting as a consultant for staff to discuss concerns;
- Making referrals as necessary;
- Maintaining a confidential recording system;
- Representing or ensuring the School is represented at interagency meetings, in particular, Child Protection Conferences;
- Managing and monitoring the School's part in child care/protection plans;
- Organising training for all school staff;
- Liaising with other professionals.

### General Strategies

Child protection issues are addressed within the curriculum, policies and guidance or through school/community initiatives including:

PHSE/Citizenship

Behaviour Management Policy

### Procedures

Please refer to the Code of Practice below which contains details of procedures. The categories and definitions of abuse are also listed below.

### Recognition and Categories of Abuse

All staff in school should be aware of the definitions and signs and symptoms of abuse.

There are four categories of abuse. These are:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

### Responding to Concerns

Concerns for a child or young person may come to the attention of staff in a variety of ways, for example through observation of behaviour or injuries or disclosure. Any member of staff who has a concern for a child or young person, however insignificant this might appear to be, should discuss this with the DCPC as soon as is practically possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible.

If a child makes a disclosure of abuse to a member of staff they should:

- Allow the child or young person to make the disclosure at their own pace and in their own way;
- Avoid interrupting except to clarify what the child is saying;
- Not ask leading questions or probe for information that the child or young person does not volunteer
- Reassure the child or young person that they have been heard and explain what you will do next and to whom you will talk

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- Record the conversation as soon as possible
- Inform the DCPC
- Remember you cannot promise confidentiality

### Record Keeping

Staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. Any incident or behavioural change in a child or young person that gives cause for concern should be recorded on the school's Child Protection Concern Form. It is important that records are factual and reflect the words used by the child or young person. Opinion should not be given unless there is some form of evidence base, which can also be quoted. Records must be signed and dated with timings if appropriate. It is important to remember that any issues are confidential and staff should know only on a 'need to know' basis.

### Information to be recorded:

- Child's name and date of birth;
- Child in normal context, e.g. behaviour, attitude, previous term's notes;
- The incident(s) which gives rise for concern with date(s) and times(s);
- A verbatim record of what the child or young person has said;
- If recording bruising/injuries indicate position, colour, size, shape and time on body map;
- Action taken.

Written information should be passed to the DCPC. The Principal should always be kept informed of any significant issues.

### Storage of Records

The DCPC will ensure that records relating to concerns for the welfare or safety of children are kept separate from other school files and are stored securely. Information will be shared on a strictly need to know basis and in line with child protection policy guidance.

Poplar Farm Primary School and the After School's Club work in partnership to ensure the highest standards of care and support for children. As such, any concerns relating to child protection identified by Poplar Farm Primary School will be communicated between both parties. This information will be transferred between the designated named employees from Poplar Farm Primary School and the After School's Club respectively. Any such information will be treated sensitively and in confidence.

### Referrals to Children's Services

It is the responsibility of the DCPC to decide when to make a referral using the Common Assessment Framework (CAF) form and process. To help with this decision, she/he may choose to consult with the Customer Service Centre (CSC) on 01522 782111, or the Public Protection Unit 01522 782159. Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision to complete a CAF form is made. In all but the most exceptional cases parents/carers will be made aware of the concerns felt for a child or young person at the earliest possible stage and, in the event of this becoming necessary, their consent to a referral to Social Services will be sought.

Referrals will be made using a CAF form. In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior to the form being completed and sent to the CSC. If a child or young person is referred, the DCPC will ensure that the Principal and other relevant staff are informed of this. If, after consultation with the DCPC, a member of staff feels that appropriate action is not being taken in respect of his or her concerns for a child s/he should refer directly to the CSC. The Principal should be informed of this decision.

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### The Child Protection Register

The DCPC will inform members of staff who have direct pastoral responsibility for children and young people whose names are on the child protection register. These children and young persons must be monitored very carefully and the smallest concern should be recorded on an incident sheet and passed immediately to the DCPC or the Principal in the DCPC's absence.

### Concerns Involving Members of Staff

Any concerns that involve allegations against a member of staff should be referred immediately to the Principal who will contact the CSC to discuss and agree further action to be taken in respect of the child and the member of staff.

### Code of Practice

All school staff should take care not to place themselves in a vulnerable position with relation to child protection. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of the Positive Handling Policy and the school's own Behaviour Management Policy.

All school staff should work towards providing an environment and atmosphere for children and young people to enable them to feel safe to talk. However, staff should never promise a child to keep certain information confidential. It must be explained that staff have certain duties to help keep that child safe, which may involve informing others.

### Supervision and Support

Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DCPC.

The DCPC can put staff and parents in touch with outside agencies for professional support if they so wish. Staff can also approach Support Line directly.

### Training Opportunities

The DCPC is responsible for ensuring all staff receive training in the area of child protection. Staff will be required to participate in whole school training annually either face to face or online.

### Monitoring and Review

All school personnel and governors will have a copy of this policy and will have the opportunity to consider and discuss its contents prior to the approval of the Governing Body being formally sought.

**Date: March 2018**

**All policies are currently being ratified as appropriate by The Local Governing Body**

