



CHILD PROTECTION

1 STATEMENT OF INTENT

The Academy, Governors, teaching and support staff are committed to safeguarding children. We aim to ensure that child protection concerns and referrals are handled sensitively, professionally and in ways that support the specific needs of the individual child. Through providing a caring, safe and stimulating environment which promotes the social, physical and moral development of all our students, we aim to foster an atmosphere of trust, respect and security.

2 AIM AND PURPOSE

The aims of this Policy are **Prevention, Protection and Support** in line with Child Protection guidelines.

We will:

- 1) Support the child's development in ways that will foster security, confidence and independence.
- 2) Raise the awareness of both teaching and support staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 3) Carry out regular staff training in child protection procedures, including training on a three yearly cycle for all staff employed by the Academy at basic level awareness.
- 4) Have induction for all new members of staff, so that they are aware of child protection procedures
- 5) Have at least 2 named persons (designated members of staff) to have undertaken Child protection training ('working together') and for this training to be updated every two years.
- 6) Provide a systematic means of monitoring children known or thought to be at risk of harm.
- 7) Emphasise the need for good levels of communication between all members of staff.
- 8) Develop a structured procedure within the Academy which will be followed by all members of the Academy community in cases of suspected abuse.
- 9) Develop and promote effective working relationships with other agencies, especially the City of York Safeguarding Board, Police and Social Services.
- 10) Ensure that all adults within our Academy who have access to children have been checked as to their suitability.
- 11) Have the Chair of School Governors and a designated Governor undertake Child Protection training.

Date Agreed Spring 2015 Signed Steve Naish

Chair of Welfare Committee

Review Date Spring 2017

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Appendix 1

Roles & Responsibilities

Manor Church of England Academy recognises and accepts that teachers, and all other adults associated with the Academy, because of their unique position, are well placed to observe children/young people and note any emotional, behavioural or physical signs which may be suggestive of child abuse or have concerns about their care. We recognise that the relationship between teachers, support staff, pupils and parents and carers, which fosters respect, confidence and trust, can lead to the disclosure of abuse.

- 1) Recognising the necessity and nature of good relationships with parents/carers of children and young people in its care and attempting to preserve these wherever possible, Manor C E Academy, however, acknowledges that the child's protection is paramount.
- 2) Manor CE Academy is supported in all matters relating to Child Protection by the York Children Services Front Door Service which is available to give advice, support and guidance regarding child protection matters.
- 3) In order to prepare **all adults** who work on the premises for their responsibility in relation to the protection of children, they will receive basic child protection awareness training every 3 years (from either the Designated Teacher or the City of York Safeguarding Board).
- 4) School will always follow the procedures in the City of York Safeguarding Board's **Guidelines and Procedures** manual. (Copies available from Mrs Atkinson)
- 5) All newly appointed staff will be made aware of this policy and become familiar with the City of York Safeguarding Board Guidelines and Procedures on induction.
- 6) The senior members of staff with designated responsibility for child protection are **Mike Thunder, Jane Atkinson, Richard Anderson and Simon Gumn**. They will work with the school's SENCO (**Susan Counter**) and other staff where appropriate. The nominated governor for child protection is **Fiona Long**.

Appendix 2

School Procedure for Staff

Child Protection and Safeguarding are an essential aspect of your duties as a member of staff at Manor CE Academy.

Any member of staff who:

1. has suspicion that a child/young person is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play, or when the explanation given appears inconsistent with the injury;
2. notes behaviours or actions, which give rise to suspicions that a child/young person may have suffered abuse (may include worrying drawings or play);
3. is concerned that a child/young person may be suffering from lack of care, ill treatment, or emotional maltreatment;
4. has concerns that a child/young person is presenting any signs or symptoms consistent with suspicion of child abuse or neglect;
5. has concerns that a child/young person is presenting any signs or symptoms consistent with suspicion of child abuse, neglect, expressing or promoting extremist views or potentially being in danger of radicalisation**.
6. notes significant changes in a child/young person's presentation otherwise unexplained;
7. receives hints or a disclosure of abuse from the child/young person, another pupil, another adult, parent or member of the public;

must immediately report this to the designated child protection staff

Remember

- a It is not the responsibility of teachers/care/support staff to investigate abuse or decide if abuse has taken place. The Manor CE Academy does, however, have a duty to act on any concerns and refer to the investigating agencies (City of York Safeguarding Board and the Police).
- b Always listen to and take seriously any disclosure of abuse. Keep questions to a minimum, only asking these to clarify information or to assist the child/young person who is finding it difficult to talk. Any questions should be 'open' i.e. not have the answer embedded in the question e.g. 'Can you tell me what happened' rather than 'Did x hit you?'
- c Do not interrogate the child/young person. Do not make the child/young person repeat it all to another person. The information needed from the child/young person is only that which is sufficient to make a referral for further investigation, not for staff to decide the validity of the disclosure.
- d Try not to show signs of shock, horror or surprise.
- e Do not express your feelings or any judgements regarding the alleged abuser.

- f If a child/young person confides in you and requests that the information is kept secret, it is important that you tell the child/young person sensitively that you have a responsibility to refer the information to the designated teacher in order to protect the child/young person from further abuse. **ON NO ACCOUNT SHOULD THE CHILD BE PROMISED ABSOLUTE CONFIDENTIALITY.**
- g Reassure and support the child/young person, as far as possible, that only those who 'need to know' in order to protect them will be told. Explain what will happen next and try to ensure that the child/young person is involved as far as possible and appropriate.
- h Do not approach parents at this stage - the designated teacher will decide, based on the information, if and when parents will be spoken to.
- i Child protection information is CONFIDENTIAL and will be shared only on a 'need to know' basis as determined by the designated/head teacher.

****** If you have serious concerns that someone is being drawn into violent extremism or is being radicalised, and that they have the capability to harm themselves or others then you should report this to the non-emergency police number – 101 or the UK Anti-terrorist hotline 0800 789 321.

If you become aware of an imminent threat to yourself or others use the emergency 999 number.

Further details on the prevent duty for schools can be found at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Appendix 3

Role of the designated Teachers

- a. To act on all information received and make decisions regarding any referrals to the Front Door.
- b. To make sure all correct procedures re monitoring and recording are strictly adhered to.
- c. To follow the City of York Safeguarding Board guidelines (including all liaison with parents).
- d. To attend case conferences.
- e. To ensure all staff (teaching and support staff) have an understanding with regards to basic child protection and to update this every three years
- f. To ensure all new staff are made aware of child protection procedures on induction.
- g. To be trained him/her self at 'working together' level.
- h. To ensure the academy's child protection policy is reviewed every 2 years.

Appendix 4

Action by the Designated Teacher

- a. Staff will immediately inform a designated teacher of their concerns. In the absence of the designated teacher, staff will inform the Principal or other senior member of school staff.
- b. The designated teacher will decide what needs to happen next, if necessary to seek advice from Childrens' Advice Team. The first consideration will be the need to address any urgent medical needs of the child.
- c. The designated teacher is entitled to make an enquiry as to whether the child is on, or has been on, the Child Protection Register (York: 01904 555618 or North Yorkshire: 01609 780611).
- d. The designated teacher will decide, based on City of York Safeguarding Board Guidelines and Procedures, and if necessary after consultation as above, whether to talk to parents. Good child protection practice rests within a climate of openness and honesty. Parents/carers will in general and where possible be spoken to unless to do so may place the child/young person at risk of significant harm, impede any police investigation or place the member of staff or others at risk. An inability to contact parents/carers will not cause undue delay in making a referral. The designated teacher will not fail to make any necessary child protection referral if the parents/carers disagree with this decision. The designated teacher will make it clear that they are following LA and City of York Safeguarding Board Guidelines and Procedures and acting on their statutory duty.
- e. Any Child Protection concerns need to be referred to the local Local Authority Designated Officer (LADO) who at present is Joe Cocker (tel 555650) The designated teacher will decide whether to make a formal referral to Children's Services via Front Door (tel 551900) and **follow this up in writing** using the standard referral form.
- f. In cases where the child/young person is at immediate risk, there is clear physical evidence or the child/young person has made a clear disclosure, referral to Front Door should be made **immediately**. If the above consultation process is not possible or cannot be completed within a very short timescale (because for example the designated teacher is not available) then it is the responsibility of the member of staff who gleaned the information to ensure that a speedy referral is made to Children's Services. Absence of key personnel should never prevent a referral when there is immediate risk, evidence or direct disclosure.
- g. If it is decided not to make a referral at this stage, the action taken should be fully documented, together with the reasons for the decisions not to proceed further. The designated teacher may advise that further monitoring is necessary. Parents/carers will be informed (*please give regard to paragraph e above*).
- h. The designated teacher may consider that whilst a child protection referral may not be appropriate, it would be appropriate to make a referral for family support from

Children's Services (Child in Need route) or other services such as, for example, School Health Service; Primary Mental Health Worker for Child and Adolescent Mental Health; Education (Education Social Work, Behaviour Support, Learning Support, Educational Psychologist). This should only ever be done with the agreement of parents. However, failure to agree may, in some circumstances, itself be a child protection concern.

Appendix 5

Action Following Child Protection Referral

- a The designated teacher will make regular contact with Children's Services to provide any necessary information and ensure that they are up to date, clear about any action being taken by them, and clear of any action for school to take.
- b The designated teacher or other appropriate member of staff will, wherever possible, contribute to the strategy discussion.
- c The designated teacher or other appropriate member of staff will attend, contribute to, and provide a report for, any subsequent Child Protection Conference. This will include expressing a professional view, based on the information shared as to whether the child or children subject of the Conference should be placed on the Child Protection Register on the grounds that they appear to be at risk of continuing significant harm.
- d If the child or children are placed on the Child Protection Register, the school will contribute to the Child Protection Plan, attend Core Group Meetings and Review Child Protection Case Conferences.
- e All reports written will, wherever possible, be shared with parents prior to meetings.

Appendix 6

Recording and Monitoring

- a Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given be recorded verbatim where possible and note made of location and description of injuries seen. The designated teacher has agreed the following system of monitoring and review with staff.
- b All child protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away on school premises and only accessible to the Principal and designated teachers. The Data Protection Act 1998 provides that child protection records be exempt from disclosure where this would not be in the best interests of the child. These records will be transferred to any future school the child moves to, clearly marked: *Confidential - Child Protection - for the attention of Designated Child Protection Teacher.*

Appendix 7

Partnership with Parents/carers

- a Manor Academy recognises that the protection of children should always be of paramount importance and consideration and that the primary focus in child protection should always be the child's safety and welfare. However, good child protection practice and outcome relies on a positive, open, honest working partnership with parents. We will ensure that all parents/carers are treated with respect, dignity and courtesy. We will respect parents' and carers' right to privacy and confidentiality unless they give permission for information to be shared or it is necessary to infringe this in order to protect the child or children.
- b When a referral has been made without informing parents/carers (see App 4e) we will clearly explain that we have acted:
 - following consultation, and
 - in line with our statutory responsibilities, this policy and LA and City of York Safeguarding Board Guidelines and Procedures.
- c We will make parents/carers aware of this policy and guidance in the academy brochure and state that we may, on occasion, need to make referrals without consultation with them. However, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect the child or children. Parents/carers will be made aware that they can view this policy on request.

Appendix 8

Supporting the Child/young person

- a The school will continue to support the child/young person and work together with other agencies involved with the family.
- b Children/young people will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why. We will provide a secure, caring, supportive and protective relationship for the child/young person.
- c The Principal/designated teacher will decide which members of staff “need to know” and how much they “need to know” in order to support and protect the child/young person. This will take into account the acute difficulty and embarrassment many children/young people have knowing that staff are aware of their situation. Central to the decision will be the need to protect the child/young person whilst maintaining, wherever possible, their privacy and dignity and right to confidentiality.

Appendix 9

Children/young people who go missing

- 9.1 When a child/young person who is on the child protection register ‘goes missing’ or is significantly absent the designated teacher will **immediately** inform Children’s Services. When other children/young people go missing or change school and information is not available regarding the receiving school, the school will immediately inform the Education Social Work Service, who will take appropriate action to trace the child/young person.

Appendix 10

Support for Staff

- 10.1 Child protection work can be difficult, distressing and extremely stressful. School staff who become involved in this area of work will therefore often need support and a ‘listening ear’. The designated teachers will support staff. The designated teachers will be supported by the Academy Leadership Team. Additional support is always available from the Staff Counselling Service, other members of staff, including the School Chaplain.

Appendix 11

Role of Governors

There will be an annual item on the Governor's Welfare Committee Meeting agenda to address the following:

- to be informed of the number of children in school on the Child Protection Register (not to include names or details);
- consider any training needs;
- be informed of any training undertaken;
- review this policy;

- undertake Child Protection training.

Additionally, governors will undertake their responsibilities in relation to allegations against staff and any disciplinary procedures – see Safeguarding policy

Appendix 12

Personnel Changes

Any change to personnel undertaking the roles of designated child protection teacher or nominated governor will be reported to the City of York Safeguarding Board.

Appendix 13
Useful contacts

City of York Safeguarding Board Front Door 551900
City of York Safeguarding Board website:
<http://www.yor-ok.org.uk/Safer%20Children%20York/SaferChildrenYork>

out of hours contact 0845 0349417

Children’s Services Customer Advice Centre	613161 Office hours
Child Protection Register	York: 555618
Education Social Worker	North Yorkshire: 01609 780611
	554320
Child Protection hot line	01904 640999
Social Services emergency number out of hours	01904 762314
Training Child Protection and Safeguarding	01904 555650
	01904 555691