

# Montbelle Policy



**MONTBELLE**  
PRIMARY SCHOOL

Montbelle Primary School  
Child Protection Policy

2015 - 2016

# **CHILD PROTECTION POLICY**

*This policy should be followed along with the schools Safeguarding Children Policy*

## **MISSION STATEMENT**

Montbelle Primary School is concerned about the welfare and safety of all its pupils and staff and creates an ethos in which all feel secure, valued, listened to and are taken seriously. Our aim is to keep all people safe within school.

## **STATUTORY FRAMEWORK**

*Keeping Children Safe in Education (2014)*, *Safer Recruitment in Education (2007)* and the *Working Together to Safeguard Children (2015)* guidance sets out how individuals and organisations should work together to safeguard and promote the welfare of children. It requires all schools to follow the procedures for protecting children from abuse which are established by the Local Safeguarding Children Board. Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse - these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

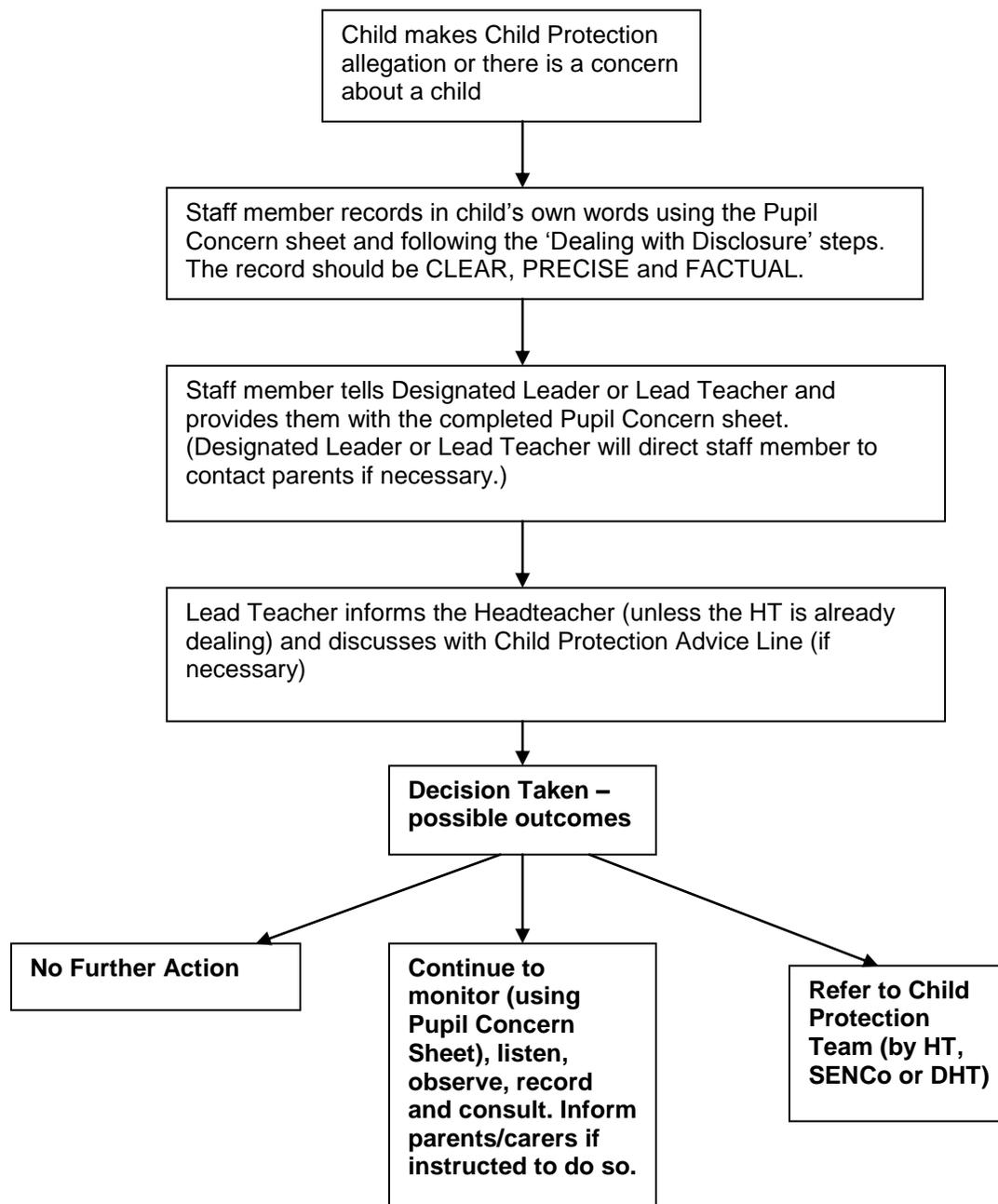
To support staff, all members of the teaching staff and the Senior TA have been issued with a copy of 'What to Do If You Are Worried a Child Is Being Abused' (2015)

## **THE DESIGNATED TEACHER**

The Designated Child Protection Officer is the Headteacher, The Deputy Designated Child Protection Officers are the SENDCo, Deputy Headteacher and Assistant Headteacher. The Designated Leaders will:-

- ensure that the Greenwich and Pan-London Child Protection Procedures are followed in the school
- ensure that all staff are aware of these procedures
- ensure that appropriate training and support is provided to all staff
- develop effective working relationships with other agencies and services
- decide whether to take further action about specific concerns (e.g. refer to Social Care)
- liaise with Social Care Teams over suspected cases of child abuse
- ensure that accurate records relating to individual children are kept in a secure place and marked 'Strictly Confidential'
- submit reports to, and attend, Child Protection Conferences
- ensure that the school effectively monitors children who have been identified as 'at risk'
- provide guidance to parents, children and staff about obtaining suitable support.

## SCHOOL PROCEDURES



## PROCEDURES

If a child alleges abuse, the school will make a referral without communicating with the parents first. Parents may be informed after discussion with social services.

## WHEN TO BE CONCERNED

Staff should be concerned about a pupil if he or she:-

- has any injury which is not typical of the bumps and scrapes normally associated with children's injuries
- regularly has unexplained injuries
- frequently has injuries (even when apparently reasonable explanations are given)
- gives confused or conflicting explanations are given on how injuries were sustained
- exhibits significant changes in behaviour, performance or attitude
- indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age
- discloses an experience in which he or she may have been significantly harmed.
- gives other cause to believe that he or she may be suffering significant harm

### **DEALING WITH A DISCLOSURE**

**1. If staff are concerned about a child who has an injury which is not typical of the bumps and scrapes normally associated with children's injuries BUT the child has not disclosed any information, the member of staff should:**

- Ask what has happened
- Listen to the child's response
- Then follow the 'pupil disclosure' bullet points (see below)

**2. If a pupil discloses that he or she has been abused in some way, the member of staff should:**

- if necessary, ask open questions, not leading questions
- listen to what is being said without displaying shock or disbelief
- accept what is being said
- allow the child to talk freely
- reassure the child but not make promises which it might not be possible to keep
- not promise confidentiality – it might be necessary to refer to Children Schools and Families
- reassure him or her that what has happened is not his or her fault

- stress that it was the right thing to tell
- listen, rather than ask direct questions
- not criticise the alleged perpetrator
- explain what has to be done next and who has to be told.

## **RECORD KEEPING**

When a pupil has made a disclosure, the member of staff should:-

- make brief notes as soon as possible after the conversation
- the information regarding the concerns must be recorded by the member of staff within 15 minutes of a disclosure being made or a concern raised
- the recording must be a clear, precise, factual account completed on the Pupil Concern Sheet
- not destroy the original notes in case they are needed by a court
- record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- draw a diagram to indicate the position of any bruising or other injury
- record statements and observations rather than interpretations or assumptions

## **SUPPORT**

Dealing with a disclosure from a child, and a Child Protection case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the Designated Leader.

## **ALLEGATIONS INVOLVING SCHOOL STAFF**

If a child, or parent, makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Headteacher.

Any member of staff who has reason to suspect that a pupil may have been abused by another member of staff, either at school or elsewhere, must immediately inform the Headteacher. He or she should also make a record of the concerns including a note of anyone else who witnessed the incident or allegation. [If the concerns are about the Headteacher, the Local Authority Designated Officer must be contacted]

The Headteacher will not investigate the allegation itself, or take written or detailed statements, but he/she will assess whether it is necessary to refer to the Local Authority Designated Officer (LADO).

If the Headteacher decides that the allegation warrants further action through Child Protection Procedures he/she must make a referral. The member of staff should not be informed until agreed with Social Care and/or the LADO. It may be necessary to discuss appropriate steps to ensure other children are not at risk.

If it is decided that it is not necessary to refer to the LADO or Social Care, the Headteacher will consider whether there needs to be an internal investigation.

### **CONFIDENTIALITY**

Although the guidance has been updated, the DfEE circular 10/95 acknowledges that Child Protection raises issues of confidentiality that must be clearly understood by all staff in schools. The Circular advises that all staff in schools, both teaching and non-teaching staff, have

“ a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children Schools and Families and the Police). If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's sake. Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it. Staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts. Child Protection records should be kept securely locked.”

### **DBS**

We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.