



Yateley Manor

Title: Child Protection Policy

Ref.: Unique reference

Rev.:1

Date: Date of issue

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Child Protection Policy

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Child Protection

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1 Rationale

This policy document applies to the whole school including Early Years Foundation Stage. It stems from the belief that every child at Yateley Manor School has the right to feel safe and the right to be treated with respect.

For this philosophy to become reality it is essential that an appropriate school ethos is established where all members of the school community work together in pursuit of a common goal. It is vital that the school welcomes and indeed encourages the involvement of parents, school governors and others in the community.

2 Aims & Objectives

This policy has the following aims:

- We aim to provide a secure, happy and caring school community where the welfare of each child is paramount
- We recognise that we have a pastoral responsibility towards our pupils and that they have a fundamental right to be protected from harm. We are aware that children cannot learn effectively unless they feel secure.
- The overall aim of this policy is to safeguard and promote the welfare of the children in our care.
- The policy is presented to provide advice on action to be taken to enable cases of suspected or identified abuse to be properly considered and pursued.

This policy has the following objectives:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers/Parent helpers to work with children which is in accordance Hampshire County Council's Safeguarding Children and Safer Recruitment Framework. See <http://www.governornet.co.uk/>
- Raising awareness of child protection issues within our school community. Raising awareness of child protection issues through safety education as part of the non-statutory framework for Personal, Social and Health Education (PSHE)
- Continuing to develop awareness in all staff of the need for Child Protection and their responsibilities in identifying abuse, with particular care being taken with children with disabilities and SEN who are especially vulnerable.
- Equipping children with the skills needed to keep them safe.



- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Providing information for parents/carers on the school website outlining the procedures laid down by this policy.
- Establishing a safe environment in which children can learn and develop.
- In consultation with the SENCO and individual teachers identify children with SEN and address their communication needs so that they are able to disclose.
- Ensuring that all staff are aware of the referral procedures within the school.
- Providing a systematic means of monitoring all students who have been identified as 'having protection needs', whether or not they have a Child Protection Plan.
- Ensure children know that there are adults in the school whom they can approach if they are worried.

3 Definition

Definitions of abuse have been sourced from Hampshire County Council's Model Child Protection Policy Documentation 2008. Definitions have also been sourced from material produced by Kidscape and the NSPCC.

There are 4 main categories of abuse:

- Physical
- Sexual
- Emotional
- Neglect

4 Procedures & Practice

All staff will be checked and vetted under list 99 and have an enhanced CRB.

All new members of staff and Governors will be given a copy of our Child Protection Procedures and Confidentiality Policy as part of their induction into the school.

All Governors and parents will have access to the Child Protection Policy via the School Website.



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All volunteers in school will be required to access a copy of the school's Child Protection Policy and Confidentiality policy and agree to uphold the principles and procedures of these policies.

Any member of staff with an issue or concern relating to a child in need of protection should immediately record the concern and discuss it with the Child Protection Officer

Allegations of child abuse must always be given the highest priority and be referred immediately in writing to the class teacher and/or Child Protection Officer.

The adult's role is a listening role.

Do not interrupt the child if he or she is freely recalling significant events.

If you need to ask questions to clarify your understanding, you should frame them in an open manner and not lead the child in any way.

Do not give understandings of (reassurance of) absolute confidentiality (or that you can keep this information secret).

Record the discussion as soon as you can, but certainly within 24 hours, and pass onto the Child Protection Officer.

It is the responsibility of the Child Protection Officer to decide upon an appropriate course of action and to record their reasons for the action taken.

Parents should be informed of any referral to the Department of Children, Families & Schools (DCFS), unless to do so would put the child at risk of further significant harm.

Due to the close professional relationship with pupils, staff are also vulnerable to allegations of abuse or misconduct. These accusations may be false, malicious or misplaced. They may also be true. School staff can harm pupils either deliberately or by failing to follow procedures, policies or code of conduct.

Staff who hear an allegation of abuse against another member of staff, or indeed themselves, should report the matter immediately to the Head Teacher.

If the allegation is against the Head Teacher, the Chair of Governors should be contacted and they will contact the relevant authorities.

5 Monitoring & Record Keeping

All incidents should be written up within the hour (See Appendix A -Serious Incident Form). Legally they must be recorded within 24 hours. Written notes must be attached if made



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separately, the report must be dated and signed with the name printed and designation of the person making the incident record.

It is essential that accurate records be made where there are concerns about the welfare of the child. These records should be kept by the Child Protection Liaison Officer (CPLO) in a secured, confidential file, which is separate to the child's school record.

Having analysed the information they have received, the CPLO must record reasons for action and communicate this to the appropriate authorities.

Appendix B is the agreed DCFS Child Referral Form, This is to be used as an aide for the CPLO when discussing their concerns with social services or other agencies.

A copy of Appendix B (DCFS Child Referral form) must be completed and sent to Social Services within 24 hours of a telephone referral being made about a child protection / or children in need concern. An additional sheet is provided to give further information based on the common assessment framework dimensions.

A completed copy of Appendix B is to be sent to the Local Authority Lead Officer for Child Protection, (LA LOCP). The Lead Officer for Safeguarding /Child Protection in Hampshire is: Mrs Barbara Piddington Tel: 02392 441416

6 Support to Children

The school recognises that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated and blame themselves.

We recognise that our school may provide the only stable, secure and predictable element in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances can be challenging and defiant or they may be withdrawn.

We recognise that because of the day-to- day contact with children, school staff are well placed to observe the outward signs of abuse.



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7 Support to Staff

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

The Headmaster on all such occasions will discuss the content of the allegation with the LA LOCP [Barbara Piddington]

If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LA LOCP

We recognise that staff working in the school 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.

Through appropriate pastoral support we will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support as appropriate.

Where appropriate referral will be made for staff to access support from outside agencies.

8 Confidentiality

The school recognises that all matters relating to Child Protection are confidential.

The Child Protection Officer will disclose any information about a pupil to other members of staff on a “need to know basis” only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard a child/ren.

All staff must be aware that they cannot promise a child to keep secrets.

9 Whistle Blowing

The school recognises that children cannot be expected to raise concerns in an environment where staff fail to do so.



All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

10 Physical Intervention

It is important that staff be sensitive to children's reactions to physical contact

We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures. In extreme cases where a member of staff may have to physically restrain a child to prevent injury to themselves their actions will conform to the school's 'Restraint Policy'.

A copy of these guidelines and procedures should be made available to all staff on induction and form part of ongoing staff Child Protection Training.

11 Racist Incidents

Our policy on racist incidents is set out in the school's Anti Bullying Policy. This policy acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

12 Roles of Responsibility

12.1 The Role Of The Governing Board

This area of governance has to be handled with great sensitivity. The Whole Governing Body of Yateley Manor School recognizes its duty of care to Yateley Manor pupils and staff and will ensure that it meets its statutory responsibilities by:

- Sanctioning a robust Child Protection Policy,
- Reviewing the policy annually
- Make Child Protection an agenda item at Board Meetings.
- Ensure that a nominated teacher or Senior Management team member is designated as the School's Child Protection Liaison Officer (CPLO)



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- Ensure the CPLO works together with a nominated Governor for Child Protection [CPG] to assess the school's compliance with the policy and to validate that safeguarding practices are in place.
- The nominated Child Protection Governor [CPG] will review these records annually and a report of the child protection issues will be communicated by them to the whole Governing Board.
- Ensure that there are safe and effective recruitment policies and disciplinary procedures in place which adhere to The Education (Prohibition from Teaching or Working with Children) Regulations 2003 and the revised Procedures for Child Protection and Safer Recruitment 2006 and the Safeguarding Children and Safer Recruitment Guidelines (January 2007)
- Monitor and evaluate the safe and effective recruitment policies and disciplinary procedures on an annual basis through a verbal report to the governing Board from the CPLO.
- Recognise the importance of the role of the CPLO and support them, making certain that the training necessary for the CPLO to be effective is undertaken.
- Ensure cover is provided when needed and appreciate the additional duties taken on by the member of staff when carrying out this role especially when there are on-going child protection issues.
- Recognise the contribution the school can make to helping children keep safe through the teaching of self protection skills and encouragement of responsible attitudes to adult life through the Personal, Social and Health Education/Citizenship curriculum and the RS Scheme of work.
- The Governing Body should ensure that Governors have the appropriate CRB Clearance.
- Manage the schools' responsibility to ensure compliance by those organisations providing extended schools activities and using school facilities. The Governing Body has a statutory responsibility to ensure that these organisations follow vetting procedures and practice safer recruitment procedures.

12.2 The Role Of The School

- Ensuring that the school promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within the school
- Liaising with and maintaining close positive relationships with the statutory authorities and advisory agencies involved in the safeguarding of children.



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- Co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Notifying DCFS as soon as there is any significant concern.
- Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to DCFS
- Through the School Behaviour policy ensure that pupils know that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure that an indication of further record keeping is marked on the pupil's records.
- The Headteacher/ CPLO will ensure that all staff discharge their responsibilities in relation to any actions identified in a child/ren's protection plan, such as monitoring attendance, ensuring physical well being, children are cared for etc;

12.3 The Role Of The Child Protection Liaison Officer

The Child Protection Liaison Officer [CPLO] is the Pastoral Deputy Headmaster. To be effective the CPLO must:

- Act as a source of advice, support and expertise within the school and be responsible for referring suspected abuse or allegations to the relevant investigating agencies.
- This responsibility extends to every child in the school, including Early Years Foundation Stage.
- Be responsible for coordinating action regarding referrals by liaising with Social Services and other relevant agencies over cases of abuse and allegations of abuse, regarding both
- See that all new members of staff are given a copy of the Child Protection Policy as part of their induction into the school.
- Ensure every member of staff (including temporary, supply staff and volunteers) and the governing body knows the name of the Child Protection Liaison Officer and their role.
- Ensure Yateley Manor practices safe recruitment in checking the suitability of staff and volunteers to work with children.
- Liaise with the Head teacher to inform him of any issues and on-going investigations and ensure there is always cover for the role.
- Ensure the Yateley Manor Child Protection Policy is updated and reviewed annually and work with the governing body.
- Be able to keep detailed, accurate, secure written records of referrals/concerns



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- Notify social services if there is an unexplained absence of more than two days of a pupil who has a child protection plan.

13 Training and Awareness

- Where a child/ren leave the school roll, ensure that their child protection file is copied for their new school as soon as possible and is transferred separately from the main pupil file. If a child leaves and the new school is not known, the DCFS and the child's social worker should be alerted so that these children can be included on the database for lost pupils.
- Ensure that all staff working with children undertake training at 3 yearly intervals.
- Have a working knowledge of how the Local Safeguarding Children's Board operates, the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so.
- Undertake training to recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Ensure parents see copies of the Child Protection Policy to alert them to the fact that the school may need to make referrals. This will raise parent's awareness and may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Obtain access to resources and attend any relevant or refresher training courses to fulfil their role of CPLO, at least every two years.
- Ensure each member of staff has access to and understands the School's Child Protection Policy especially new or part time staff who may work with different educational establishments.
- Ensure all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise.
- Ensure that outside agencies are involved as appropriate and that suitable opportunities for ongoing training are provided through INSET days and twilight training.

14 Recording

14.1 The Child Protection Register



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Every Local Authority is required to keep a register of all children who are suffering ongoing significant harm. The purpose of this is primarily to alert professionals to those concerns and to refer children on when leaving schools.

14.2 The Child Protection Liaison Officer will:

- Maintain a separate secured record of those child/ren who have a Child Protection Plan (CPP)
- Ensure that where an allegation is made all records will be handled as outlined in the Child Protection Policy procedures.
- Ensure that, where a pupil on the CPR leaves the school that their information is transferred to the new school immediately and that the child's social worker is informed.

15 Equal Opportunities

This policy document stems from the belief that every child also has the right to feel safe and the right to be treated with respect.

16 Monitoring and Evaluation

Should any deficiencies be discovered in this policy these must be remedied within twenty-four hours. The Chairman of Governors must be made aware of the issue and, in turn, make other members of the Board aware. The Board feed back to the Chair and a decision is made to rectify the situation. This is minuted and discussed at the next Board meeting.

This policy will be monitored and evaluated by the Pastoral Deputy Head at the end of the each academic year to ensure that it continues to be effective and fit for purpose.



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17 Health and Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school undertaking school trips and visits.

18 Sustainability

This policy document is posted on the school intranet for staff and on the Internet for parents thus avoiding the need for paper copies.

19 Key Contacts

- The School's CPLO : Simon Head [Pastoral Deputy Head]

Social Services [for referral of children deemed to be at risk]

- Hants Direct Children's Services [Professional Line] 01329 225379. Monday-Thursday [8.30-5.00pm] and Friday [8.30-4.30pm]
- Adult and Children's out of hours services in Hampshire 0845 600 4555
- The Hampshire Lead Officer for Safeguarding children in schools/Education is: Mrs Barbara Piddington Tel: 02392 441416
- OFSTED 08456 404040
- Surrey Children's Services 0300 2001006



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Access to responsible adults outside the school

- NSPCC Helpline 0808 800 5000
- Childline 0800 1111

20 Governors Oversight

The Governing Board assigns one governor particular responsibility for Child Protection.