

# ST MARGARET'S CE PRIMARY SCHOOL POLICY FOR CHILD PROTECTION



The school has a duty to safeguard and promote the welfare of pupils as set out in the DfE guidance 'Keeping Children Safe in Education' (March 2015) the 'Counter-Terrorism and Security Act' (2015) and the 'Prevent Duty' guidance (June 2015)

School recognises their responsibilities with regard to the protection of children from abuse and from inappropriate and inadequate care and is committed to acting in accordance with Bury Area Child Protection Committee's Child Protection Procedures in all cases where there is concern.

## 2. PURPOSE OF THIS DOCUMENT

The main purpose of this document is to outline the procedures that should be adopted should any member of staff, both teaching and non-teaching have cause to be concerned that a child is being neglected or subject to physical, emotional or sexual abuse.

## 3. DESIGNATED TEACHER FOR CHILD PROTECTION

We have a designated teacher for child protection. This person is:- **Mrs K.A.Perry**

In their absence **Mr. A. Longworth** will assume responsibility.

The designated Governor is **Mrs. D.Hill**

The responsibilities of the designated persons are:-

1. to liaise with the Social Services Department (MASH Team) and other agencies when there is a concern about a pupil;
2. to ensure that all teaching and non-teaching staff are aware of and understand the Safeguarding Children's Board Procedures and their role within them;
3. to support and advise staff when dealing with child protection issues;
4. to liaise with relevant staff over teaching in the curriculum regarding child protection issues;
5. to keep up to date with developments in child protection through appropriate in-service training and to disseminate such information to members of staff.

**The designation of a co-ordinating teacher should not be seen as diminishing the role of all teachers in being alert to signs of abuse as part of their pastoral responsibilities.**

#### 4. **PROCEDURES**

If any members of staff, either teaching or non-teaching, has a child protection concern about a pupil s/he will **IMMEDIATELY** inform the designated teacher and accurately record the event or events giving rise to the concern on the LEA Incident Referral Form. These records will be hand-written to preserve confidentiality.

The designated teacher will then follow the procedures set out in Bury's Safeguarding Children's Board Procedures

#### 5. **SAFEGUARDING PROCEDURES**

The school has **1** copy of the Procedural Guide which is kept in **the headteacher's office in the right hand top cupboard.**

#### 6. **CONFIDENTIALITY**

Staff have a professional responsibility to share relevant information about the protection of children with other professionals. If a child confides in a member of staff and asks that the information be kept secret, it is important to tell the child that they have a responsibility to share the information with someone who can help. This needs to be done with care and sensitivity and the child needs to be reassured that the matter will only be discussed with people who need to know.

At St. Margaret's children and staff are encouraged to talk freely about any concerns they have in the belief that they will be listened to and appropriate action taken.

## 7. **RECORDS**

Good practice for keeping child protection records includes noting the date, event and action taken in cases of:-

- a) Suspected child abuse (Incident Referral Form).
- b) When the child's progress is being monitored because of the school's concerns but which the Social Services has not been able to act upon (Children's Individual Files)
- c) When a pupil's name is on the Child Protection Register and is the subject of an inter-agency child protection plan .

Child protection records should be kept securely locked. They can be kept on computer and are exempt from the disclosure provisions of the Data Protection Act 1984. For manual records, the Education (School Records) Regulations 1989 exempt information relating to child abuse from the requirement of disclosure. However, in cases of alleged child abuse which come to court, the court may require the school to provide its child protection records.

## 8. **REPORTS**

Reports prepared for Child Protection Conferences should focus on the child's educational progress, attendance, behaviour, relations with other children and staff, and where appropriate, the child's appearance. If relevant, reports should also include what is known about the child's relations with his or her family and the family structure.

Reports should be objective and based on evidence. They should distinguish between fact, observation, allegation and opinion. It should be noted that the school's report would normally be made available to the child's parents at the Child Protection Conference.

Child protection records and report will be kept separate from the child's personal file.

## 9. **SCHOOL TRANSFERS**

When a child about whom there are child protection concerns leaves our school, we will endeavour to transfer the information to the child's new school as soon as possible using Bury's Transfer Protocol.

## 10. **CHILD PROTECTION CONFERENCES**

The school will endeavour to be represented at all Child Protection Conferences and will inform the member of staff who attends as fully as possible about the school's concerns.

## 11. **CORE GROUPS AND CHILD PROTECTION PLANS**

If a child's name is placed on the Child Protection Register and becomes the subject of a child protection plan, it is more than likely that a member of the

school staff will become a member of the Core Group set up to implement the plan. The appropriate person to be on the Core Group will be chosen by the designated teacher/Head Teacher and given whatever support is necessary.

**N.B.** The vast majority of children whose names are placed on the Child Protection Register remain at home.

## 12. **ABUSE BY PROFESSIONALS**

Where there are concerns about abuse by a member of staff, the Head Teacher must be informed immediately. Where the allegation is made against the Head Teacher, the Chair of Governors must be informed. The procedures outlined by the Safeguarding Children's Board will then be followed. Detailed information regarding this issue is contained in Management Handbook Item 7.9 (Child Protection Within the Education Service). In all cases the L.E.A's designated officer for Child Protection must be made aware of all concerns.

For advice on allegations against staff, the school should contact Mark Gay – 253 5454 A and A Team.

In the absence of both the Head and the Deputy, Mrs. Wainman (SENCO) should be informed.

## 13. **DOMESTIC VIOLENCE**

Where staff are aware of incidents of violence between adults in households where there are children they will share these concerns with the designated teacher.

The designated teacher will consider the need for a formal referral to the MASH Team on the basis of their professional judgement and the level of any potential/actual risk to the child.

## 14. **STAFF SUPPORT**

The stress on staff involved in any aspects of child protection work is considerable and the school will ensure that such staff are properly supported. The Head and the designated teacher will be responsible for supporting the staff concerned and, where necessary, seeking help from outside the school.

All staff receive Group 3 training every 3 years. The designated teacher has had Level 2 and 3 training (updated every three years). To reflect the school's commitment to safeguarding the SENCO has also Level 2 training.

Temporary staff are provided with a copy of the Child Protection Policy and have access to the Safeguarding File and the school's Safeguarding Procedures.

## 15. **PARENTS**

It is essential that parents are made aware of the school's responsibilities with regard to child protection. This is done by including the following statement in the school prospectus :-

***“Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or abuse, staff have no alternative but to follow Bury’s Safeguarding Children’s Board Procedures and inform Children’s Services of their concern”.***

## 16. **CHILD PROTECTION AND THE CURRICULUM**

We believe that schools can play a part in the prevention of child abuse through the curriculum, which includes personal and social education. Children can be taught the skills they need to help them keep safe and about the risks of different kinds of abuse, and to feel that they can speak to members of staff should they have concerns of this nature.

Our school makes this information available to children in the following ways:- formal lessons, informal discussions, assemblies, participation in Crucial Crew (when offered), occasional talks by outside agencies (eg police, NSPCC).

## 17. **DESIGNATED OFFICER FOR THE LOCAL AUTHORITY**

The Safeguarding Lead for Schools (vacant position currently) is the designated officer for child protection for the LA. Debra Wood is the school EWO. We will seek advice from her as necessary. The school representatives on Bury Safeguarding Children’s Board are:-

I.

Mrs. C Reynolds at Unsworth CP  
David Stephens at Park View  
Mr. Phil Barlow at Chantlers (Chair of S and C Sub Group)

Any concerns about the procedures which you would like bringing to the attention of the Safeguarding Children’s Board can be addressed through any of the above people.

Tel no of Bury Safeguarding Team – 253 5678 (MASH)

## 18. **SCHOOL INSPECTIONS**

Under the Education (Schools) Act 1992, inspectors are required to assess the school’s effectiveness in promoting the welfare, health, safety and guidance of its pupils. For part of the evidence for this judgement inspectors will look at the school’s Child Protection Policy and Procedures and their implementation.

This policy will be reviewed every year and it’s effectiveness discussed in staff meetings to inform that review.

This policy will be read in conjunction with the policies in the School’s Safeguarding File .

February 2007  
Spring 2007  
May 2009  
4<sup>th</sup> May 2012  
May 2015  
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