



The Governing Body of Molescroft Primary School adopted this Child Protection policy in the Spring Term 2010.

APPLICATION OF THE POLICY

The policy applies to all staff, governors and visitors to the school. We recognise that child protection is the responsibility of all staff within our school. We will ensure that all parents and other working partners are made aware of our child protection policy and procedures. All new staff to the school will be made aware of the school safeguarding procedures.

CONTENTS

Child Protection – Designated people contact list

1. Introduction
2. Other relevant policies
3. The policy
4. School commitment
5. Confidentiality
6. Roles & responsibilities
7. Records & monitoring
8. Concerns
 - 8.1 Recognising concerns
 - 8.2 Responding to concerns
9. Further action – referring to Social Care
 - 9.1 Considerations
 - 9.2 Consulting parents/carers
 - 9.3 CP Referrals
 - 9.4 Feedback
10. Vulnerable children
11. Joint working with other agencies
12. Case Conferences & Core Group meetings
13. Information sharing
14. Children's concerns
15. Recruitment & selection of staff
16. Induction
17. Training
18. Physical intervention
19. Safe working
20. Allegations against staff
21. Reporting concerns about other members of staff
22. Parents
23. Policy review



Appendices

1. Definitions of Significant Harm & Indicators of Abuse
2. Responding to Concerns & Disclosures
3. Record of Concern Form
 - 3a) Body Map recording sheet
4. Chronology Sheet
5. Advice to children – example
6. Advice & information to parents

Child Protection – Designated people contact list

School Child Protection Coordinator	Andrea Tonks Assistant Head	Molescroft Primary School 01482 861762
Deputy Child Protection Coordinator	Matthew Britton Assistant Head	Molescroft Primary school 01482 861762
Child Protection Governor	Tony Knight	01482 861762
Chair of Governors	Tony Knight	01482 861762
ER Child Protection Officer (Schools)	Tony Marsh	01482 392139 tony.marsh@eastriding.gov.uk Room FF20 County Hall
Local ER Child Care Team	Skirlaugh Offices	01482 396532
Emergency Duty Team		01482 880826
ER Customer Service Centre	County Hall Beverley	01482 395500
Humberstone Police ER Family Protection Unit		01430 808406

1. INTRODUCTION

Molescroft Primary School fully recognises the contribution it can make to protect and support pupils in school. The aim of the policy is to safeguard and promote our pupil's welfare, safety and health by fostering an honest, open, caring and supportive climate. Pupil safety is of paramount importance in our aspirations to achieve the five Every Child Matters outcomes for all our children.

This policy is consistent with the following legislation and guidance:

1. Working Together to Safeguard Children (2006 – HMSO)
2. Safeguarding Children & Safer Recruitment in Education (2007 – DCSF/DfES)
3. ER Safer Recruitment & Managing Allegations Toolkits (2008 – ERSCB)
4. 'What to do if you are worried a child is being abused' (2006 – DCSF/DfES)
5. Care & Control Guidelines (2006 – ER CFAS)
6. The Use of Force to control or restrain pupils (2007 – DCSF)
7. Safeguarding Children – Guidance & Procedures (2006 – ERSCB)
8. Safer working Practice for Adults who work with Children & Young People (2007 – DCSF)
9. ER CFAS / EWS Children missing from Education Policy & Guidance (2008)



2. OTHER RELEVANT POLICIES

Molescroft Primary School has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other policies, including:

- Good Behaviour Policy including, Anti-Bullying & Physical Interventions/Restraint
- Safeguarding Policy
- C.O.S.H.H
- Safe Recruitment Procedures
- Staff & Volunteer Induction
- First Aid Emergency Plan
- Health & Safety policies relating to Safe & Appropriate Working Practices
- Fire Safety
- Asbestos Safety
- Electrical Safety
- Hygiene
- Special Educational Needs
- Educational Visits
- First Aid & the administration of medicines
- Health & Safety Statement
- Sex & Relationships Education
- E safety & Acceptable use of ICT policy
- The Common Assessment Framework

The above list is not exclusive but when undertaking policy development the school will consider Child Protection & other safeguarding matters within each appropriate policy or guideline.

3. THE POLICY

There are four main elements to our Child Protection Policy:

- **PREVENTION** (eg. Positive school atmosphere, pastoral support to pupils and safe and appropriate working practice by staff)
- **PROTECTION** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns)
- **SUPPORT** (to pupils & school staff and to children who may have been abused)
- **COLLABORATION** with children, parents and other agencies to promote Safeguarding & Wellbeing for all of our children at Molescroft School.



4. SCHOOL COMMITMENT/ AIMS & OBJECTIVES

Our school adopts an open and accepting attitude towards children as part of our responsibility for pastoral care. Staff at Molescroft strive to ensure that children and parents will feel free to talk about any concerns and will see school as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from, or confide in, members of staff.

Molescroft Primary School will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty;
- Include in the curriculum activities and opportunities for which equip children with the skills they need to stay safe from abuse and develop resilience.
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children.
- Ensure that staff are aware of how and when to act on concerns that they have and work in a safe and appropriate manner at all times.

5. CONFIDENTIALITY

At Molescroft school we recognise that all matters relating to Child Protection are highly confidential and the Headteacher and/or Child Protection Co-ordinator will share that information on a 'need to know, what and when' basis.

These concerns should never be discussed elsewhere, inside or outside the school unless in confidential meetings organised for that purpose.

6. ROLES & RESPONSIBILITIES

6.1 ALL ADULTS working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within our school.

It is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff.



There are key people within the school and the Local Authority who have specific responsibilities. The names of those carrying these responsibilities for the current year are listed at the start of this document.

6.2 The School Child Protection Co-ordinator (CPC) is designated to take the lead responsibility for Child protection.

This includes providing advice and support and information to staff as appropriate. Liaising with the LA and other agencies, maintaining CP records for

individual children, arranging appropriate training for all staff and liaising with the Headteacher and Child Protection Governor.

6.3 The Deputy CPC is available to give advice and support if the CPC is unavailable.

6.4 The Headteacher ensures that the time, resources and training are adequate to ensure that the CP/ Safeguarding responsibilities of our school, as outlined in 'Safeguarding Children & Safer Recruitment in Education', are carried out. Any allegations of abusive or inappropriate behaviour against a member of staff should be passed immediately to the Headteacher. If the allegation is against the Headteacher it should be referred to the Chair of Governors, Assistant Headteacher or the LA Child Protection Officer (Schools).

6.5 The CP Governor acts as a 'champion' of the safeguarding role of Molescroft School and liaises with the Headteacher & CPC in order to report to and advise the full Governing Body.

6.6 The Governing Body, in particular the Chair, has the responsibility to monitor and ensure that all CP procedures, policies and training are in place and appropriate.

7. RECORDS & MONITORING

1. Well-kept records are essential to good child protection practice. All staff are made clear about the need to record and report concerns about a child or children within Molescroft School. The CPC is responsible for such records and for deciding at what point these records should be shared with, or transferred to other agencies or schools, in consultation with the Headteacher.

2. Each file will contain any concerns, contact with parents and other agencies involved, information shared, case conferences and other events. The file will also contain other relevant information but be separate from the child's school records. All data in the file will be dated and arranged in chronological order.

3. CP files are stored in a secure location in the Headteacher's Office. Only the Headteacher, CPC and Deputy CPC have access to these files.



4. The information in these files maybe accessed and used as evidence by other agencies.
5. Parents/Carers may also request to read them. Only factual information is recorded as such. If unsubstantiated information is recorded it is indicated as such.
6. The CPC and Headteacher decide what information needs to be shared with whom and when on a case by case basis. Confidentiality is essential but staff working with children can only provide effective support and monitor concerns if they are made aware of them.
7. Child protection records are reviewed regularly to check whether any action, advice or updating is needed.

8. CONCERNS

8.1 Recognising Concerns

School staff are particularly well placed to observe, and should be alert to, outward signs of abuse, changes in behavior or failure to develop.

SEXUAL ABUSE – behavior changes – precocity – withdrawal – sexually inappropriate behavior

EMOTIONAL ABUSE – excessive dependence – inappropriate emotional responses – over reaction to mistakes

NEGLECT - inadequate clothing – hunger- lack of sleep- lack of supervision

PHYSICAL ABUSE - aggression – inconsistent explanations – refusal to discuss injuries

It is important to note that these signs are not proof but can give rise to suspicion and these suspicions must be reported and logged.

A fuller list of possible Signs & Symptoms is contained in Appendix 1

8.2 Responding to Concerns

All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the CPC immediately as outlined in (appendix 2). And in 8.3 wherever possible this information should be recorded on the 'Record of Concern Form', (appendix 3). Concerns relating to



marks or injuries should be recorded on a 'Body Map' outline, (appendix 3a), which should be attached to the 'Record of Concern'.

It is vital that staff at Molescroft School do not:

- Dismiss concerns or disclosures as insignificant, they may provide a vital link to other information.
- Keep concerns to themselves.

- Promise secrecy to children or adults making disclosures but reassure them that information will be shared appropriately and confidentially.

It is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff.

8.3 Passing on Concerns

All staff should pass on any concerns that they have to the CPC, if unavailable concerns should be passed onto the Deputy CPC or the Headteacher. If any of the above are unavailable, staff should seek advice from the Assistant Headteacher linked to their year group.

9. FURTHER ACTION

9.1 Considerations

The CPC/Headteacher should decide, taking advice from the CPO or Social Care team if needed, which of the following actions is appropriate:

- If it is considered that a pupil has suffered or is at risk of significant harm, or that the concern might constitute a criminal offence, an immediate CP referral should be made.
- If a child is considered to be in need of help, consent for a Common Assessment should be sought and used to inform a Child in Need referral to Social Care if appropriate.
- If the CPC decides that no further action should be taken at that time, it must be recorded the reasons for that decision.

The CPC should keep a record of all information collected and any subsequent decisions and action taken, including details of other persons involved in the decision making.

9.2 Consulting Parents

1. If possible any concerns about a child's welfare should be discussed with parents/carers provided that this will not:
 - Possibly place the child at increased risk



- Possibly place staff at risk
 - Be against the wishes of the young person if they are thought to be sufficiently mature to make an informed judgement
 - Cause delay in referring if contact cannot be made
2. If there are doubts or reservations about involving the parents the CPC should seek advice from Social Care. Personal details need not be discussed unless the advice confirms a referral and who will inform parents and when.

9.3 CP Referrals

If the school makes a CP referral the CPC will send a written 'Confirmation of Referral' to the Child Care Team at Skirlaugh and a copy to the Child Protection Officer, both within 48 hours.

9.4 Feedback

Within 24 hours the Child Care Team should report back to the CPC and indicate their decision on future action.

Whatever the outcome of the reported concerns the CPC will report back to the member of staff involved and appraise them of the situation as appropriate, under the 'Need to Know' policy.

10. VULNERABLE CHILDREN

1. Children may be vulnerable because, for example, they have additional or Special Educational Needs, are Looked After, have experienced or are experiencing some form of neglect or other abuse. We will seek to provide such children with the necessary support and to build their self-esteem and confidence.
2. Staff in contact with such children will be made appropriately aware of the child's needs and circumstances in order to maximise the effectiveness of support.
3. CP implications will be considered when individual support plans are reviewed in the case of children who require, for example, medication, some form of intimate care, help with changing or physical support or physical intervention.
4. If a child who is the subject of a Child Support Plan, is missing from school without a valid reason, the Attendance Officer will alert the CPC who will contact the assigned social worker immediately.
5. In the same way if a child that the school has serious concerns about, is missing the school will consider making a CP referral.



6. The school EDUCATION WELFARE OFFICER should be informed in such circumstances.

11. JOINT WORKING WITH OTHER AGENCIES

Molescroft Primary School recognises that inter-agency working is essential if children are to receive effective targeted support as early as possible. In this way we hope to ensure that barriers to learning and social inclusion are minimised to vulnerable children.

We are therefore committed to initiating and supporting inter-agency work such as the:

- Common Assessment Framework
- CP Case Conferences, core groups and other multi-agency meetings
- Joint working with the school EWO
- Family Support Services
- CAFCAS

12. CASE CONFERENCES & CORE GROUP MEETINGS

1. The CPC & Headteacher will ensure that the appropriate member/s of staff will attend initial and review Case Conferences and core groups and provide written reports for these.

2. Reports will be compiled after discussion with relevant staff, such as class teachers and the SENCO.

3. Feedback will be given to staff under the 'Need to Know' principle on a case – by – case basis.

13. INFORMATION SHARING

Information will be shared in line with the key principles outlined in, 'What to do if you are worried a child is being abused' (p.19). In cases involving possible child abuse the school has a duty to share information.

The CPC/Headteacher will ensure that:

- Factual information only is shared
- The information is shared appropriately and confidentially
- With the appropriate professionals
- That this is logged in the child's CP file.



14. CHILDREN'S CONCERNS

- 1. Molescroft Primary School recognises that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare. We will seek to develop resilience in the children and ensure that they are aware that they can seek help and support.**
- 2. Children will be made aware of the opportunities available to them to seek advice & support within the formal & informal curriculum (appendix 5).**

15. RECRUITMENT & SELECTION OF STAFF

- 1. Molescroft School fully complies with DCSF Guidance (Safeguarding Children Safer Recruitment in Education) and the ERLA safer recruitment supporting guidance and vetting and CRB checking procedures.**
- 2. The school ensures that CRB checks on all staff and appropriate volunteers are carried out as required and a central school file is maintained.**
- 3. The Headteacher and Chair of Governors have attended safe recruitment training and will ensure that their expertise is updated as required.**

16. INDUCTION

When new long term staff or volunteers start at Molescroft School they are briefed on the school CP and Safe Working procedures and are given a copy of:

- This policy**
- 'What to do if you are worried a child is being abused' (summary)**
- The school's Induction pack which refers to all items in section 2 above.**

Other temporary or visiting staff are made aware of the CP reporting procedures in the school and are given a written statement including the contact details of the CPC.



17. TRAINING

All staff are reminded of the policy and procedures at the start of each term.

All staff will complete the ERSCB Elearning Core or Foundation Module as appropriate and complete refresher training every 3 years.

The CPC and Deputy CPC will complete the following ERSCB training as a minimum:

ERSCB Elearning Core Module
Level One – Working Together
Working Together Refresher (every 2 years)
LA CPC Training

The Child Protection Governor will complete the ERSCB Elearning Core Module.

All Governors will be invited to school CP training events.

18. PHYSICAL INTERVENTION

1. Staff will ensure that the school policy on physical intervention is followed and that any incidents requiring such action will be logged with the Headteacher and parents informed on the same day.
2. Only adults designated by the Headteacher in the school policy should use physical intervention as a last resort to protect the safety of children or adults.



19. SAFE WORKING

- 1. All staff should ensure that they do not behave in a way that will result in founded or unfounded allegations of inappropriate, abusive or dangerous behaviour.**
- 2. The School 'Induction Pack' is given to all staff which covers all aspects of Safe Working.**
- 3. At the start of each year or at induction, all staff will be reminded of the principles of 'Safe Working' in line with DCSF guidance (2007) and the school guidelines.**

20. ALLEGATIONS AGAINST STAFF

- 1. If a member of staff receives an allegation of inappropriate or abusive behaviour by a colleague, or feels required to make such an allegation, they should pass the information, without delay, to the Headteacher.**
- 2. If the allegation is against the Headteacher it should be referred to the Chair of Governors.**
- 3. Any such matters will be dealt with in the strictest of confidence.**
- 4. The Headteacher will, on the same day, contact the LA Designated Officer and follow the statutory guidance contained in, 'Safeguarding Children & Safer Recruitment in Education' and ER LA detailed procedures.**

21. REPORTING CONCERNS ABOUT OTHER STAFF MEMBERS

It is unacceptable for any member of staff to keep such concerns to themselves. If in this situation the member of staff feels unable to discuss the issue with the Headteacher he/she should contact one of the Assistant Headteachers or the LA Designated Officer/ CP Officer.

22. PARENTS

- 1. We believe that our Safeguarding & CP work will be more effective if it is carried out in partnership with parents and carers and that preventative and supportive strategies such as the Common Assessment Framework should be used when ever possible.**



2. However we ensure that parents are aware that we may need to make CP referrals without their consent or knowledge, (appendix 6 & section 9.2 above).
3. A statement in the school's prospectus and website will inform parents about the school's duties and responsibilities for Safeguarding & Child Protection.
4. Parents are also made aware that the CP policy is available on the school website and the name of the CP Governor if they wish to raise any suggestions or queries about the policy or specific issues.

Any such concerns will be taken into account when the policy is reviewed and responded to by the CP Governor, CPC or Headteacher.

23. POLICY REVIEW

1. The staff and governing body will review this policy every year. The views of all staff will be taken into account when reviewing the policy.
2. If at any time any deficiencies or weaknesses in the Child Protection policy & procedures are identified they will be addressed by the governing body and staff immediately and remedied.

The policy will next be reviewed in the Spring Term 2011 by staff and the full Governing Body of Molescroft Primary School.