2009

The North Halifax Grammar School

Protecting and Safeguarding Children Policy

Protecting and Safeguarding Children Policy

1. Introduction

This policy is a statement of the aims, principles and strategies relating to safeguarding children. Our policy applies to all staff, governors and volunteers working in the North Halifax Grammar School (NHGS).

NHGS is committed to providing a secure and supportive environment in which children can develop and grow into mature and responsible people. Safeguarding children is a central part of our whole school approach to ensure that:

- Every child reaches their full potential
- Children are protected from abuse and neglect

The main elements of this policy are:

- To establish a safe environment in which children can learn and develop

- To work in partnership with parents and carers, offering support, information and advice about their child's learning and development and being clear about what they can expect from the school and what is expected from them

- To fulfil our pastoral and statutory duties as set out in the Children Act 1989 and 2004, Working Together to Safeguard Children Guidance (2006), Education Act 2002 and Safeguarding Children and Safer Recruitment (2006) and the Guidance for Safer Working Practice for Adults who work with Children and Young People in education Settings (2009)

By:

- Creating an environment whereby high standards of work, effort and behaviour are expected and rewarded with praise and encouragement.

- Providing a curriculum, which will enable all children to develop to their full potential and meet the Every Child Matters 5 Outcomes to Stay Safe, Be Healthy, Enjoy and Achieve, Make a Positive Contribution and Achieve Economic Well Being

- Developing a school community whereby everyone feels valued and secure, show understanding of others, respect for diversity and promoting equality of opportunity and encouraging a sense of pride in our school

2. Aims of the Policy

- To ensure all staff are aware of their roles and responsibility to safeguard the welfare of children and provide a framework for them to report anything that might indicate that a child is at risk of or suffering significant harm (child protection).

- To make all staff aware of and how to operate the Calderdale Safeguarding Children Board Policies and Procedures which are available on www.calderdale-scb.org.uk

- To inform all staff of the named Designated Senior Person for Child Protection at NHGS

- To provide information to parents (through this document being available in full to parents) of our roles and duties to safeguard children

3. Roles and Responsibilities

"Schools (including independent and non-maintained schools) and further education institutions have a duty to safeguard and promote the welfare of pupils under the Education Act 2002.They should create and maintain a safe learning environment for children and young people, and identify where there are child welfare concerns and take action to address them, in partnership with other organisations where appropriate." (Working Together to Safeguard Children, 2006)

Support Staff

Staff who have contact with children and young people and parents who are carers e.g. support staff should have access to What To Do If You're Worried A Child Is Being Abused.

All staff will be advised that they should raise any concerns directly with their line managers or the Designated Senior Person for Child Protection.

Teaching Staff, Higher Level Teaching Assistants, Teaching Assistants and Learning Mentors

All action taken to safeguard children will be in accordance with Calderdale Safeguarding Children Board which can be accessed on www.calderdale-scb.org.uk. All staff (with the exception of Designated Senior Person for Child Protection) should access the following:

- **Section 1**: Policy Framework

- **Section 4**: Managing Individual Cases – Flowcharts

- **Section 5**: Children in Specific Circumstances (in particular Abuse of Disabled Children, Bullying, Children and Families who go missing and missing from Education, Children Moving Across Boundaries, impact of Domestic Violence Parental Mental Health and Substance Abuse, Race and Racism and other areas as required

- **Section 6**: Allegations Against Persons who Work with Children

In addition Staff are required to access the following chapters in Working Together to Safeguard Children (2006)

- **Chapter 1:** Introduction: working together to safeguard and promote the welfare of children and families (Statutory)

- **Chapter 2**: Roles and Responsibilities – relevant section (Statutory)

- **Chapter 3:** Lessons from research and inspection (Guidance)

- **Chapter 9:** Implementing the principles on working with children and their families (Guidance)

The Designated Senior Person for Child Protection

The Designated Senior Person for Child Protection is responsible for the management and co- ordination of the school's response to all matters related to child protection.

It is the role of the Designated Senior Person for Child Protection to:

- Implement and follow statutory guidance as set out in **Safeguarding Children and Safer Recruitment in Education (2006)**

- Recognise how to identify signs of and abuse and to provide support and advice to staff on matters relating to the welfare of children including referring cases to Care Services

- Administer child protection procedures within the school including maintaining confidential child protection files, monitor child welfare concerns and where children are subject of child protection plan to ensure all actions relating to [any school] are carried out

- Work in partnership with parents/carers to address concerns and seek clarification from the parent/carer unless:
    - To do so would place the child at significant risk
    - There is a justifiable fear of violence
    - There is a need for immediate action i.e. a need of immediate medical attention

- Ensure all staff have access to and understands this policy

- Ensure all staff access safeguarding training commensurate with their roles and responsibilities

5. Action to be taken in the event of concerns:

Monitoring Child Welfare Concerns:

Not all situations will require a referral to Care Services for statutory intervention but may require staff to monitor the child within the school and/or a referral to specialist services within Children and Young People's Services e.g. Education Welfare Service, Behaviour Support Services, Educational Psychologist Service.

Consideration should be given to completion of a Common Assessment Framework (CAF) which is designed to help schools to identify problems early on and to establish quickly which other practitioners are working with a child and engage other services earlier and more reliably thereby addressing issues or problems early.

What to do if you have concerns or a child discloses abuse:

1. Stay calm and seek support and advice for yourself at an appropriate juncture

2. Ensure that interactions with children are child centred, appropriate and professional

3. Listen, believe, and take seriously what the child is saying to you

4. Be honest and clear about confidentiality boundaries. Children need to know that staff may not always be able to uphold confidentiality where there are child welfare concerns and will need to share them with the Designated Senior Person for Child Protection or the Head

5. Allow children time and space to talk to you, avoid interrogating, investigating or examining children in your care

6. If you see a child with an injury, always ask them how they sustained the injury

7. Seek an explanation from their parents/carers unless you consider, in consultation with the Designated Senior Person for Child Protection or Head that the injury is so serious to warrant immediate medical treatment and/or a referral to Care Services

8. Record details including what the child said to you, in their own words, and any parental explanation i.e. explanations for injuries etc. Ensure that the record is dated and signed (with your name and position printed underneath) – see below

9. Discuss any concerns with the Designated Senior Person for Child Protection and agree what action if any is to be taken.

10. If you have serious child protection concerns, do not delay in seeking advice.

Recording

Recording is essential to ensure that we safeguard the welfare of children in our care. If you have any concerns or suspicions it is important that you:

- Date and wherever possible record the time on all records. This includes the date and time that you obtained the information, and the date and time of writing the record (there is often a delay in between the two events).

- Include the nature of your concerns; what gave rise to them, where, when and how.

- If a disclosure is made you must thoroughly record the context and content of your involvement. All recording must be factual. Distinguish between fact and opinion.

- Discuss these with the Designated Senior Person for Child Protection.

- Remember that a child's welfare and protection is paramount.

Making a Referral to Care Services

It is the responsibility of the Designated Senior Person for Child Protection to manage any referrals to Care Services, they will;

- Obtain Consent for a referral to Care Services unless to do so would place the child at increased risk of Significant harm

- Undertake appropriate enquires to ascertain whether
    - The child has previously been on the Child Protection Register or is subject of a Child Protection Plan
    - There have been previous concerns
    - A Social Worker or other services have been or are currently involved with the child and family

- Retain a copy of the Referral and Initial Information Record on the child's file

In the absence of the Designated Child Protection Teacher then it is the responsibility of the Head or another member of the Senior Leadership Team to undertake the role of the Designated Senior Person for Child Protection. Should both members of staff be absent then support and advice is available from the Child Protection Co-ordinator (Learning Services) – based at Heath Training and Development Centre or from the Principal Officer for Child Protection, Care Services

6. Whole School Framework for Safeguarding Children

Staff Training

All staff will be made aware of this policy part of the school's induction process and will be required to undergo training in order to raise their awareness and understanding of safeguarding children and child welfare issues. In addition child protection training will form part of the whole school staff training in September each year.

The monitoring and evaluation of staff training will form part of the report to governors in the summer term and will be published in the Head's end of year report to Governors.

Safer- Recruitment and Retention

NHGS is committed to adopting recruitment and selection procedures and other human resources management processes that help to deter, reject or identify people who might pose a risk to children or are otherwise unsuited to work with them.

Two of the most important features of safer recruitment are **deterrence** and **prevention.** Deterrence is about ensuring that the rigour of the process and the determination of the selectors to do all in their power to avoid the appointment of unsafe people are so apparent that unsuitable applicants will not apply for posts. Prevention is about ensuring

that as much information as possible is gleaned beforehand to prevent those unsafe people, should they apply, from gaining access to children.

NHGS will implement statutory guidance as set out in **Safeguarding Children and Safer Recruitment (2006)** and to follow the Council's **Schools' Personnel Guidelines**.

Managing allegations against Staff

It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with fairly, quickly and consistently, in a way that provides effective protection for the child, and at the same time support the person who is the subject of the allegation.

Whereby an allegation or concern has been expressed regarding the actions or in-action of staff including situations where it is alleged that a person who works with children has:

- Behaved in a way which has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way which indicates that he/she is unsuitable to work with children

all allegations will be managed in accordance with Appendix 5 of Working Together to Safeguard Children (2006), Calderdale Safeguarding Children Board procedures and Chapter 5 of Safeguarding Children and Safer Recruitment in Education (2006).

The Local Authority Designated Officer (LADO) will be informed and involved in the management and oversight of individual cases from all partner agencies of the Calderdale Safeguarding Children Board.

Monitoring and Evaluation of our effectiveness

Section 175 of the Education Act 2002 sets down that "the governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school". This section of the Act came into effect from 1st June 2004.

Therefore the Governing Body shall:

- Support and assist the Designated Senior Person for Child Protection in their role, including regular training in order to fulfil their responsibilities
- Ensure that this policy is kept up to date and consistent with Calderdale Safeguarding Children Board procedures and government guidance
- Have in place systems to identify any deficiencies or weaknesses with regard to safeguarding children arrangements and seek ways to remedy these
- Ensure that safeguarding children is a collective responsibility for the whole school and an integral part of the corporate and strategic role of the governing body
- Ensure that all staff receive child protection training commensurate with their roles and responsibilities
- Undertake an annual review of child protection activity within the school, including allegations against staff

Review framework

The policy should be reviewed annually (or sooner in the even to revised legislation or guidance) in relation to the aims and content of other school policies such as:

Equal Opportunities Policy	Professional Development Policy
SEN Policy	Induction Policy

Signed……Head Teacher Date…….

Signed……Chair of Governor Date……..

Review Date:

The North Halifax Grammar School

PROTECTING AND SAFEGUARDING CHILDREN POLICY

Designated Teacher: Contact at NHGS	Mr Tony Proud 01422 244625
Nominated Child Protection Governor: Contact through NHGS	Mrs Liz Allen 01422 244625
Local Education Authority Child Protection Lead: Contact Number	Sheila Lock 01422 392527
Child Protection Co-ordinator (Education Effectiveness): Contact Number	Veronica Mellor 01422 394187