



Child Protection Policy

Named member of staff who has overall responsibility: Head of inclusion.

Deputy Designated Persons are: Heads of Schools. Deputy Heads of Schools. Assistant SENCo.

Named Governor: Beryl Badger

Throughout this policy the Safeguarding Team on behalf of Tor Bridge High will be referred to as **we**.

Introduction

1.1 This policy has been developed in accordance with the principles established by the Children Act 1989 and in line with government publications:

1.1.1 "Working Together to Safeguard Children" 2015

1.1.2 "Framework for the Assessment of Children in Need and their Families" 2000

1.1.3 "What To Do If You Are Worried A Child Is Being Abused" 2003^{1/6}

1.1.4 "Safeguarding Children and Safer Recruitment in Education Guidance" 2007/ 2010

1.2 Child Protection in Plymouth, Notes and Information for Designated Persons in schools

1.3 "South West Child Protection Procedures" Website, (www.swcpp.org.uk)

1.4 The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard² and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

1.5 We recognise that all staff³ and Governors have a full and active part to play in protecting our learners from harm, and that the child's welfare is our paramount concern.

¹ Guidance for all staff who come into contact with children June 2003, and Crown Copyright 2006.

² Safeguarding (as defined in the Joint Inspector's Safeguarding report) is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies"

³ "Staff" covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working

- 1.6 All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

The aims of this policy are:

1.7.1 To support the child's development in ways that will foster security, confidence and resilience.

1.7.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.

1.7.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

1.7.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children.

1.7.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding learners.

1.7.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.

1.7.7 To develop effective working relationships with all other agencies involved in safeguarding children.

1.7.8 To ensure that all adults within our school who have access to children have been checked as to their suitability. This includes other community users of our facilities.

1.7.9 To ensure that appropriate guidelines have been sought from professionals on safeguarding children on the Autistic Spectrum and their families, so that procedures are followed (please see addendum to this policy and also in the Safeguarding Handbook).

2 Procedures

2.1 Our school procedures for safeguarding children will be in line with the *Plymouth Safeguarding Children's Board (PSCB) Multi Agency Child Protection Procedures* (www.swcpp.org.uk).

We will ensure that:

2.1.1 The governing body understands and fulfils its safeguarding responsibilities.

2.1.2 We have a Senior Designated Person and Deputies for child protection who have undertaken Basic Child Protection Training delivered through the PSCB, and who undertake other training as recommended by the Local Authority every two years.

2.1.3 All the Deputies who will act in the Senior Designated Person's absence who they have also received basic multi-agency training, and who have been briefed in the role.

with children

2.1.4 All members of staff are trained annually through Hays Safeguarding Training (accredited by Plymouth Local Safeguarding Children's Board) the Senior Designated Person also provide additional training to new members colleagues and Initial Teacher Training Trainees in order to develop their understanding of the signs and indicators of abuse.

2.1.5 All members of staff, volunteers, and Governors know how to respond to a learner who discloses abuse, and the procedure to be followed in appropriately sharing a concern.

2.1.6 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our prospectus/brochure and home school agreement.

2.1.7 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.

2.1.8 Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures.

2.1.9 Our selection and recruitment policy includes all appropriate checks on staff suitability including DBS checks⁴. The following staff have undertaken and completed the Safer Recruitment 1 day workshop training or the equivalent On-Line Safer Recruitment training course and one of these staff members will be in attendance at interview for all staff and volunteer appointments:

Headteacher: **Graham Roser**

School Governors: **Sarah Wills, Charlie Huitson, Beryl Badger**

Other staff: **Ann Anstis, Ruth Golding, Carmen De Pablo, Jack Winstone, Wayne Riley.**

2.1.10 The name of any member of staff considered not suitable to work with children will be notified to either the Independent Safeguarding Authority or the relevant Government Department/ Agency (where appropriate), depending on the nature of the concern, with the advice and support of Education Personnel and/or the Local Authority Designated Officer.

2.1.11 Our procedures will be annually reviewed and up-dated.

2.1.12 The name and photographs of the Senior Designated Person and Deputy Senior Designated Persons are clearly shown on posters which are displayed around the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

⁴ ₄

Safer recruitment practice means scrutinising applicants, verifying identity and qualifications, obtaining character and professional references, checking previous employment history and that a candidate has the health and physical capacity for the job, and a face to face interview as well as the mandatory check of the ISA Children's Barring List, and, where appropriate, a Criminal Records Check.

2.1.13 All adults, (including supply teachers, support and volunteers), new to our school will be given a safeguarding handbook, based on the booklet “What To Do if You’re Worried A Child is Being Abused”, and the name and contact details of the Senior Designated Person will be explained as part of their induction into the school. In addition this handbook includes ‘Guidance for Safer Working Practice for Adults who work with Children and Young People’ booklet, available for reference within the school.

3 Responsibilities

3.1 We understand that our responsibility to safeguard children requires that we all appropriately share any concerns [as soon as a staff member or volunteer suspects/knows of a concern] that we may have about children. The first point of contact is Senior Designated Person for Child Protection or other member of the Leadership Team. The Senior Designated Person will inform the Headteacher of the referral. If any staff member is involved the report is made to the Headteacher. If the Headteacher is involved then the Chair of Governors should be informed.

3.2 The Senior Designated Person is a member of the School Leadership Team and is responsible for:-

3.2.1 Referring by telephone a child’s details if there are concerns about his/her welfare, possible abuse or neglect to Children’s Social Care. A written record of the referral will be faxed/posted/emailed to Children’s Social Care, (using the multi- agency referral form), and a copy to the Local Authority Senior Education Welfare Officer for Child Protection within one hour of the telephone call or as soon as possible within the school day, also complying with the General Data Protection Regulation.

3.2.2 Ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral.

3.2.3 Ensuring that all such records are kept confidentially and securely and are separate from learner records, with a front sheet listing dates and brief entry to provide a chronology and in compliance with the General Data Protection Regulations.

3.2.4 Ensuring that an indication of further record-keeping is marked on the learner records and updated every twelve months.

3.2.5 Acting as a focal point for staff to discuss concerns and liaising with other agencies and professionals. The other agencies and professionals will have signed the GDPR agreement with the School.

3.2.6 Attending (or delegating this requirement to another appropriately informed member of staff), CAF meetings, case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributing to the Framework for Assessments process, and providing a report which has been shared with the parents.

3.2.7 Ensuring that any learner currently with a child protection plan who is absent without explanation for two days is referred to their key worker’s Social Care Team.

3.2.8 Ensuring that all school staff are aware of this policy and know how to recognise and refer any concerns.

3.2.9 Providing, with the Headteacher, an annual report for the governing body, including any changes to the policy and procedures; training undertaken by the Senior Designated Person and by all staff and Governors; relevant curricular issues, number and type of

incidents/cases, and number of children referred to Children's Social Care and subject to a child protection plan (anonymised).

3.2.10 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training provided by the PSCB, or the Local Authority.

4 Supporting Children

4.1 We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self worth.

4.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.4 Our school will support all learners by:

4.4.1 Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.

4.4.2 Promoting a caring, safe and positive environment within the school.

4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

4.4.4 Notifying Children's Social Care as soon as there is a significant concern.

4.4.5 Ensuring that a named teacher is Designated for Children Looked After (CLA) and that an up to date list of children is regularly reviewed and updated. The Virtual School for Children and Young People in Care must be made aware of all Children Looked After in the school.

4.4.6 Providing continuing support to a learner (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Head at the learner's new school as a matter of urgency.

5 Confidentiality

5.1 We recognise that all matters relating to child protection are confidential.

5.2 The Headteacher or Senior Designated Person will disclose personal information about a learner to other members of staff on a need to know basis only.

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

5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another.

5.5 We will always undertake to share our intention to refer a child to Children's Social Care with their parents/carers consent unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Children's Social Care Advice and Assessment Team.

6 Supporting Staff

6.1 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.

6.2 We will support such staff by providing an opportunity to talk through their anxieties with the Senior Designated Person and to seek further support. This could be provided by, for example, the Head Teacher, by Occupational Health and/or a teacher/trade union representative as appropriate.

6.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The booklet "Guidance for Safer Working Practice for Adults who work with Children and Young People" provides advice on this and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse. These matters form part of staff induction and are referred to in the staff handbook.

6.4 We recognise that designated staff should have access to support (as in 6.2 above) and appropriate workshops, courses or meetings as organised by the Local Authority.

7 Allegations against staff

7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. (See also 6.3 above)

7.2 All staff should be aware of the Whole School Behaviour Policy. This can be found on the school website, in the staff planner and each school's office.

7.3 We understand that a learner may make an allegation against a member of staff.

7.3.1 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher or the most senior teacher if the Headteacher is not present.

7.3.2 The Headteacher/SDP on all such occasions will immediately discuss the content of the allegation with the Local Authority Designated Officer and follow the process for managing the concern laid down in the South West Child Protection Procedures (www.swcpp.org.uk) and the School's Managing Allegations Policy.

7.3.3 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.3.2 above, without notifying the Headteacher first.

7.3.4 In all occasions identified in 7.3.2 and 7.3.3 above, the school will follow the South West Child Protection procedures / Local Authority procedures for managing allegations against staff and volunteers, a copy of which can be found in Julie Edwards' Office.

7.3.5 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult (as in 7.3.2. above) in making this decision.

7.3.6 In line with this policy and other school procedures for incident reporting/recording, staff and learners may provide accounts of events which will be stored under our own secure systems and may be produced in the event of any allegation. However, such accounts must not constitute an official statement and the reporting person must not be questioned over their disclosure at this stage.

7.3.7 Our lettings agreement for other users requires that the organiser will manage the suspension of adults where necessary from school premises.

8. Whistleblowing – Please refer to our separate policy on:

<http://www.torbridge.net/user/74/151998.pdf>

8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

8.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the designated 'whistleblowing' Governor **Beryl Badger** or the Local Authority Designated Officer within Children's Social Care.

9 Physical Intervention/Positive Handling

9.1 Our policy on physical intervention/positive handling by staff is set out in a separate policy.

9.2 Such events should be recorded and signed by a witness or witnesses.

9.3 Staff who are likely to need to use physical intervention should be appropriately trained.

9.4 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

10 Anti-Bullying

10.1 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This can be found on [torbridge.net](http://www.torbridge.net)

11 Racist Incidents

11.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

12 Domestic Violence

12.1 Our response on Domestic Violence is set out in the Child Protection guidance from the Local Authority. It recognises that exposure to domestic violence can have a serious impact on a child's development and emotional well-being and acknowledges that staff themselves can be victims or perpetrators of domestic violence. We are part of the CARA Programme to support children who witness or experience domestic violence. Our named persons for CARA in school is Head of Inclusion.

13 Prevention

13.1 We recognise that the school plays a significant part in the prevention of harm to our learners by providing learners with effective lines of communication with trusted adults, supportive friends and an ethos of protection.

13.2 The school community will therefore:

13.2.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.

13.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

13.2.3. Provide across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

14 Health & Safety

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

15 Policy Review

15.1 The Governing Body of our school is responsible for ensuring the annual review of this policy. There is a meeting annually in the first week in October dedicated to safeguarding and all policies required review are updated here.

Tor Bridge High is committed to ensuring the General Data Protection Regulation (GDPR) is adhered to at all times within the schools. We will ensure that all data we are given is processed in line with our organisation's Data Protection Policies and in line with your rights under the Data Protection Act 2018 and the EU General Data Protection Regulations.

Owner (s):	Head of Inclusion
Date:	6 th October 2017
Review Date:	October 2018