

Safeguarding Children Policy



Chilton Trinity

The health, safety and well-being of all our students are of paramount importance to all the adults who work in our school. Our students have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

In our school we respect our students. The atmosphere within our school is one that encourages all students to do their best. We provide opportunities that enable our students to take and make decisions for themselves.

Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our students and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

Aims

This policy ensures that all staff in our school are clear about the actions necessary with regard to a child protection issue. Its aims are:

- to raise awareness of all staff and identify responsibility in reporting possible cases of abuse;
- to ensure effective communication between all staff when dealing with child protection issues;
- to lay down the correct procedures for those who encounter an issue of child protection.

Procedures

1. There is a named person in our school who is the Child Protection Coordinator. This is the Deputy Head, Mrs Jan Taylor, or Tim Williams, Student Support Coordinator, in her absence. There is also a named Governor responsible for Child Protection issues, this is Mrs Eileen Tipper.
2. If any teacher suspects that a child in his/her class may be a victim of abuse, they immediately inform the named person about their concerns. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect.
3. Any action that the named person takes when dealing with an issue of Child Protection must be in line with the procedures outlined in the Local Authority Child Protection guidelines.
4. The school's named coordinator works closely with the Social Care Services department and the Area Child Protection Committee (ACPC) when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but the interests of the child are of paramount importance.
5. If a child alleges abuse, the school will contact Somerset Direct for advice before making a referral. Once a disclosure has been made under the guidance of Somerset Direct, parents will be informed.
6. We regard all information relating to individual child protection issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. We inform the child at all stages of who is involved, and what information we have given them.
7. We require all adults employed in school to have their application vetted through enhanced CRB procedure in order to ensure that there is no evidence of offences involving children or abuse.
8. There may be times when adults in our school, in the course of their duty, use physical intervention to restrain students. The Headteacher requires the adult involved in any such incident to report this to her immediately.
9. All adults in the school receive regular training to raise their awareness of abuse and their knowledge of agreed local child protection procedures. This will feature in the autumn 'staff meeting' schedule each year.
10. Individual members of staff should never deal with child abuse disclosures in isolation, and should always refer to the nominated member of staff.
11. Information should be strictly limited to those who need to know.

12. Staff need to make it clear that they cannot promise confidentiality. If staff believe a student is in danger they have to report the risk. If, on hearing this, the student does not wish to continue or if staff do not feel comfortable listening to the student, staff need to discuss with the nominated member of staff.

Listening

If the student trusts the member of staff and wishes to continue:

- Keep questions to a minimum – just enough to understand what is being alleged. This is very important.
- Listen to, rather than directly question a student
- Never stop a student who is freely recalling events
- Avoid leading questions (e.g. did s/he hit you?) They can cause problems in later police investigations. Use open questions, like “and what happened next?”, because they encourage a response, but don’t put words in a student’s mouth
- Suspend your own judgement – remember that you are not investigating the matter
- Inform the student of the actions that will follow your conversation and assure them that they will be kept informed
- Make a record of what was said.

Recording

Make a full record of the conversation to include:

- the date
- the time
- the place where the alleged abuse happened
- your name and the names of other persons present
- the name of the complainant and, where different, the name of the student who has been abused
- the nature of the alleged abuse
- a description of any injuries observed
- the account which has been given of the allegation

This information should be recorded on form CP1 to ensure that all relevant information is included.

Reporting

Contact the **nominated member of staff** with responsibility for Safeguarding Children, as soon as possible. If the nominated member of staff cannot be contacted Mr Tim Williams, Student Support Coordinator should be contacted.

Major concerns or fears should not be discussed with anyone before a discussion by the nominated member of staff with Somerset Direct.

Contact with Somerset Direct

1. The nominated member of staff will report the matter to the local Somerset Direct department whether or not they feel that this action is justified in the particular circumstances of the case.
2. A written record of the date and time of the report shall be made and the record must include the name and position of the person to whom the report was made (form CP1).
3. Any advice received from the Somerset Direct on what action to take, if any, should be followed and a note kept of that conversation.
4. The discussion may also include advice from Somerset Direct regarding contact with the student’s family. Any contact with parents/carers by members of staff will only be made after clearance from the nominated member of staff who will have sought advice from Somerset Direct.

Allegations/Suspicious or Actual Abuse by a member of staff (including volunteers working for the school and/or work placement providers.)

1. Any suspicion, allegation or actual abuse of a student by a member of staff must be reported to the nominated member of staff in accordance with the above procedures.
2. In addition, the nominated member of staff will:
 - notify the Headteacher
 - take any steps, as considered necessary, to ensure the safety of the student in question or any other student who may be at risk
 - report the matter to Somerset Direct as outlined above (Procedures)
3. If the nominated member of staff is the subject of the allegation or complaint then the matter must be reported to the Headteacher and not to the nominated member of staff
4. Allegations against all staff will also be subject to school personnel procedures.

Policy agreed and adopted.....

Review Date:

DEFINITION OF CHILD ABUSE

Child abuse can take many forms, but they are usually divided into four categories:

- **Neglect:** can range from ignoring a child's developmental needs to not providing adequate food or clothing and not offering proper supervision.
- **Physical Injury:** can range from over-chastisement, slapping with the hand, a belt, a stick or other object, to shaking, punching or throwing a child across the room.
- **Sexual Abuse:** is the involvement of a child or adolescent in sexual activities that are not understood, to which they cannot give consent and which are not acceptable to our society. This includes inappropriate touching, obscene photographs, child pornography, as well as attempted or actual sexual intercourse.
- **Emotional Abuse:** ranges from severe rejection, refusal to show love or affection, or making a child or young person unhappy by continually criticising, belittling, verbally abusing or over protecting them.

An abused child can be subject to more than one type of abuse at the same time, such as sexual abuse and physical injury for example.

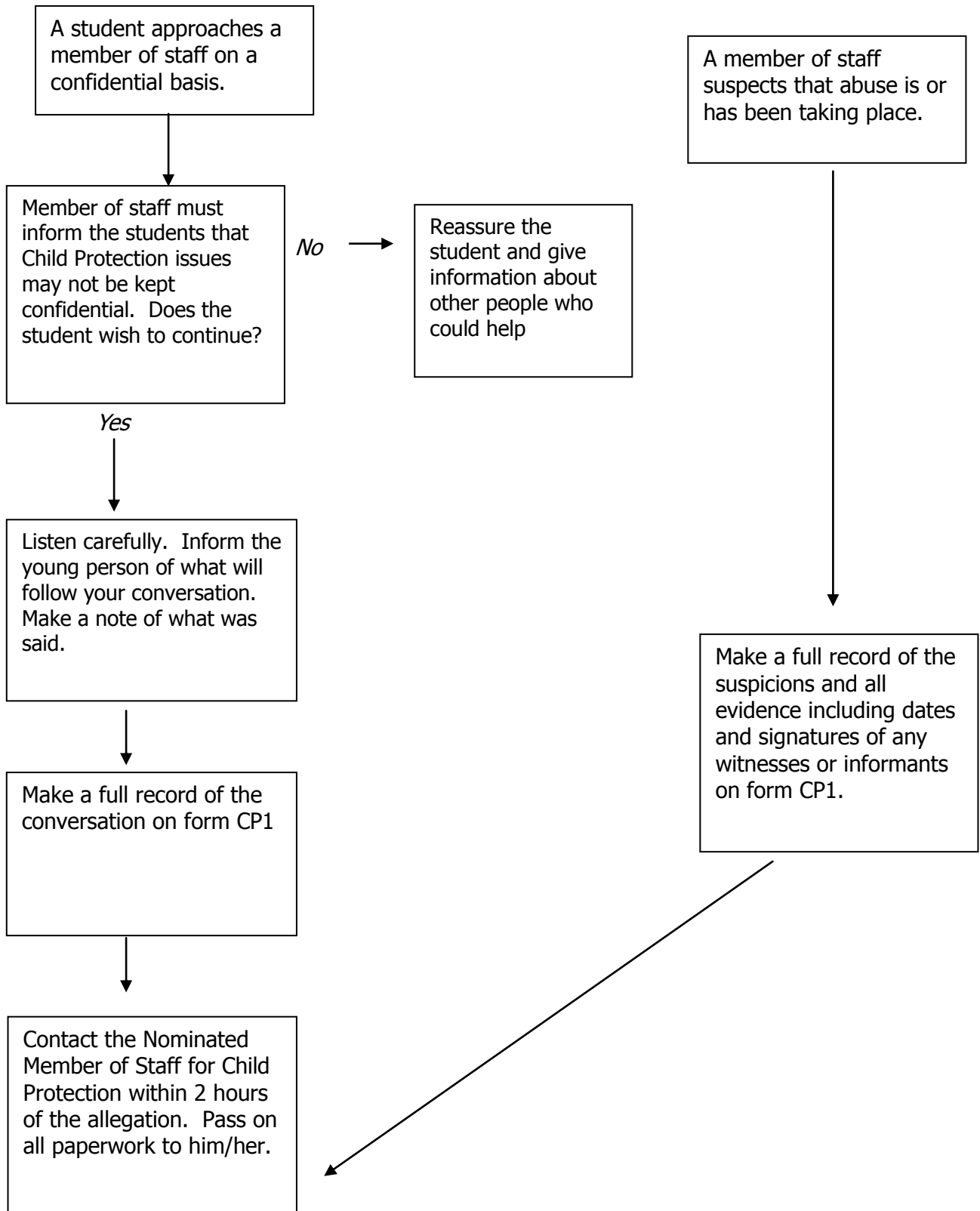
RECOGNISING SIGNS OF ABUSE

These signs can do no more than give rise to suspicion; they are not in themselves proof that abuse has occurred.

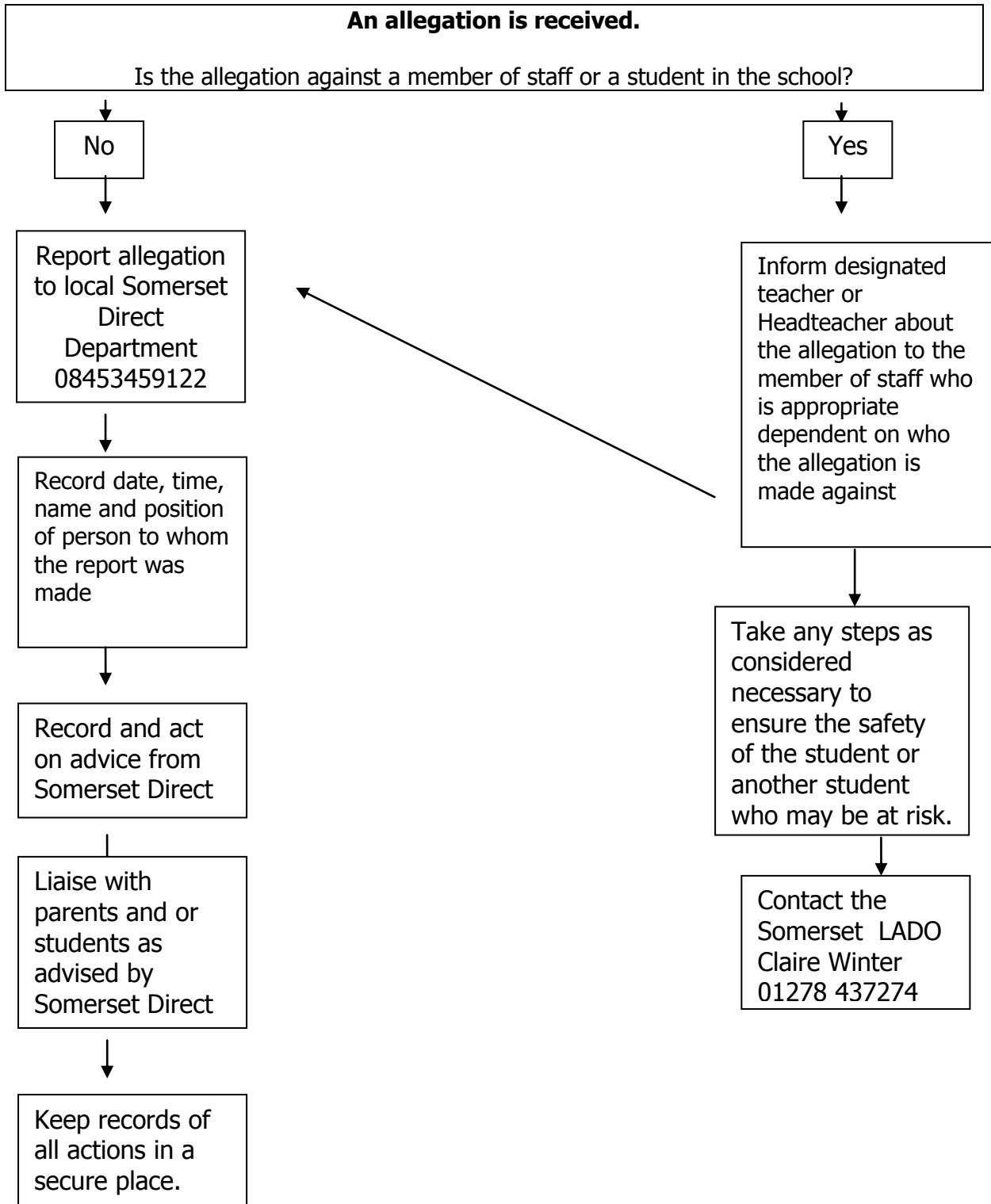
The following may, with other indicators, point to the possibility of abuse:

- Unexplained bruises and grazes.
- Unexplained burns and fractures.
- Sudden unexplained changes in behaviour and/or deterioration of performance.
- Extremely withdrawn or aggressive behaviour.
- Anxiety and/or low self-esteem and/or continual self-blame.
- Unexplained changes in concentration and school attainments (in either direction).
- Unexplained delay in growth and development.
- Inability to make friends within own peer group.
- Sexual behaviour or knowledge of sexual matters beyond what would be expected of the age group.
- Over compliance and/or excessive need for affection.
- Difficulty in trusting, or defiance of school staff.
- Reluctance to undress for games and to attend medicals.
- Vague pains and aches and possibly fearing medical help.
- Evidence of self-harm or self-neglect.
- Evidence of excessive punishment being received.
- Extreme neglect and rejection by carer(s).
- Reluctance to go home/running away from home.
- Unexpected wetting and soiling patterns.
- Poor attendance patterns.

SUMMARY OF GUIDELINES FOR MEMBERS OF STAFF



SUMMARY OF GUIDELINES FOR NOMINATED MEMBER OF STAFF



Form CP1 (*This is an example of the information that is required*)

Today's Date:		Time:	
Name of student suspected of being abused:			
Date, Time and Place alleged abuse occurred:			
Date:	Time:	Place:	
Describe the nature of the alleged abuse:			
Describe any injuries observed by member of staff:			
Write down an accurate account of the allegation which has been give: (Please continue on a separate sheet if necessary and staple to this form)			
Name of member of staff receiving this allegation:			
Signature:		Date:	

Record of action taken: (*This is an example of the information that is required*)

1. Nominated member of staff contacted within two hours.		
2.		
Reporting member of staff Signature:	Date:	Time:
Nominated Member of Staff Signature:	Date:	Time:
2. Reporting to Somerset Direct		
Date:	Time:	Signature:
Name of person to whom report was made:	Position:	
Advice received on what action to take:		
Steps taken as a result of this advice:		

Appendix 2

Students on Extended Work Placement

All employers who offer students a work placement in excess of nine weeks in duration will be subject to Criminal Records Clearance checks.

The condition will apply when the placement is:

- For more than one day a week
- For 10 weeks or more in any academic year.

Training organisations or employers taking responsibility for a child on an extended work placement will be asked to make a commitment to safeguarding the student's welfare by endorsing an agreed child protection policy.

- Individual's working/training/looking after a student on an extended work placement of duration ten weeks or more will be CRB cleared. The person will be regarded as a volunteer for the purpose of the disclosure.
- Students should be given clear advice about who to contact if they are worried or uncomfortable about their surrounds or if they suffer abuse. In such cases, students should contact the Extended Work Experience Co-Coordinator.
- The Extended Work Experience Coordinator will visit work placements periodically to see students in in-situ.
- If any concerns are raised re a placement, this will be fed back to the Education Business Partnership.