

**CLIFFORD CHURCH OF ENGLAND**  
**INFANT SCHOOL**

**POLICY STATEMENT FOR SAFEGUARDING AND CHILD**  
**PROTECTION**

**To be Reviewed :** September 2017

**Reviewed by :** S. Preston

**Child Protection Liaison Teacher :** Mrs S C Preston

**Deputy CPLT :** Mrs S Howard

**Governor Responsible for Child Protection :** Mrs J. Hardy.

Clifford C of E Infant School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. The five main elements to our policy are to:

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

We recognise that, because of their day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- ensure children know that there are adults in the school whom they can approach if they are worried

- include opportunities in the personal, social, health and economic (PSHE) curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board (LSCB) and take account of guidance issued by the DCSF to:

- ensure we have a designated senior person for child protection who has received appropriate training and support for this role
- ensure we have a nominated governor responsible for child protection
- ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role
- ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection
- ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus
- notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register
- develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at case conferences
- keep written records of concerns about children, even where there is no need to refer the matter immediately
- ensure all records are kept securely, separate from the main pupil file, and in locked locations
- develop and then follow procedures where an allegation is made against a member of staff or volunteer
- ensure safe recruitment practices are always followed.

All reports of or suspected incidents of abuse must be followed up.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- the content of the curriculum;
- the school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- the school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service (CAHMS), education welfare service and educational psychology service;
- ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

All adults in school, will be given CP training . Any visitors to school will be given information about child protection as appropriate.

### **Role of All Staff in Child Protection**

- To share all concerns and suspicions relating to Child Protection with the CPLT or Deputy CPLT..
- To be aware of what to suspect and how to respond.
- To monitor the progress of children on the Child Protection Register and children suspected of being at risk; this could involve submitting a written report and attending case conferences.

- To know that information concerning child abuse must be treated sensitively and the highest standards of professional confidentiality apply.

**Adults in School** (especially teachers) are the people who have a professional daily contact with children. Teachers and TA's are the most likely people to notice changes in behaviour and observe the signs of physical injuries (possibly non-accidental). Teachers or TA's are also the most likely people whom third parties will approach. It is important that staff provide an immediate, calm response and must, therefore, be aware of the following procedures if abuse is suspected.

### **Allegations**

These will vary in degree. Report all allegations however insignificant they may appear. The CPLT will add any documented information to previous records, which may be consulted.

Should a pupil or adult choose to confide in a particular member of staff, which demonstrates a confidence in that person, then that person should remain with him/her at all times, ie. during disclosure/discussion. Another responsible adult should be asked to supervise the class.

### **Basic Principles**

- Do not interrogate the child, but check out in a non-leading way that you are receiving a correct message from the child. Adopt a counselling mode, allowing the child to talk while you make supporting noises. Only ask questions to clarify e.g. 'What do you mean?'
- Do not contact anyone with parental responsibility until agreed with the investigating agency.
- If appropriate, ensure that a familiar, trusted adult remains with the child.
- Do NOT make promises that you cannot keep, eg. do not promise not to tell.
- Allow the child space and time to talk to you.
- Do not keep information to yourself, but do not broadcast generally. Talk to the CPLT as soon as you can but do not talk to other members of staff until they need to know.

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

### **Recording**

Comprehensive and factual records are vital if efficient child protection procedures are to be followed.

Give dates and times to all records, including the date and time you obtained the information, and the date and time of writing the record. Include the nature of your concerns; what gave rise to them, any action you take and the extent and nature of any involvement by others. If a disclosure is made you must thoroughly record the content of the disclosure and any responses you made. All recording must be factual.

Only the CPLT/H/T has direct access to CPLT files or, in an emergency, the Deputy CPLT. Information from the files will be made available to key staff by the CPLT in order to keep appropriate staff informed within the school and professionals from other agencies.

Information / files must be kept in a secure place by the CPLT. No other photocopies of reports should be made or retained. NEVER leave anything lying around.

### **Confidentiality**

Anything recorded must be kept locked in a private drawer or cabinet. Never leave anything lying around.

### **Case Conferences**

These are usually called by F&CS to share information, make decisions as to Registration and to make recommendations regarding the protection of the child and the treatment of the family. Education staff, Social Workers and Health Visitors often form the core group who oversee the agreed Child Protection Plan.

The family and the child have the right to be informed and invited to Child Protection Case Conferences.

It is important to be well prepared for a Case Conference. Reports should be clear and factual. The CPLT will need to know about the child's attendance, level of ability, rate of progress, relationships with peers and staff, contacts with the family and other relevant information.

### **Role of CPLT**

- To be responsible for liaison with other agencies, notably the social services department, the police, the Area Child Protection Committee (ACPC) & LEA.
- To refer suspected cases of child abuse promptly to the social services department or the police.
- To be responsible for co-ordinating action within the school and liaising with appropriate staff.
- To monitor the progress of children on the child protection register e.g. by submitting reports, attending case conferences and keeping confidential records in secure files.
- To be responsible for the transfer of documentation when a child moves school.
- To attend in-service training courses to ensure a knowledge of the signs of child abuse and of ACPC and LEA procedures: to organise staff training.

### **Child Protection & the Curriculum**

Current policies and schemes of work for sex education, drugs awareness and religious education give opportunities to focus on personal and social education which supports our aim to prepare children to resist abuse and to promote a preventative approach to child protection.

### **Conclusion**

Any member of staff, who has even the slightest concern for the welfare of a child, must raise this concern with the CPLT, or deputy. The concern may simply be noted, to be used as a reference at a subsequent time, and the child will continue to be monitored.

If an allegation is made against the Headteacher, the matter should be reported to the Chair of Governors, who will then assume the CPLT role.

**Five things to tell a child who has disclosed abuse:**

1. "I believe you" ----- Children rarely lie about abuse.
2. "It's not your fault" ----- It's always the adults responsibility.
3. "I'm glad you told me" ----- Children who talk about the abuse are less likely to be seriously affected.
4. "I'm sorry that this has happened to you"
5. "I'm going to help you" ----- BUT don't make promises you may not be able to keep.

**See Safeguarding file in the office for further details.**