

# **REINWOOD INFANT AND NURSERY SCHOOL CHILD PROTECTION POLICY**

Autumn 2009

## **SCHOOL COMMITMENT**

Reinwood Infants and Nursery School is committed to Safeguarding and Promoting the welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

## **PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT**

### **1. Safer Recruitment and Selection**

The school pays full regard to the current government guidance (DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' 2007). We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- A CRB Enhanced Disclosure is obtained for all new appointments to the school's workforce
- This school will keep a single central record detailing a range of checks carried out on our staff
- All new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- Our school will ensure that supply staff have undergone the necessary checks
- Identity checks will be carried out on all appointments to the school workforce before the appointment is made

Karen Butler (Headteacher), Kim Jowett (School Governor) and Michelle Symonds (Deputy Headteacher) have undertaken the National College for School Leadership Safe Recruitment Training ([www.ncsl.org.uk](http://www.ncsl.org.uk)). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

## **2. Partnership with Parents**

Reinwood School shares a purpose with parents to keep children safe from harm and to have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Reinwood School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with **Karen Butler** (Senior Designated Person). We make parents aware of our policy in the school Prospectus parents are made aware that they can view this policy on request. We also have a copy available in the parents' policy booklet in the main entrance.

## **3. Partnership with others**

Reinwood School recognises that it is essential to establish positive and effective working relationships with other agencies in particular Safeguarding and Specialist Provision in connection with any children in need or child protection enquiries and attendance at Case Conferences.

## **4. School Training and Staff Induction**

The senior member of staff with designated responsibility for child protection within the school undertakes basic child protection training and training in inter-agency working and refresher training at 2 yearly intervals. The courses are to be accessed at [www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com) under information for professionals. The Head teacher and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

## **5. Support, Advice and Guidance for Staff**

Staff will be supported by **Karen Butler**. The designated senior person will be supported by **Michelle Symonds**.

## **6. Roles and Responsibilities**

**The Governing Body for Reinwood School should ensure that:**

- The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request
- The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children

- The school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed interagency procedures
- A senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy)
- Staff undertake appropriate child protection training
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements
- A governor is nominated to be responsible for liaising with the Local Authority and/or partner agencies in the event of allegations of abuse being made against the head teacher
- Where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate
- They review their policies and procedures annually and provide information to the Local Authority about them and how the above duties have been discharged

#### **The Headteacher at Reinwood School should ensure:**

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

#### **Senior Member of Staff with Designated Responsibility for Child Protection (Karen Butler)**

##### **Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies
- Act as a source of support, advice and expertise within the educational establishment
- Liaise with head teacher (if a different staff member in role) to inform of any issues and ongoing investigations and ensure there is always cover for this role

##### **Training**

- To recognise how to identify signs of abuse and when it is appropriate to make a referral
- Have a working knowledge of how Kirklees Safeguarding Children Board operates, the conduct of a child protection case conference and be able to attend and contribute to these

- Ensure that all staff have access to and understand the school's child protection policy
- Ensure that all staff have induction training
- Keep detailed accurate secure written records and/or concerns
- Obtain access to resources and attend any relevant or refresher training courses at least every two years

### **Raising Awareness**

- Ensuring the child protection policy is updated and reviewed annually and work with the governing body regarding this
- Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and forwarded

### **All Staff and Volunteers**

- Fully comply with the school's policies and procedures
- Attend appropriate training
- Inform the designated person of any concerns

## **IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM**

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

## **TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME**

All staff follow the Kirklees Safeguarding Children Board Child Protection Procedures which are accessed at [www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com) and 'What to do if you are worried a child is being abused'.

It is not the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

## **1. Staff must immediately report:**

- Any suspicion that a child is injured, marked or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- Any explanation given which appears inconsistent or suspicious
- Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- Any concerns that a child may be suffering inadequate care, ill treatment, or emotional maltreatment
- Any concerns that a child is presenting signs or symptoms of abuse or neglect
- Any significant changes in a child's presentation, including non-attendance
- Any hint or disclosure of abuse from any person
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

## **2. Responding to Disclosure**

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they speak. Accordingly all staff will handle disclosures with sensitivity and any child with communication difficulties will be supported in the most appropriate way to enable them to express themselves to a member of staff with the appropriate skills.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

## **Principles**

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm
- Try to ensure that the person disclosing does not have to speak to another member of school staff
- Clarify the information
- Try to keep questions to a minimum and of an open' nature e.g. 'can you tell me what happened?' rather than 'did X hit you?'
- Try not to show signs of shock, horror or surprise
- Not express feelings or judgements regarding any person alleged to have harmed the child
- Explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- Reassure and support the person as far as possible

- Explain that only those who 'need to know' will be told
- Explain what will happen next and that the person will be involved as appropriate

### **Action by the Designated Senior Person (or other senior person in their absence)**

Following any information raising concern, the senior designated person will consider:

- Any urgent medical needs of the child
- Making an enquiry to the Child Protection Register
- Discussing the matter with other agencies involved with the family
- Consulting with appropriate persons e.g. Safeguarding Officer, Social Care
- The child's wishes

Then decide:

- Wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigations and/or place the member of staff or others at risk
- Whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

#### **OR**

- Not to make a referral at this stage
- If further monitoring is necessary
- If it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

### **Action following a child protection referral**

The designated senior person or other appropriate member of staff will:

- Make regular contact with social care
- Wherever possible, contribute to the strategy discussion
- Provide a report for, attend and contribute to any subsequent Child Protection Case Conference
- If the child or children are placed on the list of children subject to a child protection plan, contribute to the child protection plan and attend core group meetings and review child protection conferences
- Where possible, share all reports with parents prior to meetings
- Where in disagreement with a decision made e.g. not to apply child protection procedures or not to convene a child protection case conference, discuss this with the appropriate designated LA person
- Where a child subject to a child protection plan moves from the school or goes missing, immediately inform the key worker in social care

## **Recording and monitoring**

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All such documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the headteacher. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for the attention of Designated Person Child Protection.'

## **Supporting the Child and Partnership with Parents**

- Reinwood school recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referral without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

## **Allegations regarding person(s) working in or on behalf of school (including volunteers)**

Where an allegation is made against any person working in or on behalf of the school, that he or she has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child or
- has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

we will apply the same principles as in the rest of this document and will always follow the Kirklees Safeguarding Children Board procedures [www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com) in the section referring to allegations against persons working with children.

**It is essential that all allegations are investigated properly and in line with agreed procedures.**