



# CHILD PROTECTION POLICY

## BECK ROW PRIMARY ACADEMY

September 2017

Review September 2018

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Key Contacts within the Academy for Safeguarding

**Designated Safeguarding Lead / Prevent Lead / E-safety Lead**

Name: Mrs R. King

Contact Number: 01638 713001

**Alternate Designated Safeguarding Lead**

Name: Mrs L. Smith

Name: Mrs K. Horne

Contact Number: 01638 713001

**Nominated Governor for Child Protection**

Name: Mr L. Hughes

Other important contacts within the local authority

**Suffolk Multi-agency Safeguarding Hub (MASH)** is available for advice and consultation on Child Protection matters via the professionals Line 03456061499.

**Forest health Children's services team** is available to provide advice on 01284 758620.

To refer a member of staff or volunteer for behaviour which causes concern use the **Local Authority Designated Officer (LADO)** 03001232044.

Referrals relating for **PREVENT** will need to be sent on a completed VTR to [mash@suffolk.pnn.police.uk](mailto:mash@suffolk.pnn.police.uk)

## Child Protection at Beck Row Primary Academy

Beck Row Primary Academy takes seriously its responsibility to safeguard the welfare of all the children and young people in our care. As part of this policy we work to protect all pupils by offering the relevant pastoral support to prevent children coming to harm; protect them by ensuring all staff are fully aware of the procedures and policies and support pupils who have been abused. The policy applies to anyone working at Beck Row Primary Academy, including the pupils, staff, volunteers, visitors and governors.

### **1. Aims**

At Beck Row Primary Academy we aim to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues.

### **2. Legislation and Statutory Guidance**

This policy is based on the Department of Education's statutory guidance, Keeping Children Safe in Education and Working Together to Safeguard Children. This policy is also based on the following legislation:

- Part 3 of the schedule to the Education (Independent School Standards) Regulations 2014, which places a duty onto academies and independent schools to safeguard and promote the welfare of pupils at the school.
- The children Act 1989 (and 2004 amendment), which provides a framework for care and protection of children,
- Statutory guidance on FGM, which sets out the responsibilities with regards to safeguarding and supporting girls affected by FGM,
- Statutory guidance on the PREVENT Duty, which explain the schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism.

The development of these procedures and the monitoring of good practice is in line with the responsibilities of the Suffolk Safeguarding Children Board (<http://suffolkscb.org.uk/>).

### **3. Roles and Responsibilities**

Safeguarding and Child Protection is everyone's responsibility. There are however key people in the academy and the Local Authority who have specific responsibilities under child protection procedures. The full list of contact details are at the front of this policy.

The DSL is: Mrs R. King

The Alternate DSLs are: Mrs L. Smith and Mrs K. Horne

It is the role of the Designated Safeguarding Lead to ensure that all of the child protection procedures are followed within the academy, and to make appropriate timely referrals to Suffolk Children Social Care team in accordance with academy procedures. If at any point the Designated Safeguarding Lead is not available, the Alternate Designated Safeguarding Lead will cover these

responsibilities. It is also the responsibility of the Designated Safeguarding Lead to ensure that all staff employed are aware of the Academy's procedures, to advise staff and to offer support where needed.

The Local Governing Body and Academy leadership team are responsibility for ensuring that the academy follows safer recruitment processes, as part of the academy's recruitment and vetting processes.

#### **4. Procedures**

##### **What to do if you are concerned.**

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Do stay calm and listen carefully.
- Do reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions. <sup>1</sup>However you may be asked to gather enough information to contribute to good decision-making and an assessment of risk).
- Do let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Do inform your Designated Safeguarding Lead as soon as possible.
- Do make a written record of the allegation, disclosure or incident, which you must sign, date and record your position.
- Do not include your opinion without stating it is your opinion.
- Do refer without delay.

##### **Procedures for reporting Female Genital Mutilation**

This is against the law, yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention of anyone at Beck Row Primary Academy we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place. There is now a mandatory duty placed on school staff to report to the Police, any suspected case of FGM where they discover that this act has been carried out on a child under the age of 18 years. School staff are not required to examine a child, even though it will be rare that visual evidence of FGM will be seen, but where there is a direct or indirect disclosure that the act of FGM has been carried out, the usual child protection procedure of the school should be followed.

##### **Managing Allegations**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our school. Allegations can be made by children and young people or other concerned adults and are made for a variety of reasons.

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<sup>1</sup> Using open questions to support the child in giving a brief account of what may have occurred without leading a child. Questions like 'Tell me about what happened'. ' Explain how you got that bruise' or 'Describe how you felt when'...(T.E.D), may help the child to say what happened, who it involved and how that made them feel.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the Head teacher. In the case of the allegation being made against the Headteacher this will be brought to the immediate attention of the Chair of Governors and the LADO on the same day. The Headteacher/Chair of Governors must discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. In Suffolk this role is undertaken by dedicated LADOs who cover the county. This will constitute an initial evaluation meeting or strategy discussion involving the LADO and the Police or appropriate multi-agency partners. Dependant on the allegation being made, Head teachers will need to:

- Refer to the LADO immediately and follow up in writing within 48 hours, then let Pat Hunt at ATT know that this referral has been put in.
- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Act on any decision(s) made in any strategy meeting or evaluation meeting.
- Ensure that the appropriate disciplinary procedures are followed including whether to suspend a member of staff from work until the outcome of any investigation is deemed necessary.

If you are concerned that a member of staff or adult in a position of trust poses a risk of harm to a child or young person or that they might already have harmed a child or young person, you should report your concerns to the Head teacher. Where those concerns relate to the Headteacher however, this should be reported to the Chair of Governors using the schools' Whistle blowing policy.

## **5. Training**

All members of staff and volunteers will have regular access to safeguarding training. We will also, as part of our induction, issue information in relation to our staff code of conduct/handbook, safeguarding policy and any policies related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

We will also provide additional training linked to additional areas of safeguarding on a yearly basis. The format of this will vary including: face-to-face training, newsletters and briefings, online training and parts of staff meetings.

Our Designated Safeguarding Lead and Alternate will undertake further safeguarding training in addition to the whole school safeguarding training. This will be undertaken at least every two years, which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the Designated Safeguarding Lead /Alternate to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieve better outcomes for the pupils in our school. This includes taking part in multi-agency training and how we contribute to the assessment of children, in addition to safeguarding training.

Our Governing body will have access to safeguarding training and our Chair of Governor's and Named Governor for Safeguarding will also undertake additional training at least every two years to support their employers' role in Handling Allegations against adults who work with children and young people, including our staff and volunteers.

## **6. Confidentiality**

Confidentiality is an issue which is important for all adults working with children, particularly in relation to child protection issues. Confidentiality is part of our Code of Conduct and the purpose of this in relation to safeguarding is to protect the child or children involved.

A member of staff cannot guarantee confidentiality to a pupil nor agree to keep a secret with a child. Where there is a concern this must be passed on to the DSL following the child protection procedures.

Where information about children is known by the DSL or alternate DSLs this will only be shared with other staff on a 'need to know basis'. Any information shared with staff must be held confidentially.

## **7. Records and Monitoring**

If we are concerned about the welfare or safety of any child, adults in our school will record their concern on the agreed report form (appendix 1) and give this to the DSL. Blank copies of these forms are stored in a clearly marked file in the staff room or are available from the DSL or alternate DSL. Any information recorded will be kept securely in a locked filing cabinet. Children with active cases / involvement of other agencies and services shall have separate files kept. These files will be the responsibility of the DSL and information will only be shared within school on a need to know basis for the protection of the child.

Any safeguarding information will be kept in these files. Copies of referrals, invitations to child protection conferences, core groups and reports will also be stored here.

Although the DSL is available to provide support and guidance it is important that reports of a concern to the DSL Lead must be made in writing and signed and dated by the person with the concern.

If a child leaves our school we will ensure that our DSL makes contact with the DSL at the following school and the file will be forwarded under confidential cover. Acknowledgement of receipt will be sought from the receiving professional.

## **8. Child Protection Conferences and Core Groups**

A child protection conference will be convened if a referral has been made and, following an investigation, the findings have considered the child to be at risk of harm or if the child is already subject to a child protection plan.

It is the DSL's job to ensure that the academy is represented at the conference or core group and that the member of staff attending is fully briefed on the child and the case prior to the meeting. The DSL or alternate will also ensure that there is a record of the child's attendance, welfare and presentation for these meetings.