

12. Child Protection Policy

1.0 Aim

1.1 Whilst the prime focus of New Hall Primary & Children's Centre is to secure the best educational provision for the child, the Organisation recognises that the safety, welfare and care of children is paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We will ensure that arrangements are in place for:

1.1.1 all reasonable measures to be taken to minimise the risks of harm to children's welfare;

1.1.2 all appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies;

1.1.3 all persons working at this school/service to be made aware of this policy.

1.2 We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff of the school/ children's centre will often, by virtue of their day to day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.

1.3 In order to protect our children, we aim to:

1.3.1 Create an atmosphere where all our children can feel secure, valued and listened to

1.3.2 Recognise signs and symptoms of abuse

1.3.3 Respond quickly and effectively to cases of suspected abuse

1.3.4 Monitor and support children at risk

1.3.5 Use the curriculum to raise children's awareness, build confidence and skills

1.3.6 Work closely with parent/carers and support external agencies

1.3.7 Ensure that all adults within our school/service who have access to children have been checked as to their suitability.



1.4 New Hall Primary & Children's Centre will support all children by:

- 1.4.1 Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying
- 1.4.2 Promoting a caring, safe and positive environment within the organisation.
- 1.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- 1.4.4 Notifying Social Care Services/ Ofsted via the approved mechanisms as soon as there is a significant concern.
- 1.4.5 Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the child's new school or childcare provider.

2.0 Designated personnel

- 2.1 Designated Senior Person for Child Protection Miss Anna Jaremko
- 2.2 Head Teacher/Head of Service Mrs Beverley hanks
- 2.3 Chair of Governing Body Mr Roy Roberts
- 2.4 Nominated Governor Mr David Wilson
- 2.5 Children's Centre and Extended Schools Leader/ Deputy Designated Person for Child Protection Miss Amy Mylett
- 2.6 New Heights Nursery Manager Mrs Kim Barker
- 2.7 Wrap Around / Playscheme Coordinator Mrs Alison Selmes
- 2.8 Early Years Services Coordinator Mrs Sarah Hynett

3.0 The role of all staff and other persons within the Organisation:

- 3.1 All staff have a duty to safeguard children. This policy outlines how staff can meet this duty and their need to be:-
 - 3.1.1 Trained and aware of potential indicators of abuse
 - 3.1.2 Open to hearing concerns from children and others, without seeking to investigate these concerns.
 - 3.1.3 Informed on how to report any concerns to their Designated Senior Person(s) for Child Protection.
 - 3.1.4 Informed on how to report any concerns relating to staff to their Head Teacher/Head of Service.
 - 3.1.5 Informed on how to report any concerns relating to their Head Teacher/Head of Service.
- 3.2 Listening to children. The organisation should:
 - 3.2.1 Create the opportunity and environment for children to be able to talk about their concerns



3.2.2 Establish systems to enable cover for the member of staff listening to a child's concerns.

3.2.3 Always:

- Report on as soon as you have a concern.
- Record information verbatim using the actual words of the child and noting any questions the child raises.
- Note dates, times, who was present, positions in the room, anything factual about the child's appearance.
- Pass these notes to the DSP.
- If possible use a silent witness.

Never

- Ask leading questions.
- Ask the child to write down their account.
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgement
- Arrange a medical examination
- Tape/video record an interview
- Ask a child to remove any clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child.

3.3 We recognise that all matters relating to Child Protection are confidential. The Head or DSP will disclose any information about a child to other members of staff on a need to know basis only.

4.0 Supporting Staff

4.1 We recognise that staff working in the organisation 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.

4.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Senior Person and to seek further support as appropriate.

4.3 All staff are able to access confidential support and counselling through for example BCC Staff Careline, Teacher Support network

5.0 The role of the DSP

5.1 The Designated Senior Person is responsible for:



- 5.1.1 Adhering to the Birmingham BSCB, Education and school/service procedures with regard to referring a child if there are concerns about possible abuse
- 5.1.2 Keeping written records of all concerns about a child even if there appears to be no need to make an immediate referral
- 5.1.3 Ensuring that all such records are kept confidentially and securely and are separate from child records
- 5.1.4 Ensuring that an indication of further record-keeping is marked on the child records
- 5.1.5 Liaison and joint working with Social Care Services, and other relevant agencies

6.0 Reporting Procedures

- 6.1 All concerns must be passed to the DSP who will seek advice/make a judgement as to whether a referral to Social Care Services or the need for any other action to be taken.
- 6.2 If a disclosure is made or a member of staff has reason to believe abuse has occurred an incident report form (available from the DSP) should be completed as soon as possible and passed to the DSP. Any original notes should be signed, dated and securely attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the DSP.
- 6.3 Upon submitting an incident form the member of staff and the DSP should catalogue the form, sign and date the incident book in order to prove the procedure has been followed.

7.0 Staff allegations

- 7.1 All child protection allegations relating to staff must be reported directly to the Head Teacher/Head of Service (and not the DSP) without informing the subject of the concern/allegation.
- 7.2 The full evidence will be made available to the member of staff subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process.
- 7.3 In some cases it may be necessary for the staff member to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt. Advice should always be taken from the Employee Relations team in this respect.



- 7.4 Any complaint or concern of a child protection nature received by any person and relating to Head Teacher/Head of Service must be passed in confidence to the Education Services Lead Officer who will give advice and support including making contact with the Chair of Governors/Assistant Director
- 7.5 All staff need to be aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to the school/service policy/guidance in respect to safe conduct.
- Risk Assessment
 - Appropriate touch/contact
 - Care and control
 - Out of hours contact with children
 - Use of letters, mobile phones, texts and emails
 - Use of Internet code of conduct
 - Behaviour policy
 - Visibility in any individual contact with children
 - Ensuring parental and managerial consent where individual work with children is required
 - Areas of practice requiring joint work/paired work.
 - Communication and confidentiality policy/guidance
 - Any other specific guidance provided by school /service
- 7.6 Children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.
- 7.7 Schools responsible for children in receipt of a managed care placement will also have a duty to inform CSCI, in cases of child protection concerns.
- 7.8 Heads responsible for children in receipt of a managed care placement will also have a duty to involve CSCI.

8.0 Procedure

- 8.1 The organisation adheres to the Birmingham Safeguarding Children Board (BSCB) procedures and the Birmingham Education Services Child Protection Procedures. Copies of these are kept by the Head Teacher/Head of Service and must be the subject of training and be available to all staff and governors.
- 8.2 The Head Teacher/Head of Service will identify a Designated Senior Person (DSP) for Child Protection co-ordination in the organisation. The Head will identify clearly who will deputise in the absence of the DSP and ensure that any such deputy is appropriately trained.



8.3 The DSP will ensure the following reporting and recording procedures are maintained:

8.3.1 Incident report form (catalogued and cross references to the incident book)

8.3.2 Incident book (hard bound, containing consecutive numbers of report forms, name of child, name, signature and date of person submitting the report, name, signature and date of DSP receiving the report.)

8.3.3 Child school record (schools only)

8.4 The Governing Body/Assistant Director will receive annually a report on developments in child protection policy and procedures, training undertaken by the DSP, other staff and the Governing Body, the number of cases referred (without details) and the place of child protection in the curriculum.

9.0 Parents and carers

9.1 Parents and carers will be made aware of the organisation's policy through published information and in initial meetings with parent and carers of new children. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.

9.2 A copy of this policy is available to all parents, carers and children upon request.

10.0 Teaching and Learning

10.1 The curriculum will be used to raise children's awareness and build confidence so that they have a range of strategies to support their own protection and understanding of protecting others.

10.2 The organisation will promote child support services through assembly and display of contact information, e.g. Childline, Connexions, Birmingham Sign Posting Service

11.0 Training/ Recruitment

11.1 All members of staff will receive training on child protection procedures and will receive updates and refreshers every 3 years. It is also strongly recommended that the Governing Body also receives this training.

11.2 The DSP and Head will be provided with Education Services core training in order to carry out their role and will attend refresher training updates every 2 years.



11.3 Child Protection training will be clearly cross referenced and supplemented by other areas of staff training including appropriate touch, care & control (including safe restraint), behaviour management and risk assessment.

11.4 All staff and volunteers at New Hall Primary and Children's Centre are recruited in line with the Birmingham City Council recruitment guidelines and have 2 verified references and an enhanced full and up to date Criminal Record Bureau Check.

12. Visitors and Volunteers

12.1 A summary of the schools/services procedures and the name of the DSP should be displayed for the information of visitors to the school.

13. New Heights Nursery

13.1 Any concerns with regard to a child should be reported to the Nursery Manager

13.2 The Nursery Manager should report the concern to the Children's Centre and Extended Schools Leader (deputy DSP).

13.3 The CC and Extended Schools Leader should report concerns to the DSP

13.4 Any concerns with regard to a member of staff should be reported to the Nursery Manager, who should inform the children's centre and extended schools leader and head teacher. Concerns with regard to the nursery manager or children's centre and extended schools leader should go directly to the head teacher. Concerns with regard to a member of staff will be investigated in accordance with section 22 concerns about a person in a position of trust (including staff members).

13.5 Ofsted will be informed of any allegations of abuse against a member of staff student or volunteer, or any abuse that has alleged to have taken place on the premises or during a trip or outing

14. Wrap around / Playscheme

14.1 Any concerns with regard to a child should be reported to Wrap Around/ Playscheme Coordinator.

14.2 The Wrap Around/ Playscheme Coordinator should report the concern to the Children's Centre and Extended Schools Leader (deputy DSP)

14.3 The CC and Extended Schools Leader should report concerns to The DSP

14.4 Any concerns with regard to a member of staff should be reported to the Nursery



Manager, who should inform the children's centre and extended schools leader and head teacher. Concerns with regard to the nursery manager or children's centre and extended schools leader should go directly to the head teacher. Concerns with regard to a member of staff will be investigated in accordance with section 22 concerns about a person in a position of trust (including staff members).

14.5 Ofsted will be informed of any allegations of abuse against a member of staff student or volunteer, or any abuse that has alleged to have taken place on the premises or during a trip or outing

15. Crèche

15.1 Any concerns with regard to a child should be reported to the Early Years Services Coordinator.

15.2 The Early Years Services Coordinator should report the concern to the Children's Centre and Extended Schools Leader (Deputy DSP)

15.3 The CC and Extended Schools Leader should report concerns to The DSP

15.4 Any concerns with regard to a member of staff should be reported to the Nursery Manager, who should inform the children's centre and extended schools leader and head teacher. Concerns with regard to the nursery manager or children's centre and extended schools leader should go directly to the head teacher. Concerns with regard to a member of staff will be investigated in accordance with section 22 concerns about a person in a position of trust (including staff members).

15.5 Ofsted will be informed of any allegations of abuse against a member of staff student or volunteer, or any abuse that has alleged to have taken place on the premises or during a trip or outing

16. Agencies working in the Children's Centre

16.1 All staff from partner agencies contracted to work in the children's centre must show a current enhanced CRB clearance check before they can work unsupervised with children in the children's centre.

16.2 Any concerns with regard to a child should be reported to the Children's Centre and Extended Schools Leader (Deputy DSP).

16.3 The CC and Extended Schools Leader should report concerns to The DSP

16.5 Any concerns with regard to the conduct of staff from partner agencies working



in the children's centre should be made to the Head Teacher. Concerns with regard to a member of staff will be investigated in accordance with section 22 concerns about a person in a position of trust (including staff members).

17. Staff Duty of care

17.1 If any member of staff working for New Hall Primary and Children's Centre feels the course of action followed by the Designated Senior Person is not appropriate in safeguarding a child (ren) they have referred, then it is their responsibility to make a referral to the relevant agencies themselves.

18 Review

Signed:

Date of Policy:

Date of Next Review:

