



**Model Child Protection Policy  
for Schools**

.....School

**This policy was adopted on .....**

**The policy is to be reviewed on .....**

**Designated Child Protection Co-ordinator (DCPC) .....**

**Deputy DCPC .....**

**Child Protection Governor .....**

## **Introduction**

*'Education staff have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect at an early stage'*  
*Working Together to Safeguard Children 2006*

Section 175 of the Education Act 2002 puts a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children<sup>1</sup> who are pupils of the school.

We recognise that all adults<sup>2</sup> at this school have a full and active part to play in protecting and safeguarding the children in our care, and that the pupils' welfare is our paramount concern.  
Label1

This policy is takes into account the Kent and Medway Safeguarding Children Procedures

## **Aims**

- To provide a caring, positive, safe and stimulating environment that cares for the social, physical and moral development of the individual child. The governing body takes seriously its legal duty to safeguard and promote the welfare of the children and to work together with other agencies in so doing.
- To provide an environment in which pupils feel safe, secure, valued and respected; and where they feel confident and know how to approach responsible adults if they are in difficulties.
- To develop effective working relationships with all other agencies involved in safeguarding children.

## **Procedures and Responsibilities**

School procedures for safeguarding children are in line with Kent and Medway Safeguarding Children Procedures which may be accessed at [www.mscb.org.uk](http://www.mscb.org.uk)

A copy of 'What to do if you are worried about a child being abused' is available for all staff to read. This may also be downloaded from [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)

The school has a Designated Child Protection Co-ordinator (DCPC), who has undertaken basic child protection training delivered through the Medway Safeguarding Children Board and the one-day DCPC training provided by the Local Authority (LA). They will attend refresher training provided by the LA every two years. We have a member of staff who will act in the DCPC's absence who has also received the basic multi-agency training and who will have been briefed in the role. The name and role of the DCPC will be clearly displayed in the school.

It is the responsibility of the DCPC to ensure that all adults in school receive a copy of the policy and follow the schools internal child protection procedures and Medway Council's record keeping procedures. All child protection records will be kept in a secure place away from school files, e.g. a locked cabinet in the head teacher's office. It is also the responsibility of the DCPC to make any referrals necessary to Medway Council's Social Care via Customer First.

All adults who work in schools, whether paid or voluntary, are legally required to participate in child protection training at least every three years. Opportunities will be provided to receive training consistent with Medway Safeguarding Children Board's standards, in order to develop

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<sup>1</sup> That is children and young people up to the age of 18 years

<sup>2</sup> All paid staff and volunteers

their understanding of the signs and indicators of abuse, and their knowledge about what to do if they feel a child may be suffering abuse.

All members of staff, volunteers and governors know how to respond to a pupil who discloses abuse, and they are familiar with procedures to be followed (see below).

If a child chooses to tell a member of staff about alleged abuse, there are a number of things that must be done to support the child:

- Don't make promises e.g. to keep secrets
- Stay calm and be available to listen.
- Listen with the utmost care to what the child is saying.
- Question normally without pressurising, and only using open questions.
- Don't put words in the child's mouth but note the main points carefully.
- Keep a full record - date, time, what the child did, said etc; on Medway Council's 'record of concern' form using a body map if appropriate. See Appendix 1
- Re-assure the child and let them know that they were right to inform us.
- Inform the child that this information will now have to be passed on.
- Immediately inform the DCPC.

All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's child protection policy. Reference will be made to it in a prospectus/brochure and home school agreement.

Our DCPC will ensure a systematic means of monitoring children known or thought to be at risk of harm, they will ensure that we contribute to assessments of need and support plans for those children.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.

Our DCPC will ensure a structured procedure within the school, which will be followed by all of the members of school community in cases of suspected abuse.

Our policy and procedures will be reviewed annually and updated by the governing body, which will ensure that they are in line with Medway Safeguarding Children Board's policies and procedures.

### ***Supporting children***

We recognise that a child who has been abused or neglected, who witnesses abuse or lives in an abusive environment may feel helpless or humiliated. They may blame themselves, have low self-esteem and find it difficult to see the world as a positive place.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows the behaviour of a child in these circumstances may range from that which is perceived to be normal to that which is aggressive or withdrawn.

We will provide, across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. We will promote a school ethos that is positive and supportive, and a secure environment, which gives all pupils and adults a sense of being respected and valued.

### ***Supporting staff***

We recognise that staff working in the school who have become involved with a child who has suffered harm, or who appears likely to suffer harm, may find this situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the DCPC, and to seek further support. This could be provided by, for example, the headteacher, by The School Workforce Team, Medway Council (01634 332471), The Occupational Health Service, through the Medway Counselling service (telephone 01622 605539) and/or a teacher/ trade union representative as appropriate.

We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document 'Guidance for Safe Working Practices for the Protection of Children and Staff in Education Settings' provides advice on this and the circumstances that should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse made against staff. These matters form part of staff induction and are referred to in the staff handbook.

We recognise that DCPC's should have access to support and appropriate workshops, courses or meetings as organised by the LA.

### ***Confidentiality***

We recognise that all matters relating to child protection are confidential, however, a member of staff must never guarantee confidentiality to a pupil, nor should they agree to keep a secret. Where there is a Child Protection concern it must be passed immediately to Designated Child Protection Co-ordinator, at least within 24 hours of the concern being noticed.

The Head Teacher or DCPC will disclose personal information, including the level of involvement of other agencies, about a pupil to other members of staff only on a 'need to know' basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

### ***Safe staff***

Checks will be undertaken on all adults working in the school to establish the suitability of a person to work with children corresponding to Medway Council's Safe Recruitment procedures. Records of these checks will be kept in accordance with Section 4.5 of 'Safeguarding Children and Safer Recruitment in Education' DfES 2006, each recruitment selection group and interview panel will have a 'Safer Recruitment' trained member.

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted with or in view of other adults.

All staff understand that they are employed in a 'Position of Trust' and that inappropriate behaviour with or towards children is unacceptable. It is an offence for a person in a position of trust to have a sexual relationship with a child under 18, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment even if s/he does not teach the child. Sexual Offences Act 2003

If an allegation is made against another member of staff, the member of staff receiving the allegation will immediately inform the headteacher or the most senior teacher if the headteacher is not present. The headteacher or most senior teacher will then consult with the

Local Authority Designated Officer (Harry Harrison 01634 331429) if he is not available contact Education Safeguarding Co-ordinator (Linda Randall 01634 331017).

If the allegation made to the member of staff concerns the headteacher, the person receiving the allegation will immediately inform the chair of governors who will consult the LA, (as above) without notifying the headteacher first.

The school will follow the LA procedures for managing allegations against staff, a copy of which can be found in the staff room.

Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safe recruitment and safeguarding children.

### ***Whistle blowing***

All staff should be aware of their duty to raise concerns about the attitude and actions of colleagues. If necessary, they should speak to the delegated “whistleblowing” governor or consult with the Local Authority Designated Officer (Harry Harrison 01634 331429) if he is not available contact Education Safeguarding Co-ordinator (Linda Randall 01634 331017). See also Medway Council Whistle blowing procedures, if you are unhappy with the response you have received please contact Office for Standards in Education or contact the Department for Education and Skills (0870 000 2288 or [complaints.peu@dfes.gsi.gov.uk](mailto:complaints.peu@dfes.gsi.gov.uk)).

### ***Links to other policies***

The child Protection should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children in this school

- *Physical intervention/positive handling*: our Positive Handling or Behaviour Policy states that staff may only use physical intervention as a last resort. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- *Anti-bullying*: our policy on the prevention of management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.
- *Racist incidents*: our policy on racist incidents is set out in a separate anti-racism or equal opportunities policy and acknowledges that repeated racist incidents, or a single serious incident, may lead to consideration under child protection procedures.
- *Health and safety*: our health and safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically, within the school environment, for example in relation to internet use; and when away from the school for example when undertaking school trips and visits.
- *Safe recruitment*: our policy, which sets the vetting requirements for all staff, that wish to work in our school whether paid or voluntary. All staff will have an Enhanced CRB check before starting and then at least every three years

**Author:** Linda Randall, Safeguarding Co-ordinator (Education)

**Date:**

**Confidential  
safeguarding  
record form**



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**Information sheet**

Name of child \_\_\_\_\_ Date of birth \_\_\_\_\_

**Any other name by which the child is known**

Address	Telephone numbers

**Family members**

Name	Relationship	Address

**Other children associated**


**Professionals involved**

Name	Agency	Address and phone number

**Confidential  
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School \_\_\_\_\_

**Chronology**

Name of child \_\_\_\_\_ Date of birth \_\_\_\_\_

Date	Incident	Reference



**Confidential  
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School \_\_\_\_\_  
**DCPC record of action**

Name of child \_\_\_\_\_ Date of birth \_\_\_\_\_

Date	Action	Signature

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School \_\_\_\_\_

**Record of concern**

Name of child \_\_\_\_\_ Date of birth \_\_\_\_\_

Name and position of person completing the form (please print)

\_\_\_\_\_

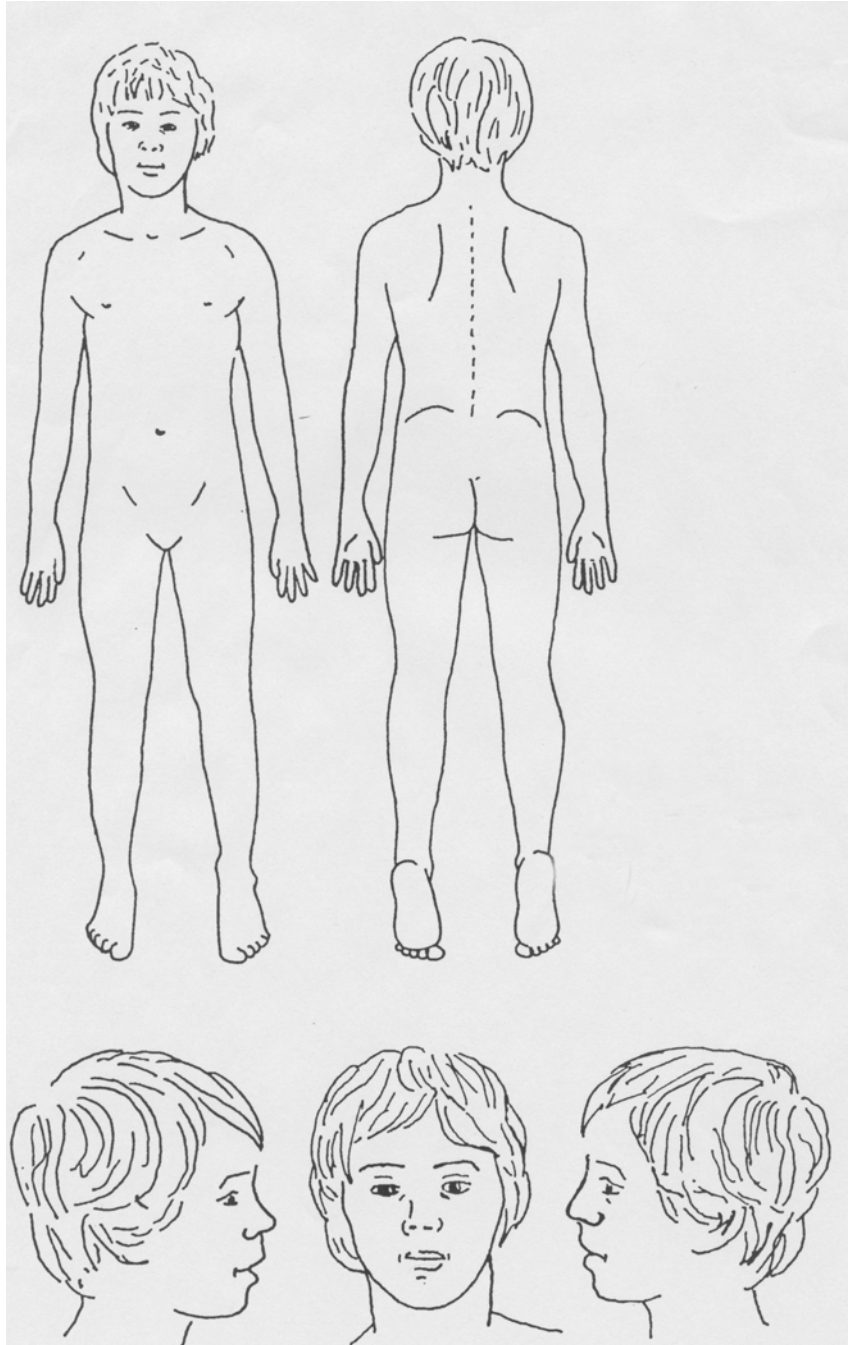
Date and time of incident	
Incident	
Names of witnesses and any other information	Action taken
Signature	Date (ddmmyy) and time form completed

**Confidential  
safeguarding  
record form**

School \_\_\_\_\_

**Body map** (to be used in conjunction with a record of concern form)

Name of child \_\_\_\_\_ Date of birth \_\_\_\_\_



Signature	Date (ddmmyy) and time form completed
Print name	