

This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with government publications: "Working Together to Safeguard Children" 1999, "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2006, Safeguarding Children in Education 2005 and the Surrey Area Child Protection Committee Procedures.

This policy follows the guidelines published in detail in Child Protection: Local Authority Guidance:

<http://www1.surreycc.gov.uk/cafis/manual/index.html>

Every member of staff has access to a hardcopy of "What to do if You are Worried a Child is Being Abused" 2003, and this is also installed on the staff workroom computers for consultation.

Wherever the word "staff" is used, it covers ALL staff on site, including ancillary and supply staff, and volunteers working with children.

For abbreviations used in this document, please consult the attached table.

Governors Statement

The Governing body of Lingfield Primary takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children, and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

We recognise that all adults, including all staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

Aims

- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to, approach adults if they are in difficulties believing they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
- To ensure that all adults within our school who have substantial access to children have an enhanced CRB check.

Procedures

Surrey CC procedures can be found at <http://www1.surreycc.gov.uk/cafis/manual/index.html>

Our school procedures for safeguarding children are in line with the Child Protection: Essential Guidance for Education Staff, and Surrey ACPC procedures.

The designated child protection liaison officer (CPLO) is the SENCO. In the absence of the SENCO, the headteacher or the deputy head assume responsibility.

We will ensure that:

- All members of staff understand they have a professional duty to monitor Child Protection and to report any concerns they have to the CPLO or Headteacher.
- All members of the governing body understand and fulfil their responsibilities.
- All members of staff are provided with opportunities to receive the Child Protection Awareness Raising training pack to develop their understanding of the signs and indicators of abuse.
- All members of staff and governors know how to respond to a pupil who discloses abuse, and are aware of the appropriate procedures.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools' Child Protection Policy, and reference to it in our introductory school pack.
- Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.
- Community users organising activities for children are aware of the school's child protection guidelines and procedures.
- We will ensure that our selection and recruitment of staff includes checks for their suitability with the Criminal Records Bureau. These checks are carried out on staff in accordance with the current DfES guidelines.
- We will ensure that any member of staff found not suitable to work with children will be notified to the appropriate bodies.
- Our procedures will be regularly reviewed and up-dated.
- All new members of staff will be given a copy of our Child Protection awareness training pack and 'What to do if you are worried a child is being abused'. Staff will be asked to sign a form confirming that they have received these documents.

Responsibilities

The designated teacher, CPLO, is responsible for:

- Referring a child if there are concerns about possible abuse, to the Children's Services Assessment Team, and acting as a focal point for staff to discuss concerns. Referrals will be made to social services using the Common Assessment Framework for Children and Young People (CAF) or, in the case of an urgent referral, the Common Assessment Framework for Children and Young People (CAF) Urgent Referral to Children's Services Form.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Ensuring that an indication of further record-keeping is marked on the pupil records.
- Liaising with other agencies and professionals.
- Ensuring that they or another member of staff attends case conferences, core groups, or other multi-agency planning meetings, and all relevant staff contribute to assessments, and provide reports as appropriate.

- Ensuring that any pupil currently subject to a Child Protection Plan or a Child In Need Plan who is absent without explanation will be telephoned by 12 noon on the first day of absence and information passed to their key worker's Social Care Team as appropriate.
- Organising child protection training for all school staff.
- Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the CPLO, and by all staff and governors; number and type of incidents/cases, and number of children subject to a Child Protection Plan or a Child in Need Plan (anonymised).

Supporting Children

We recognise that a child who is in need or at risk of harm may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.

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

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

Our school will support all pupils by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying the Assessment Team as soon as there is a significant concern.
- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school and ensuring the school medical records are forwarded as a matter of priority.

Confidentiality

We will ensure that all matters relating to child protection remain confidential but all staff are made aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

The Headteacher or CPLO will disclose any information about a pupil to other members of staff on a need to know basis only.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

We will always undertake to share our intention to refer a child to Children's Services with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Duty Manager at the Assessment Team.

Supporting Staff

All staff receive annual training in Child Protection issues and are aware that the SENCO is the CPLO for Lingfield Primary School.

We recognise that staff working in the school 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. We will support such staff by providing an opportunity to talk through their anxieties with the CPLO and to seek further support as appropriate.

Allegations Against Staff

All school staff must 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 in view of other adults.

All Staff must be aware of Surrey's Guidance on Behaviour Issues, and the school's own Behaviour Management policy.

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

- The Headteacher on all such occasions will discuss the content of the allegation with the Local Education Officer (LEO), or in his/her absence the Development Manager Welfare and Protection.
- If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as above, without first notifying the Headteacher.
- The school will follow the Surrey procedures for managing allegations against staff, as outlined in Surrey CC Safeguarding Children Board Procedures Manual.

<http://www1.surreycc.gov.uk/cafis/manual/index.html>

Under no circumstances will a child be sent home, pending such an investigation, unless this advice is given exceptionally as a result of a Strategy Meeting.

- Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LEO and Personnel Consultant in making this decision.
- In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as above.
- We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

Physical Intervention

We acknowledge that staff must only ever use physical intervention in situations where there is a duty of care and as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary.

- Such events should be recorded and signed by a witness.
- Staff likely to need to use physical intervention will be appropriately trained in the Positive Options technique.
- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Bullying

Our policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes homophobic and gender related bullying.

Whistleblowing

We recognise that 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 management of child protection, which may include the attitude or actions of colleagues.

Racist Incidents

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection. The school community will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Provide a broad and balanced curriculum which includes PSHCE, opportunities which equip children with the skills they need to stay safe and to know who to talk to should they need help.

Health and Safety

Our Health & 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, and for example in relation to internet use, and when away from the school undertaking school trips and visits.

Linked Policies

Behaviour for Learning

Confidentiality

Equal Opportunities/Racial Equality

Internet Access (see ICT Policy)

PSHE and Citizenship

Intimate and Personal Care

Policy formulated & agreed by staff	March 2006
Accepted by Governors' Committee	February 2010
Review/induction date	