

CAULDWELL LOWER SCHOOL

Child Protection Policy

Rationale

We believe that a caring school promotes the welfare, health, safety and guidance of every child.

Aim

Our aim is to create a warm, supportive environment in which:

- Children feel safe and secure
- Staff are willing to voice concerns if he/she suspects a case of child abuse to the designated members of staff who will follow the Safeguarding Children Procedures
- Staff are knowledgeable and take part in in-service training courses which lead to a greater understanding of the signs and symptoms of child abuse.
- Liaison with other agencies involved in the protection of children is encouraged.

Guidelines

1. The SENCO has been designated responsible for co-ordinating action within the school and liaison with other agencies.
2. All staff are familiar with child protection procedures and all cases of child abuse are reported immediately to the headteacher.
3. The Safe Guarding manual of procedures is displayed in the staff room and is available for all staff.
4. The chair of Governors will be informed of any referral.

The following whole school approach will be delivered:-

1. Provide an ethos in which children feel secure, their viewpoints valued, where they are encouraged to talk and they are listened to and self esteem built.

2. Provide suitable support and guidance so that children have appropriate adults who they feel confident to approach if they are in difficulties.
3. Work with parents to build an understanding of the school's responsibility to ensure the welfare of all children and recognition that this may occasionally require cases to be referred to other investigative agencies as a constructive helpful measure.
4. Ensure vigilance in cases of suspected child abuse, recognising the signs and symptoms, have clear procedures whereby teachers report such cases to the SENCO and are aware of local procedures so that information is effectively passed on to relevant professionals such as social workers.
5. Ensure monitoring of children who have been identified as at risk, keeping in a secure location, clear records of children's progress, amounting sound policies on confidentiality, providing information to other professionals, submitting reports to case conferences and attending case conferences, as appropriate.
6. Provide child protection training regularly to school staff and in particular to designated teachers to ensure that their skills and expertise are up to date.
7. Contribute to an inter-agency approach to child protection by developing effective and supportive liaison with other agencies and
8. Use the curriculum to raise children's awareness and build confidence so that children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.

Monitoring and Record Keeping

We can play a vital role in helping abused children and those who are suspected of being abused, by monitoring and recording certain aspects of the child's progress and behaviour in school.

When is recording necessary?

1. When there is concern in school over:
 - marks on a child's body
 - unusual/different behaviour
 - mood changes
 - puzzling statements or stories from the child
 - information from others

2. If requested by another agency, for example following a case conference

Who will record?

1. Teachers who are responsible for the children in their care
2. Non teaching staff involved with the child

What will be recorded?

1. Patterns of attendance
2. Changes in mood
3. Changes in classroom functioning
4. Relationships (with peers and adults)
5. Behaviour
6. Statements made by the child, comments, stories, 'news' drawings
7. General demeanour and appearance
8. Parental interest and comments
9. Home/family changes
10. Medical
11. Response to PE/Sport
12. Injuries/marks, past and present.

How will it be recorded?

1. Information will be recorded using, if appropriate, a Bedfordshire Education Service Report form (see appendix A) for onward referral to the Education Welfare Service. A verbatim report on the child's response or an account should be written by the reporting teacher or adult.

2. Information will be recorded in factual, non-emotive, non-judgmental terms, with notes of the time, date and context.

3. The file will be kept in the SEN office and confidentiality will be respected.

4. The headteacher will decide when to start and finish monitoring and decide on further action e.g. contact with parents/social worker etc.

General Principles of Confidentiality

1. All staff are aware that personal information about a child and his/her family is confidential and should only be given to an appropriate person.
2. If abuse is suspected, accurate information should be given only to the head teacher and SENCO immediately, other staff need know only enough to prepare them to act with sensitivity to a distressed child.
3. The child, depending on age, should be kept informed of who knows and why they know.
4. Teachers should not, in any circumstances, remove a child's clothing. They should only note those marks which they have noticed or which have been brought to their attention by the child. No further examination should be carried out.
5. If staff hear worrying information about children from other parents, neighbours or even other children, this should be passed on to the head teacher and SENCO
6. If there is a threat to a child's safety and welfare, all staff may have to be alerted to watch for signs of abuse. In such circumstances the family will be informed on this monitoring arrangement.

Implementation and Review.

1. This policy will be made known to all staff, parents and governors.
2. This policy will be reviewed annually
3. The policy will be taken into consideration when updating school improvement plans by consultation with appropriate staff.
4. Reference to the policy will assist in the identification on in-service requirements.

*Links to other policies:

Safeguarding Policy