

COALWAY COMMUNITY INFANT SCHOOL

CHILD PROTECTION POLICY

Coalway Community Infant School fully recognises its responsibilities for child protection.

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in line with Government guidance by using at least one accredited recruiter on all interview panels and by checking the suitability of staff and volunteers to work with children and ensuring any unsuitable behaviour is reported and managed using the Allegations Management procedures.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse by referring to the Children's Helpdesk.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by Gloucestershire Safeguarding Children Board and take account of guidance issued by the Department for Education to:

- Ensure we have a designated senior person for safeguarding (child protection) who has received appropriate training and support for this role and is part of the school's Senior Leadership Team. (The Designated Safeguarding Lead for Child Protection at Coalway Infant School is the Head Teacher. If she is not available, then any matters of concern should be referred to the Deputy Designated Safeguarding Lead, the Deputy Head Teacher).
- Ensure we have a nominated governor responsible for child protection who has received appropriate training.
- Ensure every member of staff (including temporary and supply staff and volunteers) and the governing body knows the name of the designated senior person responsible for child protection and their role and have received a safeguarding induction within their first 7 days of employment.

- Following local recommended guidance, the Designated Safeguarding Officers will endeavour to undertake the GSCB multi-agency training every 2 years, and ensure that all staff, including non-teaching, volunteers, administrators and TAs undertake whole staff refresher training every 3 years. In addition, all staff members will receive regular updates as required, and at least annually (for example via staff meetings and email alerts).
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection. (Staff should refer to Appendix 1 for descriptors and categories of abuse).
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school Child Protection Policy and making sure this is known/made available to parents.
- Notify the relevant social worker if there is an unexplained absence of more than two days of a pupil who has a Child Protection Plan or is subject to a Child in Need Plan.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at child protection conferences and core groups.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations. (N.B. Use of Child Protection information will comply with the Data Protection Act 1998).
- Follow procedures where an allegation is made against a member of staff or volunteer including supply or agency workers, contractors and governors.
- Ensure safe recruitment practices are always followed (see Safer Recruitment policy).
- Ensure all staff have read and understood Part 1 of 'Keeping Children Safe in Education' (DfE September 2016) and 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (DfE 2013, GSCB 2015).

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum, including considering e-safety issues such as access to the internet, mobile phones and social networking sites.
- A curriculum (including extra-curricular activities) that promotes pupils' self-esteem and teaches them how to protect themselves and to respect difference and diversity.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

- Addressing problems of bullying, racist, sexist, disablist, homophobic, gender/sexuality-biased or any other abusive or inappropriate behaviour as soon as they are notified, and incorporating procedures for these into safeguarding and behaviour practices.
- Liaison with other agencies that support the pupil such as social care, health care, Child and Adult Mental Health Service and Educational Psychology Service.
- Ensuring that, where a pupil who has a Child Protection Plan or a Child in Need Plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

PROCEDURE where abuse is suspected/alleged (including Referral Process):

We will follow the confidential procedures set out by the Gloucestershire Safeguarding Children Board – details held with the school's Designated Safeguarding Lead.

Review

This policy was written in conjunction with Coalway Junior School. It will be reviewed annually or earlier as necessary/dictated by changes to legislation/LA procedure.

Date of policy: October 2017

Reviewed: 12.10.17

Review Date: Annually

N.B. Reference should also be made to the school's Early Help Offer, Behaviour, Anti-bullying, First Aid, Health and Safety, Safer Recruitment, Sex & Relationships, Special Educational Needs and Disabilities, and Complaints policies

Reference may also be made to the school's Designated Safeguarding Lead Job Description

Appendix 1

DEFINITIONS OF CHILD ABUSE AND NEGLECT

The following definitions are taken from the DFE document 'Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges', September 2016.

ABUSE

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

PHYSICAL ABUSE

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve the parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers or children being left alone).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The following Child Sexual Exploitation definition is part of this Appendix due to its inclusion in Gloucestershire Child Protection Conferences:

CHILD SEXUAL EXPLOITATION

When a child or young person under the age of 18 is in a relationship with an adult (over 18), even if they claim to be a friend/boyfriend, and if this person is offering something (e.g. food, accommodation, drugs, alcohol, cigarettes, gifts, money) in exchange for sexual activities. This is considered to be child exploitation.

Appendix 2: Procedures where abuse is suspected – Making a Child Protection Referral



Professional has concerns

If a Professional has a concern about the well being of a child (or unborn baby), then follow the General Procedures provided.



Consultation with supervisor

Professional discusses concerns with supervisor or Designated Safeguarding Lead to decide next steps



Discussion with parents

Professional discusses concerns with parents/carers of the child and explains what steps they will take next (if this does not put the child at further risk or affect a police investigation)



Children and Families Helpdesk

Where there are urgent concerns, professional contacts the Children and Families Helpdesk on 01452 426565.



Seeking advice from Children's Social Care

Professional can contact their local R&A Team to discuss concerns in principle with a social worker or social work manager and receive advice about whether a referral is appropriate or whether there are alternative ways of addressing their concerns.



Making a Request for Service to Children's Social Care

Unless there are urgent concerns, professional completes a Multi Agency Service Request Form. This is passed on to a social work team and the caller will be contacted by a social worker within 24 hours (unless there are immediate risks in which case the professional will put through to a social work team straight away). The social work team will discuss whether the referral is appropriate and what action can/will be taken.

Referrals to Social Care



Professional has made a referral to social care



Confirm in writing

If a MARF was not completed at the time of the initial contact, then the referral must be followed up in writing within 48 hours

Childrenshelpdesk-gcsx@gloucestershire.gcsx.gov.uk
Children & Families Help Desk, Block 4, 5th Floor, Shire Hall, Glos.
GL1 2TG



Assessment

If accepted the referral will lead to an Assessment being commenced to determine whether there is suspected actual harm or likely significant harm.



Strategy Discussion

The Strategy Discussion is convened by the appropriate Referral and Assessment team where there is suspected actual harm or likely significant harm (within 10 days of referral).



Section 17

Child in need of services

Section 17 services are required when there are health or development concerns. These are determined through an assessment of need and are appropriate when the child is judged not to be at risk of significant harm or any previous concerns have been resolved.



Section 47

Child in need of protection

A Section 47 enquiry is required because it is judged there is suspected actual harm or likely significant harm to the child - the case is then passed onto the Children and Families Team. An assessment is carried out and it may be decided that Child Protection Conference is required, which should then be held within 15 working days.



Outcome of Assessment

The Assessment may confirm child protection concerns in which case a Child Protection Conference should be held within 15 working days of the last strategy discussion.
(It may also determine that services are required under Section 17).

Child Protection Conference Process



A Request for a Child Protection Conference has been made

The Strategy Discussion convened by the Social Care Team will decide if a child is judged to be at continued risk. The Child Protection Conference Team must be informed immediately if this is the case.



Initial Child Protection Conference

The multi-agency conference includes all professionals who are involved with the family and the children and young people themselves. Together it is decided whether a Child Protection Plan should be put in place.



No Child Protection Plan

The Child Protection Conference agrees that no Child Protection Plan is required but it may be that Section 17 services are required.



Child Protection Plan

The Child Protection Conference agrees that a Child Protection Plan is required.



Core Group

The Core Group meets after the Conference to follow through the Child Protection Plan lead by the child's Key Worker.



Review Child Protection Conference

Within three months of Initial Conference the Child Protection Conference Team convene this to review the progress of the CP Plan and decides whether to either:

To end the Child Protection Plan

This maybe that:

- the child protection issues are resolved,
- services maybe required under Section 17 or
- the child is protected through other procedures (looked after children)

so the CP Plan is no longer required.

or

To continue with a Child Protection Plan

The Child Protection Conference agrees that a Child Protection Plan continues to be required as there is suspected actual harm or likely significant harm.

The plan would then be reviewed every six months at a Review Child Protection Conference.

Allegations Management



Concern about a member of staff or a volunteer working with children

If a professional receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern could amount to:

- a. a member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child, or
- b. possibly committed a criminal offence against or related to a child, or
- c. behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children.

Then that professional should:



Report their concerns

Report the concern to the most senior person not implicated in the allegation.



Completion of written record

Complete a written record of the nature and circumstances surrounding the concern, including any previous concerns help. Include where the concern came from and brief details only.



Seek advice before proceeding – Initial Discussion

Always contact the Local Authority Designated Officer (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so your investigation could interfere with a Police or Social Care investigation.

Local Authority Designated Officer (LADO) – Tel: 01452 426994

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.



Allegations Management Process

If, after your Initial Discussion with the LADO, it is agreed that the allegation meets the criteria, a multi-agency meeting will be convened and you will be invited. This might result in a criminal investigation, a Social Care investigation and/or an investigation to inform whether disciplinary action is required.

If it is agreed that the allegation does not meet the criteria, the LADO will record the Initial Discussion and send it to you for your records. Any further action will be taken within your setting if necessary.



Further action

Further meetings might be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management process can be found in the Government Document: Working Together to Safeguard Children 2015 and the South West Procedures.

http://www.proceduresonline.com/swcpp/gloucestershire/p_alleg_against_staff.html

Multi-Agency Service Request Form

Complete the form and send it, securely, to either, Childrenshelpdesk-gcsx@gloucestershire.gcsx.gov.uk or
 Children & Families Helpdesk, Block 4, 5th Floor, Shire Hall, GL1 2TP or Fax: 01452 427 359

If referring to Children's Social Care, please complete this form. If you need advice or guidance in relation to your concern then please contact the appropriate Referral & Assessment Team.

Only contact the Children and Families Helpdesk where URGENT prior to completing the form

1. Child/Young Person's Details

Name	Date of Birth (DoB)	School/Nursery	
Ethnicity	Language	Interpreter Required	Religion
		Yes / No	
Disability/Special Needs			

2. Child/Young Person's Current Address

Address			
Postcode		Tel. No.	

3. Family/Household Composition (Parents/Carers/Siblings/Others)

Name	DoB	Relationship to child	Ethnicity	Language	Household Member	Parental Responsibility
					Yes / No	Yes / No / Don't Know
					Yes / No	Yes / No / Don't Know
					Yes / No	Yes / No / Don't Know
					Yes / No	Yes / No / Don't Know
					Yes / No	Yes / No / Don't Know

4. Awareness and Consent (Read section 4 of the guidance before completing this section)

Parent/Carer is aware of the request	Yes / No / Don't Know
Young Person is aware of the request	Yes / No / Don't Know
Parent/Carer has given consent for request	Yes / No / Don't Know
Young Person has given consent for request	Yes / No / Don't Know
If 'No' to any of the statements above, please state your reasons (i.e. your decision made to override the need for consent)	

Once completed a copy of this form must be returned to the requester within 48hrs.

Please ensure this form is sent securely

Multi-Agency Service Request Form

5. Other Agencies/Professionals and GP involved with the child/family

Name	Agency	Role	Contact Details

6. Your Agency/Professional involvement with the child/family

Enter details below including length of involvement & previous requests/referrals made to other relevant agencies.

Details			
Is a Common Assessment Framework (CAF) in place?	Yes / No	Date	
		Status	Open / closed / Don't Know
		Lead Professional/Agency	

7. Reason for Request

You must state the nature of the concern or perceived risk in as much detail as possible regarding:

The Child/Children's needs	
The Parents/Carers & their parenting capacity	
The wider family & environment	
Describe the response requested of Children's Services and any action you intend to take	

8. Requestor Details (where can you be contacted over the next 24 hours)

Name of Requestor		Agency/Role	
Email Address		Telephone	
Postal Address		Date Submitted	

9. To be Completed by Children's Social Care Team

Outcome of request (Circle as appropriate)	Request Accepted		Assessment	Provision of information & advice	Other	No Further Action
	YES	NO				

Decision Made By	Team Name	Date

Once completed a copy of this form must be returned to the requester within 48hrs.

Please ensure this form is sent securely