CHILD PROTECTION: POLICY AND PROCEDURES

Background:
The Education Act of 2002 (section 175) and the Children Acts of 1989 and 2004 (Section 11) provide the legal foundation and strengthening of the framework for agencies and organisations to share a statutory obligation to safeguard and promote the welfare of children. Child Protection is an important part of the 5 outcomes of “Every Child Matters”. As a result of the Bichard report, following the inquiry into the Soham murders, there are clear guidelines and improved cooperation between welfare departments in the vetting of staff in order to avoid unsuitable people gaining jobs where they come into contact with children and in the updating of information about staff who are already in the employment of the school. Following the inquiry into the death of Victoria Climbié and Baby Peter in Haringey the Laming reports speak of the importance not just of having all the necessary procedures in place but of making sure that all the separate agencies work together to promote the well-being of children.

Child Protection Policy
Children and vulnerable young adults have the right to be protected from all kinds of abuse whether inside or outside the school. All pupils at Derby High are protected under this policy regardless of age, race, gender or physical, mental or educational disability.
Through its various policies, including the Anti-bullying Policy, the Behaviour and Discipline Policies, Health and Safety Policy, Use of Force to Restrain Pupils Policy, Confidentiality Policy, Complaints Policy, Camera and Photography Policy, Staff Recruitment Policy and Child Protection Policy, Derby High School seeks to provide a safe environment in which children can learn and develop.
Through the ethos of the school, the pastoral care and the PSHE programme children are equipped with the skills they need to recognise and keep them safe from abuse and harm.
Children at Derby High feel secure and know that there are adults in the school whom they can approach if they are worried and know that they will be listened to. They know who is the designated child protection contact for their area of the school.

Derby High School teaches young people about the potential dangers of internet use so children and young people in its care are well-informed and know how to seek help outside the school.

Derby High School cooperates with local authority procedures including the Police, Children’s Social Care, the NSPCC and Medical Authorities.

Derby High School ensures that young people are protected from possible abuse from those adults who are responsible for their care in the school, through its procedures for recruitment, through staff training and new staff induction. The staff at Derby High School are informed how to recognise child abuse and what to do if child abuse is suspected.

Derby High School follows the procedures set out by the Derby and Derbyshire Safeguarding Children Board. The local procedure is for the initial contact to be via the given telephone number (See Appendix 1) and to speak to the Duty Officer.
The School’s Child Protection Officer and the designated contacts receive local inter-agency training.
The Child Protection Officer, the designated contacts, the Governor responsible for Child Protection and the Bursar have all received Level 2 Child Protection training in support of their roles, which is updated every 2 years.
All members of staff and volunteers (including temporary supply staff) and governing body know the name of the designated contacts, the Governor responsible for Child Protection and the School Child Protection Officer. All members of staff receive Child Protection training (level 1) every three years.

The Deputy Head and Head of Primary deliver training to new staff and volunteers so that they understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated contacts.

Any member of staff, if they choose, may contact the Children’s Social Care directly and the contact details are to be found in Appendix 1 of the School’s Child Protection Policy. Provision is made for “whistle blowing” which is done in good faith, where there is concern about another member of staff or the practices of a colleague. Immunity from retribution is afforded. The Public Disclosure Act 1998 protects the Whistle-blower.

In accordance with the Derby and Derbyshire Safeguarding Children Procedures children who go missing and who have a Child Protection plan are searched for immediately.

It is the responsibility of the person organising on-site work by an outside agency or any offsite visits of any duration to obtain assurance that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the pupils.

Assurances are sought that employees of other agencies have had enhanced CRB checks if they supervise pupils on another site other than the school (eg sports centres, training centres).

The Governing Body undertakes an annual review of the policies and procedures relating to child protection and safeguarding children to ensure that their duties have been discharged and the efficiency of the procedures is monitored. This review is recorded in the minutes of the meeting.

Appropriate, secure and separate written records of child protection concerns are maintained. Any deficiencies or weaknesses in child protection arrangements are remedied without delay.

This policy is provided to all adults and volunteers working in the school and to older pupils in positions of responsibility. It is available to all parents and prospective parents to view on the school website and a hard copy is available on request through the school office.

**Child Protection Procedures**

The Headmaster, Mr. Callaghan, is the Child Protection Officer for the school. Mrs Gould in the Senior School and Mrs. Hannaford in the Primary Department, including the Early Years Foundation Stage, are the designated contacts for the separate sections of the school. They can be contacted directly or through the school office and will report to the Headmaster. The Headmaster is responsible for making the decision when or if to contact parents.

Mrs. Clover is the Governor with responsibility for Child Protection.

There are Child Protection procedures in the following areas:

1. Recruitment (see below and separate Recruitment Policy)
2. Staff Training (see below)
3. New Staff Induction (see separate policy)
4. Recognising Child Abuse
5. Procedures when dealing with suspected child abuse or when a pupil makes disclosure. (see Appendix 1)
6. Pupil Record Transfer (see below)
7. Talking to Children about Child Protection Issues (see below).
1. Recruitment and Selection (see Recruitment Policy)
Derby High School recognises that all vacancies in a school whether teaching or non-teaching positions, represent an opportunity for unsuitable people to seek employment to gain access to children. Derby High School adopts all the recommendations of the DfES publication “Safeguarding Children and Safer Recruitment in Education” (1st January 2007) and the Independent Safeguarding Authority. At all points during the recruitment and selection process those members of staff responsible for the procedures will be vigilant in the need to help deter, reject or identify people who might be unsuitable to work with children.

Derby High School includes the following sentence in all job information in response to enquiries for specific jobs: “The school has rigorous child protection procedures in place and the person appointed will be asked to supply information confirming identity and qualifications and will be subject to an enhanced CRB check”.

Derby High School takes up references, looks into career history and ascertains the reasons for an applicant to leave previous employment. A register is kept within the school to ensure that all records are maintained.

At least one person on an interviewing panel must have attended safer recruitment training. All adults who may have individual access to pupils are subject to an enhanced CRB check initiated by the Bursar’s department. Any temporary staff, obtained through a supply agency must already have an enhanced CRB check from the agency. This must on every occasion be verified by the Bursar’s department, along with photographic evidence of identification (e.g. passport, driving licence).

2. Staff Training
All designated staff responsible for Child Protection must be trained in Child Protection and receive level 2 training, including local Inter-agency training and attend refresher training at two yearly intervals. All other staff working with children will receive appropriate child protection training which will be kept up to date by refresher training every three years. A written record will be kept of all staff training.

3. New Staff Induction
All newly appointed staff and volunteers will be given specific induction training by the Deputy Head or the Head of the Primary Department to ensure that they have a full understanding of the school’s procedures for child protection. This training will also include the school’s policy on procedures to promote safe working practice and to avoid false allegations of inappropriate behaviour by the member of staff and what to do if the allegation is against an employee of the school. All new members of staff will be given full documentation to assist them to recognise signs of abuse, how to respond to a pupil who seeks to reveal incidents which are child protection concerns and what to do following such revelation. (See Appendix 1) The Deputy Head will give training to all Peripatetic staff, Sixth Form Prefects and Lower Sixth mentors of younger pupils.

4. Recognising Child Abuse
Child abuse can be physical, sexual, emotional or neglectful. Recognition of signs and symptoms is dependent upon professionals being open to the possibility of non-accidental injury or other forms of abuse and sharing possible concerns.

It is the responsibility of staff to report concerns, not to decide whether it is child abuse or not.

The warning signs:
No single symptom or sign is sufficient to confirm that abuse is taking place.

Derby High School provides all staff with written documentation, produced by Derek Lockhart Training, which informs them of the indicators of child abuse.
5. Procedures if child abuse is suspected

If a member of staff suspects that a child may be at risk of harm or if a pupil discloses something that points to this, it is the responsibility of the person concerned to report their concerns as soon as is practicable and before leaving the site to the named member of staff responsible for child protection in that area of the school. All staff have the right to refer directly to Children’s Social Care and the telephone numbers of the local contacts are at the end of Appendix 1.

Even if the detail seems trivial, if something causes concern, pass the detail on and keep a record of having done so. Do not keep a record of the detail yourself.

Never promise a child who wishes to talk to you in confidence that you will not tell anyone else. (See the school’s Confidentiality Policy).

Don’t investigate the matter yourself, do not ask leading questions, but pass on the detail, as divulged by the pupil. The school’s Child Protection Officer will decide what course of action should be taken, including contact with the local Children’s Social Care, NSPCC or Police within 24 hours of a disclosure or suspicion of abuse. When deciding whether to make a referral over borderline cases, any doubts and concerns will be discussed with the local authority designated officer (LADO).

Allegations of abuse against another pupil (if not dealt with under the anti-bullying policy) will be dealt with according to these procedures. On no account should the pupil against whom the allegations have been made be approached by the person to whom the initial disclosure has been made.

Allegations against an employee of the school should be reported directly to the Headmaster or in his absence to the Deputy Head. If the allegations are against the Child Protection Officer, then the matter should be reported directly to the Chair of Governors. In the case of allegations or concern about a member of staff or volunteer who has behaved in such a way that has harmed or may have harmed a child or who has possibly committed a criminal offence against a child or who has behaved in such a way that indicates unsuitability to work with children, the Derbyshire Local Authority Designated Officer (LADO) will first be consulted for advice by the Headmaster. (See Appendix 1). Members of staff should be aware that inappropriate use of mobile phones, cameras and video equipment may be the cause of allegations against the member of staff and should therefore exercise caution.

It is the responsibility of the Child Protection Officer to ensure that a report is made to the Independent Safeguarding Authority within one month of leaving the school of any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.

With respect to any allegations of serious harm or abuse within the setting of the EYFS, the Child Protection Officer will inform Ofsted as soon as reasonably practicable, but at the latest within 14 days, of the detail of the allegations and of the action taken.

See Appendix 1: DHS in-school child protection procedures flow chart

6. Pupil Record Transfer:

Whilst there is no legal requirement to transfer information about a pupil from one school to the next it makes sense to share information. The local authority request that where a case is closed schools should not pass on information. However the authority would hold information from a previous case, so that if new concerns are raised then the previous case detail can be retrieved, as this would not be destroyed centrally.
It is the responsibility of the Child Protection Officer to notify the Local Authority if a child with a child protection plan goes missing, is excluded or leaves the school.

7. Talking to Children about Child Protection Issues
Children are encouraged to talk to whoever they feel comfortable with. Children should know who the named Child Protection Designated Contact is for their part of the school and should feel that school is the safe place for them.
DHS displays the telephone number for Childline and for the NSPCC.
DHS teaches children the safe use of the internet, through PSHE lessons and other specially arranged sessions (e.g. Assembly).
Useful publications:
  “Safeguarding Children and Safer Recruitment in Education” DfES 2007
  “What To Do If You’re Worried A Child Is Being Abused”
  Summary: Department of Health
Websites:
www.everychildmatters.gov.uk
www.teachernet.gov.uk

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Appendix 1

IN-SCHOOL CHILD PROTECTION PROCEDURES

Child suspected of being abused/discloses abuse

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Is child in need of immediate medical assistance? Yes → Check with Head. Arrange immediate medical Care → Head contacts Children’s Social Care. Decide with CSC who is to contact parents

↓ No

Report to Head

↓

Head to contact Children’s Social Care? No → Does Head want to see child? Yes → Head to decide further action

↓ Yes

Head refers to Children’s Social Care contact

↓ Yes

Suspicion confirmed? Yes → Record made of incident. Await further CSC

↓ No

Procedures end. Record made of incident and reasons for no further action.

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The initial contacts for Children’s Social Care for referrals are:

Derby: 01332 641172 or out of hours: 01332 711250, (Careline)
Derbyshire Safeguarding Children Board: www.derbyshirescb.org.uk Derbyshire: 08456 058058
Local Authority Designated Officer: Nina Martin 01332 717818, nina.martin@derby.gov.uk

The Independent Safeguarding Authority (ISA):
PO Box 181, Darlington DL1 9FA (0300 123 1111)