



The Coopers' Company and Coborn School

Child Protection Policy

This policy was written and adopted on 12 July 2010

The policy to be reviewed in July 2011

1.0 Introduction

- 1.1 The governors and staff of The Coopers' Company and Coborn School fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.
- 1.2 All staff and Governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.
- 1.3 The aims of this policy are:
 - 1.3.1 To support the child's development in ways that will foster security, confidence and independence.
 - 1.3.2 To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
 - 1.3.3 To provide a systematic means of monitoring children known or thought to be at risk of harm.
 - 1.3.4 To emphasis the need for good levels of communication between all members of staff.
 - 1.3.5 To develop a structured procedure within the school community in cases of suspected abuse.
 - 1.3.6 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
 - 1.3.7 To ensure that all adults within our school who have access to children have been checked as to their suitability.

2.0 Procedures

- 2.1 Our school procedures for safeguarding children will be in line with Local Authority and Local Safeguarding Children's Board procedures. These being edition 3 of the London Child Protection Procedures. We will ensure that:
 - 2.1.1 We have a designated member of teaching staff who undertakes regular training.
This person is Barry Wellington and can be contacted on 01708 251832.
 - 2.1.2 We have a member of staff who will act in the designated teacher's absence.
This person is David Threadgold and can be contacted on 01708 251809.
 - 2.1.3 In the event that there are concerns about a child/ren the designated member of staff will access the London Child Protection Procedures 3rd Edition 2007 Chapters 4 and 5 to inform their decision making process with regard to the presenting safeguarding concerns.
 - 2.1.4 All members of staff develop their understanding of the signs and indicators of abuse. The designated and deputy member of staff will undertake training every two years and all school staff will receive training every three years.
 - 2.1.5 All members of staff know how to respond to a pupil who discloses abuse. See appendix 1
 - 2.1.6 The conduct of staff when in a 1:1 situation with a child is managed in a way that would not lead any reasonable person to question their motives or intentions.
 - 2.1.7 All parents/carers are made aware of the possibilities of staff members actions with regard to child protection procedures.
- 2.2 Our procedures will be reviewed annually by Havering Child Protection Advisor and up-dated accordingly.
- 2.3 All new members of staff will be given a copy of our child protection procedures as part of their induction into the school.
- 2.4 All members of staff will be expected to know how to access the London Child Protection Procedures at www.londonlscb.gov.uk . A hard copy can be accessed via the designated member of staff.
- 2.5 All staff have contact details of the designated and deputy member of staff.
- 2.6 A copy of the school Child Protection Policy will be sent out to all parents as part of the pupil induction process.

3.0 Responsibilities

- 3.1 The designated teacher is responsible for:
 - 3.1.1 Adhering to the LSCB, LA and school procedures with regard to referring a child if there are concerns about possible abuse.
 - 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
 - 3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
 - 3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records.
 - 3.1.5 Ensuring that any pupil currently who is subject to a child protection plan who is absent without explanation for two days is referred to Social Care.

4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.
- 4.2 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.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 Our school will support all pupils by:
 - 4.4.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
 - 4.4.2 Promoting a caring, safe and positive environment within the school.
 - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.4.4 Notifying Social Care as soon as there is a significant concern.

4.4.5 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.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to Child Protection are confidential.
- 5.2 DCSF information sharing protocols will be adhered to at all times. (Information Sharing: Guidance for practitioners and managers 2008).
- 5.3 The Head teacher or Designated Teacher will disclose any information about a pupil to other members of staff on a need to know basis only.
- 5.4 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.5 All staff must be aware that they cannot promise a child to keep secrets.

6.0 Supporting Staff

- 6.1 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.
- 6.2 We will support such staff by providing an opportunity to discuss the situation with the designated teacher and to seek further support as appropriate.

7.0 Safer Recruitment

- 7.1 Our school will ensure we practice Safe Recruitment by undertaking enhanced CRB checks of staff and volunteers who work with children. Recruitment adverts will highlight the priority that the school places on this.
- 7.2 **The school will follow the guidance set out in Safeguarding Children and Safer Recruitment in Education 1st January 2007.**

8.0 Allegations against staff

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

- 8.3 The head teacher on all such occasions will discuss the content of the allegation with Local Authority Designated Officer (LADO). Eileen Collier 01708 434315
- 8.4 If the allegation made to a member of staff concerns the Head teacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Local Authority Designated Officer (LADO).
- 8.5 The school will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the school. These are also contained in Chapter 15 of the London Child Protection Procedures.

9.0 Whistleblowing

- 9.1 We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.
- 9.2 All staff must be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.
- 9.3 Further information is available in our separate policy on whistleblowing.

10.0 Physical Intervention

- 10.1 Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that all times it must be the minimal force necessary to prevent injury to another person.
- 10.2 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. Staff need to be aware that if a child sustains an injury as a result of physical intervention Child Protection processes must be adhered to.

11.0 Bullying

- 11.1 Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

12.0 Racial Incidents

- 12.1 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.

13.0 Prevention

13.1 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.

13.2 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.

14.0 Health & Safety

14.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from school when undertaking school trips and visits.