



## **WIGAN SAFEGUARDING CHILDREN BOARD**

### **CHILD PROTECTION PROCEDURES FOR St Luke's C.E. Primary School**

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Review date      September 2010

## Mission/Ethos statement for the school

### There are three main elements to our child protection policy

- **Prevention:** (positive school attitude, teaching & pastoral, supporting pupils etc)
- **Protection:** follow agreed procedures, ensure staff are trained in accordance with Sec175 Education Act 2002 which states that training should be every 2 years for designated teachers of child protection & every 3 years for the rest of the staff, including non teaching ass. & welfare staff.
- **Support:** to pupils & school staff and to children who may have been abused.

### This policy applies to St Luke's C.E. Primary School

#### School Commitment

"We recognise that for children high self esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention."

Our school will therefore:

- a) Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to: (be prepared to clarify how you will achieve this)
- b) Ensure that children know that there are adults in the school who they can approach if they are worried or in difficulty. (be prepared to clarify how you will achieve this)
- c) Include in the curriculum activities and opportunities for PSHE + C, which equip children with the skills they need to, stay safe from abuse. (Specify where more information in this respect can be obtained)
- d) Include in the curriculum material, which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills. (Specify where more information in this respect can be obtained)

## 1. INTRODUCTION

1.1 The Education Act 2002, Section 175 (2) states:

"The Governing Body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school."

1.2 The staff and governors of [St Luke's C. E. Primary](#) School are committed to protecting and safeguarding all their pupils to ensure, as far as possible, that

they are free from harm.

- 1.3 The school recognises that children sometimes suffer abuse from those who should be caring for and protecting them. Abuse can take place within any socio-economic group and can occur at home or in institutions such as schools.
- 1.4 This document sets out the procedures, which [St Luke's C. E. Primary](#) School has in place for exercising its duties in relation to safeguarding pupils.

## **2. THE SAFEGUARDING BOARD**

- 2.1 Schools or agencies working alone cannot achieve the safeguarding and protection of children. It is a multi-agency task and depends on agencies working well together.
- 2.2 The Safeguarding Board is made up of representatives from all groups, including the CYPS, School's, Health YOT Police and other services whose work brings them into contact with children. It has produced 'Joint Policies and Procedures for the Protection of Children.
- 2.3 There is an obligation on all member agencies of the Safeguarding Board to comply with these procedures at all times. The procedures outlined in this document therefore reflect those of the Safeguarding Board.
- 2.4 In addition to Wigan's Safeguarding Procedures, St Luke's C.E. Primary School will have particular regard to the Department of Health, Home Office and Department for Education and Skills joint publication, *What To Do If You're Worried A Child Is Being Abused*.

## **3. THE DESIGNATED TEACHER FOR CHILD PROTECTION AND GOVERNOR**

- 3.1 As required by central government guidance, St Luke's C.E. Primary School has a designated senior member of staff, known as the Senior Designated Person for Child Protection, who is responsible for co-ordinating child protection issues within the school and for liaising with other Services. There is also an alternative Co-ordinator who acts in the Co-ordinator's absence and a member of the Governing Body with responsibility for child protection.
- 3.2 At [St Luke's C.E. Primary](#) School, the above roles are undertaken by:

Mrs C Groves as the Senior Designated Person CP

Mrs M Burns as the alternative Co-ordinator

Mrs A Ring as the named Governor

These people's names will be given, when requested, to the Local Authority.

- 3.3 The Senior Designated Person for Child Protection and alternative Co-ordinator will be released from school to attend specialised child protection

training, which will up-dated at least every two years. The named Governor will also receive training.

- 3.4 It is the Senior Designated Person for Child Protection's responsibility to ensure that **all** staff, teaching and support, paid and volunteers know who is the Co-ordinator and alternative Co-ordinator, that they **all** receive, on a regular basis, information which enables them to identify child protection matters and respond appropriately.

### **3.5 Designated GOVERNOR for child protection**

- 3.6 I [Mrs A Ring](#) will liaise with the Head teacher/senior teacher, to ensure that the school has a child protection policy and procedures in place.
- 3.7 The Headteacher will ensure that an annual item is placed on the Governor's agenda to report on changes to child protection policy/procedures, training undertaken by the senior designated teacher and other staff, the number of incidents/cases (without details of names) and the place of child protection issues in the school curriculum
- 3.8 I will liaise (with due regard for issues of confidentiality) with the Headteacher/senior designated person regarding allegations of child abuse.
- 3.9 I will monitor the procedures relating to liaison with the Local Authority Designated Officer ( LADO), Social Care and the Police in relation to any allegations of child abuse made against the Headteacher, including attendance at Initial Action meetings.
- 3.10 As Governors we are committed to attending Child Protection Training for Designated Governors

## **4. RECOGNISING POSSIBLE ABUSE**

- 4.1 Children can be harmed in a number of ways. Abuse can be physical, sexual, and emotional or it can take the form of neglect. Children sometimes suffer more than one type of abuse at a time.
- 4.2 St Luke's C. E. Primary School will ensure that the Designated Person is trained every two years and the rest of the staff members are trained every three in order that they can recognise signs of possible abuse or neglect and will know what to do if they suspect a child is suffering harm.
- 4.3 The school will strive to create an atmosphere in which children feel able and safe to talk about their worries and fears. Staff will listen carefully to anything children want to tell them. They will
- **not** ask leading questions
  - **not** promise to keep the matter secret
  - **not** attempt to investigate a situation themselves.

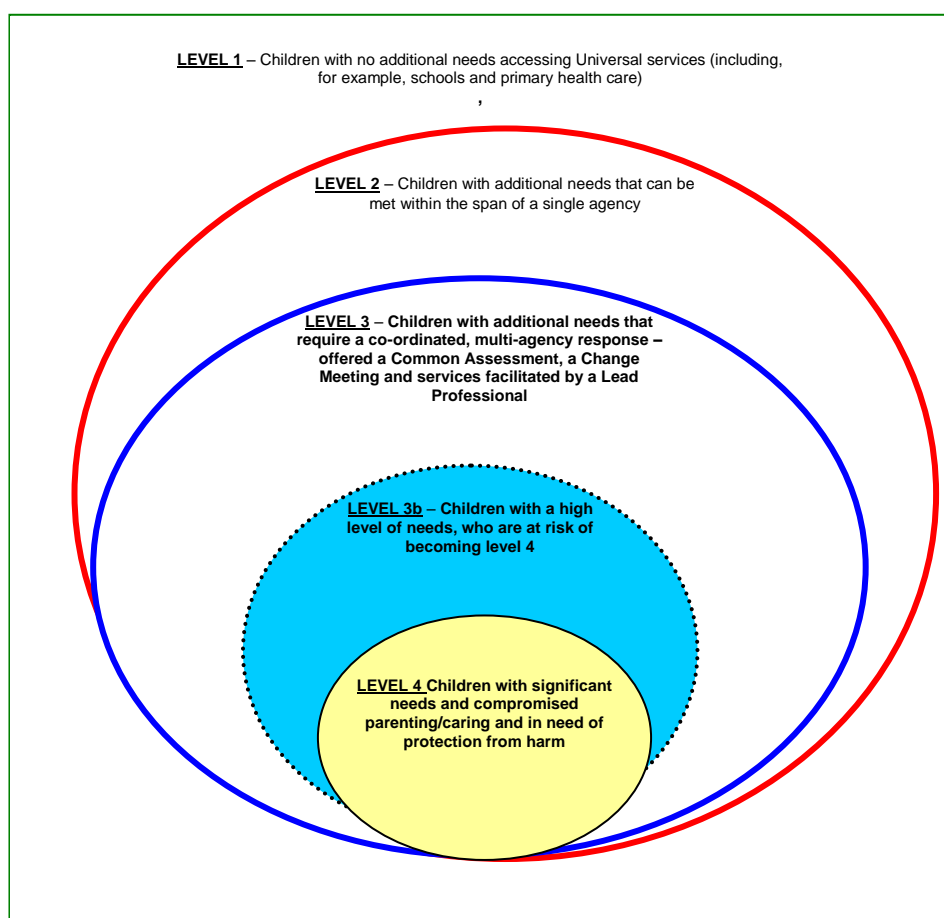
Staff might also have concerns about a child's safety because of the way he or she is behaving.

4.4 Whether suspicions arise through disclosures children make or as a result of Observations, the member of staff concerned **must**

- make a written note, signed, dated and timed of what was said or seen
- refer the matter **immediately** to the Designated Person for Child Protection.

Staff will be aware of the possibility that their records might have to be used as evidence in court, and must therefore be aware of the need to distinguish fact from opinion.

#### 4.5 Thresholds



See threshold leaflet for further information

### 5. MAKING REFERRALS TO SOCIAL CARE

5.1 The Designated Person for Child Protection will refer all cases of suspected abuse to Social Care **immediately**. Where practicable, the school will inform parents of the referral before it is made, or at least as soon as possible afterwards if contact cannot be made with them quickly. The only circumstances in which a parent will not be informed of a referral are if it is considered

- the child might be at greater risk of harm as a result
- such action might impede a criminal investigation
- The child might be the victim of fabricated or induced illness.

5.2 Referrals of suspected abuse of neglect would be made by telephone to the Child in Need Duty Team (CiNDT) on 01942 828300. This telephone call will be recorded, noting the name of the person spoken to, and will be followed up by a professional referral form being sent white copy to CiNDT and the pink to the Child Support Team and the green copy for your own file. This will be sent by first class post (or hand delivered) to CiNDT within **24 hours**.

5.3 Any other referrals (i.e. those not of an immediate child protection nature) which [St Luke's C.E. Primary](#) School makes to CiNDT will also be made on the Professional Referral form. In these circumstances the agreement of the child's parent will always be obtained beforehand.

5.4 The Child Support Team (CST) will contact the referrer after seven days following the CiNDT having received the professional referral form. The CST will follow the referral up and will feed that information back to school.

5.5 Where the school believes a referral to be a matter of child protection, but staff in CiNDT/Social Care are not of the same opinion, the Designated Person for Child Protection can write to the Manager of the service. The CST will support schools in doing this.

## **6. ATTENDANCE AT AND REPORTS TO CHILD PROTECTION CONFERENCES**

6.1 If Social Care decide, having received a referral from the school, that a child might be at risk of harm a child protection conference may be called.

6.2 The Designated Person for Child Protection will be asked to attend this conference and it is an expectation of [St Luke's C.E. Primary](#) School that he/she will do so, unless it is considered that another member of staff has greater or more relevant knowledge of the child, in which case that person will attend. Where a conference is held during a school holiday, the school will do its best to send a senior member of staff.

6.3 The school will provide the person chairing the conference with a written report on the child at least **48 hours** in advance. The author of the report will be aware that the child's parents will have access to it.

6.4 If a child's name is placed on the Child Protection Register following a decision made at a child protection conference, a 'core group' consisting of those with the most knowledge of and involvement with that child will be identified. The Designated Teacher for Child Protection or other relevant member of staff will attend.

## **7. CONFIDENTIALITY**

- 7.1 Information on child protection cases will only be shared within the school with those who need it in order to ensure the safety of the children concerned.
- 7.2 All school records of child protection concerns and referrals are kept in a locked cabinet separately from the main pupil files. Only the Senior Designated Teacher for Child Protection, alternate Co-ordinator and Headteacher have a key to this cabinet.
- 7.3 Only **one** child protection file will be kept on a child, and will contain, on the inside front cover, a maintained chronology of events. No other information of a child protection matter will be kept anywhere else in the school.
- 7.4 Well-kept records are essential. All staff must ensure they record information as soon after an event as possible.

## **8. TRANSFER OF RECORDS**

- 8.1 When a child whose name is on the Child Protection Register leaves [St Luke's C.E. Primary](#) School, the Senior Designated Person for Child Protection will inform the relevant social worker and send the child protection records to the receiving school **immediately**. If the name of the receiving school is not known, the Designated Person for Child Protection will notify the child's social worker as a matter of urgency as soon as the child leaves or appears to be missing. In these circumstances, the child protection records will remain at [St Luke's C.E. Primary](#) School until the child is known to have registered elsewhere.
- 8.2 When a child joins [St Luke's C.E. Primary](#) School and records from the previous school indicate his/her name is on the Child Protection Register, the Headteacher or Senior Designated Person for Child Protection will notify Social Care **immediately**.
- 8.3 When a child whose name is known to be on the Child Protection Register (Children who are in need of a Child Protection Plan) joins [St Luke's C.E. Primary](#) School and no child protection records have been received from the previous school, the Senior Designated Person for Child Protection will contact the Co-ordinator at that school to request the records be sent **immediately**. This request will be confirmed in writing and repeated if necessary. If they remain unavailable, the school will inform The Child Support Team who will assist the school in getting the records.

## **9. STAFF RECRUITMENT**

- 9.1 Before confirmation of appointment, all staff (teaching and support) and volunteers who apply to work at [St Luke's C.E. Primary](#) School will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children. References will be taken up and they will be required to give evidence of their Qualifications and details of previous experience and work history.

- 9.2 As part of this recruitment process, all potential staff will be required to declare any criminal record. Criminal Record Bureau checks will be undertaken. No one will be employed if it is considered they are unsuitable to work with children.
- 9.3 All staff, including supply teachers and other visiting staff (e.g. school nurses) and those supporting school trips, are informed of the designated teachers' name(s) and the school's policy for the protection of children:
- During their first induction to the school
  - Through the provision of a copy of this policy
  - Through the staff/personnel handbook
  - Through the induction/supply teachers' booklet
  - Information on relevant notice boards
  - Whole staff training or briefing meetings
  - Reminders at the beginning of each year – for new staff.
  - All staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, as soon as possible, that day to the designated teacher or named deputy. If in any doubt they should consult with the designated teacher.
  - The Wigan Safeguarding Children Board Child Protection Procedures are available for staff reference and are located in [the Headteacher's Room](#).

CYPS Personnel Procedures are located in the school office

## **10. ALLEGATIONS AGAINST STAFF**

- 10.1 Any allegation made against a member of staff or volunteer at School will be taken very seriously and will be referred **immediately** by the Headteacher or Designated Person for Child Protection to the L.A.D.O. (refer to Wigan's *Procedure for dealing with allegations of Abuse Against Adults who work with Children*).
- 10.2 The allegation will **not** be investigated in school, other than to establish the facts. The L.A.D.O. will liaise with Social Care and the Police to determine if the allegation should be investigated internally or dealt with by Social Care / Police. 'When agreed, an Initial Action Meeting (IAM) should take place at the earliest opportunity but within at least 5 working days of the referral.' (7.2 *Procedure for dealing with allegations of Abuse Against Adults who work with Children*.) The Strategy Manager for the Education Welfare Service should be informed as soon as possible.
- 10.3 Where an allegation is made against the Headteacher, the senior Designated Person for Child Protection / alternate Co-ordinator will inform the Chair of the Governing Body as well as the L.A.D.O. and the Strategy Manager for the Education Welfare Service. The L.A.D.O. will liaise with Social Care and the Police to determine if the allegation should be investigated internally or dealt with by Social Care / Police. When agreed, an Initial Action Meeting (IAM) should take place at the earliest opportunity but within at least 5 working days of the referral.

## 11. TRAINING

- 11.1 At [St Luke's C.E. Primary](#) School we are committed to Safeguarding Child Protection training. The Headteacher, Senior Designated Person and the nominated Governor for Child Protection will undertake the relevant training for their role, in accordance to section 175 of the Education Act 2002, they will attend refresher courses every 2 years.
- 11.2 All other staff will receive relevant training on Safeguarding Child Protection in accordance with section 175 of the Education Act 2002, every 3 years

## 12. CONCLUSION

- 12.1 The aim of these procedures is to ensure that all the children on roll at [St Luke's C.E. Primary](#) School are safe and free from harm. If they are considered to be at risk of or to have suffered abuse or neglect the school will take the steps described to minimise the risk or protect them from further harm.
- 12.2 In order to monitor the effective Safeguarding Child Protection of the pupils of the school, the Governing Body will require the Headteacher to submit a termly report on child protection issues within the school. This report will **not** reveal details of any individual children or families.
- 12.3 In all its work to safeguard children, School will need to work in partnership other agencies and with parents.
- 12.4 The adequacy of these procedures will be reviewed and the procedures formally adopted annually by the Governing Body.

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Head teacher date

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Child Protection Governor date

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Designated Person for Child Protection date

Further information can be found  
[www.teachernet.gov.uk/childprotection](http://www.teachernet.gov.uk/childprotection)

**These Procedures are based on:**

Children Act 1989

Education Act 2002

Children Act 2004

Human Rights Act 1998

Working Together to Safeguard Children (2006)

Children Act Guidance and Regulations (1989)

Wigan Safeguarding Children Board Child Protection Procedures November 2007 [www.wigansafeguardingchildrenboard.co.uk](http://www.wigansafeguardingchildrenboard.co.uk)

Safeguarding Children:

*What to do if you're worried A Child Is Being Abused:* DOH, HO, DfES 2003

L.A.D.O.

Guidance for Safer Working Practice for Adults who Work with Children and Young People. November 2007

<http://www.gose.gov.uk/497648/docs/411784/GuidanceSaferWorkingPractices>

Procedure for dealing with allegations of Abuse Against Adults who work with Children

**Contact Numbers:**

*Children's Central Duty Team.....01942 828300*

*Independent Reviewing Team.....01942 705942*

*Child Support Team.....01942 705946*

Strategy Manager for the  
Education Welfare Service.....01942 705596

*Local Authority Designated  
Officer.....01942 705942*

*Police Child Protection Unit.....0161 856 4179  
0161 856 7952  
0161 856 9140*

The school commits to ensuring that support is offered to any pupil who has been abused or harmed and that this support reflects the individual child's cultural, language, religious beliefs and any disability/difficulty the child may experience.

In supporting St Luke's Church of England Primary school in meeting its responsibilities for child protection, the Child Support Team will ensure an allocated Worker to the School maintains regular contact with the Designated Person for Child protection. A visit will be arranged for a mutually convenient time and date, each term, when concerns can be discussed, shared and when appropriate, advice and guidance given. It is important to ensure that all children who the school are concerned about are discussed, including those children who have an allocated Social Worker. The Child Support Team can, when appropriate, liaise with named Social Worker's on the School's behalf and support the School in working with Social Care.