



THE WESTWOOD SCHOOL

A TECHNOLOGY COLLEGE

Child Protection Policy

The Westwood School Child Protection Policy

1. Aim

- 1.1. Whilst the prime focus of The Westwood School is to secure the best educational provision for the child, the school recognises that the safety, welfare and care of children are paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times. We will ensure that arrangements are in place for:
- all reasonable measures to be taken to minimise the risks of harm to children's welfare;
 - all appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies;
 - all persons working at this school to be made aware of this policy.
- 1.2. We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff of the school will often, by virtue of their day to day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.
- 1.3. In order to protect our children, we aim to:
- Create an atmosphere where all our children can feel secure, valued and listened to
 - Recognise signs and symptoms of abuse
 - Respond quickly and effectively to cases of suspected abuse
 - Monitor and support children at risk
 - Use the curriculum to raise children's awareness, build confidence and skills
 - Work closely with parent/carers and support external agencies
 - Ensure that all adults within our school who have access to children have been checked as to their suitability (CRB/List 99)
- 1.4. The Westwood School support all children by:
- Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying
 - Promoting a caring, safe and positive environment within the school.
 - Liaising and working together with all other support services and those agencies involved in the safeguarding of children
 - Notifying Social Care Services via the approved mechanisms as soon as there is a significant concern.
 - Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the child's new school.

2. Designated personnel

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| 2.1 | Designated Senior Person for Child Protection: | Assistant Head Student Welfare, Steve Connor-Hemming |
| 2.2 | Senior Person for Child Protection: | Jan Drewry (in her absence Amanda Freemantle) |
| 2.3 | Headteacher: | Roger Whittall |
| 2.4 | Chair of Governing Body: | S Allcock |
| 2.5 | Nominated Governor: | Mike Windsor-Smith |

3. The role of all staff and other persons within the school setting

3.1 All staff have a duty to safeguard children. This policy outlines how staff can meet this duty and their need to be:

- Trained and aware of potential indicators of abuse
- Open to hearing concerns from children and others, without seeking to investigate these concerns.
- Understand how to report any concerns to their Child Protection – Link Teacher (CPLT)
- Understand how to report any concerns relating to staff to their Head Teacher.
- Understand how to report any concerns relating to their Head Teacher.

3.2 Listening to children -

- Create the opportunity and environment for children to be able to talk about their concerns
- Establish systems to enable cover for the member of staff listening to a child's concerns.
- Report as soon as they have a concern.
- Record information verbatim using the actual words of the child and noting any questions the child raises.
- Note dates, times, who was present, positions in the room, anything factual about the child's appearance.
- Pass these notes to the CPLT

3.3 Schools should not:

- Ask leading questions.
- Ask the child to write down their account.
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgement
- Arrange a medical examination

- Tape/video record an interview
- Ask a child to remove any clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child.

3.4 We recognise that all matters relating to Child Protection are confidential. The Head or CPLT will disclose any information about a pupil to other members of staff on a need to know basis only.

4. Supporting Staff

4.1 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.

4.2 We support such staff by providing an opportunity to talk through their anxieties with the Head or CPLT and to seek further support as appropriate.

4.3 All staff are able to access confidential support and counselling through for example the Local Authority Occupational Health department

5. The role of the CPLT

5.1 The Designated Senior Person is responsible for:

- Adhering to the LASCBS, Education and school procedures with regard to referring a child if there are concerns about possible abuse
- Keeping written records of all concerns about a child even if there appears to be no need to make an immediate referral
- Ensuring that all such records are kept confidentially and securely and are separate from child education records
- Ensuring that an indication of further record-keeping is marked on the child records
- Liaison and joint working with Social Care Services, and other relevant agencies

6. Reporting Procedures

6.1 All concerns must be passed to the CPLT who will seek advice/make a judgment as to whether a referral to Social Care Services or the need for any other action to be taken.

6.2 If a disclosure is made or a member of staff has reason to believe abuse has occurred they should make notes, date and sign the report and as soon as possible pass to the CPLT. These notes can then be attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the CPLT.

- 6.3 Upon submitting an incident form the member of staff and the CPLT should catalogue the form, sign and date the incident book in order to prove the procedure has been followed.

7. Staff allegations

- 7.1 All child protection allegations relating to staff must be reported directly to the Head Teacher (and not the CPLT) without informing the subject of the concern/allegation.
- 7.2 The full evidence is made available to the member of staff subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process.
- 7.3 In some cases it may be necessary for the staff member to be suspended whilst an investigation is carried out. It must be recognized that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt. Advice should always be taken from the Human Relations team in this respect.
- 7.4 Any complaint or concern of a child protection nature received by any person and relating to Head Teacher must be passed in confidence to the Education Services Lead Officer who will give advice and support including making contact with the Chair of Governors.
- 7.5 All staff are made aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to the school policy in respect to safe conduct. All school policies are available in the Head's office in the folder 'Safeguarding' in the Pool. .
- 7.6 Children cannot be expected to raise concerns in an environment where staff fail to do so. All staff are made aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.
- 7.7 Schools responsible for children in receipt of a managed care placement have a duty to inform relevant personal as appropriate in cases of child protection concerns.

8. Procedure

- 8.1 The school adheres to the Safeguarding Children Board (SCB) procedures.
- 8.2 The Head Teacher has identified a Child Protection Link Teacher for Child Protection co-ordination in the school. The Head has identified Amanda Freemantle, who is appropriately trained, to deputise in the absence of the CPLT.
- 8.3 The CPLT ensures the relevant Common Assessment Framework documents (Multi Agency referral form) are completed as an accurate record. Other notes, signed and dated may be used to record further information if required.

8.4 The Governing Body receives annually a report on developments in child protection policy and procedures, training undertaken by the CPLT, other staff and the Governing Body, the number of cases referred (without details) and the place of child protection in the curriculum.

9. Parents and carers

9.1 Parents and carers are made aware of the school policy through published information and in initial meetings with parent and carers of new children. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.

9.2 A copy of this policy is available to all parents, carers and children upon request.

10. Teaching and Learning

10.1 The curriculum is used to raise children's awareness and build confidence so that they have a range of strategies to support their own protection and understanding of protecting others.

10.2 The school promotes child support services through assembly, youth office and display of contact information, e.g. Childline, Compass, Time for You, School Nurse etc

11. Training

11.1 All members of staff receive training on child protection procedures and receive annual updates and refreshers. The Governing Body also receive this training. New staff and PGCE students are briefed as soon as they take up position within the school and are furnished with all relevant supporting documentation.

11.2 The CPLT and Head are provided with LSCB core training in order to carry out their role and will attend refresher training updates every 2 years.

11.3 Child Protection training is clearly cross referenced and supplemented by other areas of staff training related to Safeguarding.

11.4 Staff training records are maintained by the Head.

11.5 The impact of training is monitored through baseline assessments and evaluations.

12. Visitors and Volunteers

12.1 A summary of the school's procedures and the name of the CPLT is displayed for the information of visitors to the school.

12.2 All regular visitors/volunteers are police cleared either by their organisation or the school.

13. Monitoring and Review

13.1 This policy is reviewed on a yearly basis. Parents, governors, pupils, staff and trustees all contribute to the reviewing process.

13.2 How effective staff use the reporting procedures is closely recorded and monitored.

14. Further Information

Documents for further reading in this area are available from the Head's office and in the folder 'Safeguarding' in the Pool.

Acceptable use Policy for Mobile Phones/Devices

Anti-bullying

Behaviour

Behaviour Support and Physical Intervention

Child Protection

Drugs Education

Educational Visits Policy and Guidance

Equal Opportunities

Equality and Diversity

Fire Safety

First Aid

Health and Safety

ICT Acceptable Use Policy

Lone Working

Management of Personal Data

Race Equality

Recruitment and Selection Policy

Risk Management

School Safety

Security

Sex Education and Pupil Disclosure

Sexual Orientation

Substance Abuse

Sun Protection

Violence

Whistleblowing