



Date approved: **Awaiting ratification by governors – July 2016**

Review Frequency: Every three years.

Date next review due: July 2019

Child Protection Policy

Aim

- to support each child's development in ways that will foster security, confidence and resilience;
- to provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties;
- to raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse or neglect, and to be aware of signs of abuse in non-
- to provide a systematic means of monitoring children known or thought to be at risk of harm and ensure we contribute to assessments of need and support plans for those children alongside other agencies e.g., Social Services, Children with Disabilities Team, School Nurse, Education Welfare Officer and the Police;
- to acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students;
- to develop a structured procedure and framework within the academy that will be followed by all members of the academy community in cases of suspected abuse or neglect;
- to develop effective working relationships with all other agencies involved in safeguarding children as shown above;
- to ensure that all adults within our academy who have regular access to children have enhanced DBS checks. This includes other community users of our facilities.

Procedures

Our procedures for safeguarding children will be in line with The London Safeguarding Children's Board Procedures 4th edition and "Working Together to Safeguard Children 2013".

We will ensure that:

- The Local Governing Body understands and fulfils its safeguarding responsibilities.
- Greatfields has a designated child protection co-ordinator who has undertaken Designated Staff training at Level 2 and who undertakes refresher training every two years.
- Greatfields has a member of staff who will act in the designated member of staffs' absence who has received appropriate training at Levels 1 and 2 and who will have been briefed in the role.



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- each member of staff will receive training as arranged by the child protection co-ordinator in order to develop their understanding of the signs and indicators of abuse or neglect every three years.
- each member of staff, volunteers, and Governors will be made aware of how to respond to a student who discloses abuse or neglect and the procedure to be followed in appropriately sharing a concern or disclosure of possible abuse or neglect.

Greatfields takes these responsibilities very seriously and any member of staff causing concern would be challenged by the named designated staff member or staff who will act in his/her place.

- Our procedures will be annually reviewed and up-dated;
- the names and photographs of the designated staff members will be clearly shown in the academy and on the academy's website, with a statement explaining the academy's role in referring and monitoring cases of suspected abuse or neglect;
- all adults, (including supply teachers and volunteers) new to our academy will be made aware of the academy's policy and procedures, the name and contact details of the child protection co-ordinator and have these explained as part of their induction into the academy;
- our selection and recruitment policy includes all checks on staff suitability including Disclosure Barring Service (DBS) checks as recommended by the DfE and in accordance with current legislation.

Responsibilities

We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children. Our child-protection co-ordinator is responsible for:

- referring a child if there are concerns about a child's welfare, possible abuse or neglect to Social Services. A written referral using the Multi Agency Referral Form will be e-mailed securely to Social Services as soon as possible within the schooling day;
- ensuring that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral;
- ensuring that all such records are kept confidentially and securely and are separate from student records, with a front sheet listing dates and brief entry to provide a chronology;
- indicating on the inside of the child's main file that there is a confidential file held by the child protection co-ordinator;
- acting as a focal point for staff concerns and liaising with other agencies and professionals (as listed above);
- ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups, or other multi-agency planning meetings,



- contributes to the Common Assessment Form (CAF) and Framework for Assessments process, and provides a report which has been shared with the parents as appropriate;
- ensuring that any absence of two days, without satisfactory explanation, of a student currently subject to a child protection plan is referred to their Education Welfare Officer and/or Social Worker and that they are informed about every child that may be subject to a child protection plan or a child in need plan;
- ensuring that all staff are aware of the Child Protection Policy and procedures, and know how to recognise and refer any concerns;
- providing the headteacher, an annual report for the Local Governing Body, detailing any changes to the policy and procedures; training undertaken by designated members of staff, and by all staff and governors; relevant curricular issues, number and type of incidents/cases, and number of children referred to social services and subject to child protection plans (anonymised).
- keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years.

Supporting Children

Greatfields recognise that a child who is abused or neglected, who witnesses' violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth.

We recognise that the academy may provide the only stability in the lives of children who have been abused or neglected or who are at risk of harm.

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.

Greatfields will support all students by:

- encouraging the development of self-esteem and resilience in every aspect of academy life including through the curriculum;
- promoting a caring, safe and positive environment within the school through PSHE curriculum, help children develop awareness of how to keep themselves safe, adopt a healthy lifestyle, including healthy eating and physical exercise – encourage them to form positive friendships and relationships;
- liaising and working together with all other support services and those agencies involved in the safeguarding of children;
- notifying Social Services as soon as there is a significant concern.
- ensuring that a named teacher is designated for Looked after Children (LAC) and that an up to date list of children is regularly reviewed and updated.



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- Providing continuing support to a student (about whom there have been concerns) who leaves the academy by ensuring that such concerns and academy medical records are forwarded under confidential.

Confidentiality

Greatfields recognise that all matters relating to child protection are confidential. The Headteacher will disclose personal information about a student to other members of staff on a need to know basis only however, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another. We will always undertake to share our intention to refer a child to social services with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with social services on this point.

Recording and Reporting – Child protection records will be kept by the Child Protection Co-ordinator they will be kept separately from student's records, marked 'confidential' and securely locked. They will include the date, event and action taken in cases of suspected child abuse or when the child/young person has a child protection plan or is a child in need. Reports for conference will be objective and evidence based; they will distinguish between fact, observation, allegation and opinion.

Supporting Staff

Greatfields 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. We will support such staff by providing an opportunity to talk through their anxieties with the Child Protection Co-ordinator and to seek further support. This could be provided for all staff by, for example, the Headteacher, by Occupational Health, and/or a teacher/trade union representative as appropriate.

Allegations against staff

All staff at Greatfields should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. We understand that a student may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher. The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO). If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LADO, without notifying the Headteacher first.

The Trust is committed to creating a positive and safe working environment for its workers in line with its core values. The Trust wants to create and maintain a working environment where individuals are treated with respect and dignity. The Trust is opposed to all forms of unlawful discrimination, bullying or harassment of any kind. The Local Governing body, Head teacher and Senior Managers are



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firmly committed to the success of this policy and all steps taken towards its achievement. Everyone has the right to be treated with respect and dignity in the workplace, irrespective of their level, status or position within the organisation.

We recognise that the school plays a significant part in the prevention of harm to our students by providing students with effective lines of communication with trusted adults, supportive friends and an ethos of protection within their duty of care.

The academy community will therefore:

- establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to communicate their feelings and concerns whatever their mode of communication. Children's communication difficulties mean that staff must be vigilant at all times for signs of physical and emotional abuse and neglect;
- ensure that all children feel there is an adult in the academy whom they can approach if they are worried or in difficulty;
- provide across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.



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