



Waverley School

Child Protection Policy

PRINCIPLES

Waverley School recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and to respond to child abuse. “The school will safeguard and promote the welfare of children who are pupils at the school, in compliance with DCSF Guidance *Safeguarding Children and Safer Recruitment in Education*” (DCSF Standard 3(2)(b))

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children’s worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child’s welfare.

In our school, if we have suspicions that a child’s physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures issued by Wokingham Safeguarding Children Board.

As a consequence, we

- assert that teachers and other members of staff in the school are an integral part of the child safeguarding process;
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary teaching responsibilities.
- recognise that safeguarding children in this school is a responsibility for all staff;



- will ensure through training and supervision that all staff in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for co-ordinating action within the school and liaising with other agencies;
- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by the Wokingham Safeguarding Children Board (WSCB)
- will share our concerns with others who need to know, and assist in any referral process;
- will ensure that all members of staff who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated member of staff, who will refer on to Children's Services in accordance with the procedures issued by Wokingham Safeguarding Children Board.
- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs
- will ensure that all staff are aware of the child protection procedures established by Wokingham Safeguarding Children Board and act on any guidance or advice given by them;
- will ensure through our recruitment and selection of employees that all people who work in our school are suitable to work with children,
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children. The Governors recognise that members of staff may want to raise concerns in confidence and will do its utmost to protect the identity of members of staff who raise a concern and do not want their name disclosed.



- **When deciding whether to make a referral**, following an allegation or suspicion of abuse, the head and designated child protection officer **should not make their own decision over what appear to be borderline cases**, but rather the doubts and concerns should be discussed with the local authority designated officer (LADO). This may be done tentatively and without giving names in the first instance. What appears trivial at first can later be revealed to be much more serious, and an allegation of child abuse or neglect may lead to a criminal investigation. Thus the school **should not do anything that may jeopardise a police investigation**, such as asking a child leading questions **or attempting to investigate the allegations of abuse**

SUPPORTING PUPILS AT RISK

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at school their behaviour may still be challenging and defiant or they may be withdrawn.

This school will endeavour to support pupils through:

- The curriculum to encourage self-esteem and self-motivation.
- The school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- The implementation of the school's behaviour policy.
- A consistent approach agreed by all staff which will endeavour to ensure the pupil knows that some behaviour is unacceptable but they are valued.
- Liaison with other professionals and agencies which support the pupils and their families.
- A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
- The development and support of a responsive and knowledge able staff group, trained to respond appropriately in child protection situations.
- Recognition that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse, therefore staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.



- Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.
- Any deficiencies or weaknesses will be remedied without delay by the school.

DESIGNATED MEMBER OF STAFF

1. The designated senior member of staff (designated person) for child protection in this school is:

<p>Mrs S Whitcher</p> <p>Miss Lianne Hopkins (EYFS)</p>

2. In their absence, these matters will be dealt with by:

<p>The Head teacher</p>

3. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff to draw upon.
4. The school recognises that
 - The designated person need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the school.
 - All members of staff must be made aware of who this person is and what their role is.
 - The designated person will act as a source of advice and coordinate action within the school over child protection cases
 - The designated person may need to liaise with other agencies and build good working relationships with colleagues from these agencies.
 - They should possess skills in recognising and dealing with child welfare concerns.
 - Appropriate training and support should be given.
 - The designated person is the first person to whom members of staff report concerns.
 - The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the WSCB.



- The designated person is not responsible for dealing with allegations made against members of staff.

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Services and other relevant agencies over suspicions that a child may be suffering harm.
- Pass on safeguarding advice and guidance issued by the Wokingham Safeguarding Children Board.
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, ask the Head of Safeguarding to investigate further.
- Ensure each member of staff at the school, and regular visitors (such as trainee teachers and supply teachers) are aware of and can access readily, this policy.
- Ensure that this policy is updated and reviewed regularly.
- Be able to keep detailed, accurate written records of referrals/concerns, and ensure that these are held in a secure place.
- Ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.

The designated person also has an important role in ensuring all staff receive appropriate training. The designated person should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how Wokingham Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff.
- Make themselves (and any deputies) known to all staff (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.



DESIGNATED GOVERNOR CONTACT

The Designated Governor Contact for Child Protection at this school is:

Andrew Mitchell

Child protection is important. Where appropriate, the governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures efficiently.

The governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The governors will review safeguarding practices in the school on an annual basis to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school;
- Members of staff are aware of current practices in this matter, and that staff receive training where appropriate;
- Child protection is integrated with induction procedures for all new members of staff
- The school follows the procedures agreed by Wokingham Safeguarding Children Board, and any supplementary guidance issued by the Local Authority
- Only persons suitable to work with children shall be employed in the school
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

RECRUITMENT

In order to ensure that children are protected whilst at this school, we will ensure that our staff are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education”, in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with vulnerable children.
- Check that all adults with substantial access to children at this school have an enhanced Criminal Records Bureau check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:



- Identity checks to establish that applicants are who they claim to be¹
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

VOLUNTEERS

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school will receive basic child protection information ("What To Do If You Suspect A Child Is Being Abused) and a copy of this policy.

All staff and the Head will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training.

Staff will attend refresher training every three years, and the designated person every two years.

This training is provided through an inter-agency contact via Wokingham Council.

DEALING WITH CONCERNS

Members of staff are not required by this school to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Children's Services.

To this end, staff will follow the procedures below;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or

¹ e.g., through birth certificate, passport, new style driving licence, etc...



- where a child or young person makes a direct allegation or implies that they have been abused,
- makes an allegation against a member of staff²

they must record what they have seen, heard or know accurately at the time the event occurs on a Child Protection Incident Report form (available upon request from the designated member of staff for child protection), and share their concerns with the designated person and agree action to take.

We will ensure that all members of staff are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of Wokingham Safeguarding Children Board.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

SAFEGUARDING IN SCHOOL

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

We will not allow others to photograph or film pupils during a school activity without the parent's permission.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from a parent.

The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.

CONFIDENTIALITY

The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

² Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.



Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

CONDUCT OF STAFF

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and WSCB procedures, we will view this as misconduct, and take appropriate action

PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- Where the member of staff has received suitable training

ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by WSCB.



The Head teacher will handle such allegations and will gather information about the allegation, and report these without delay to the Governors. Should the allegation be against the Head teacher, then the Designated Governor for child protection will handle the school's response.

BEFORE AND AFTER SCHOOL ACTIVITIES

Where the School transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to liaise with the school on such matters.

CONTRACTED SERVICES

Where the School contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to liaise with the school on such matters.

EYFS PROVISION

The school has an EYFS provision and it should be understood that every element of this policy applies to that provision. In particular the following points should be noted;

- There is a designated practitioner who takes the lead responsibility for safeguarding children within the EYFS setting and liaising with local statutory children's agencies as appropriate (this role may be assumed by a member of staff who does not specifically work within EYFS);
- Ofsted will be informed of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations;
- Ofsted will be informed about any of the above (via ISI Office), as soon as is reasonably practicable, but at the latest within 14 days.

This policy should be considered alongside other related policies in school.

Policy Date: 1st June 2011

Review Date: 1st June 2013