

Child Protection Policy

The Safeguarding of children and young people is everyone's responsibility.

The Governors of Saint Martin's recognise their statutory responsibility to make sure that appropriate arrangements are in place to safeguard and promote the welfare of children: Section 157 of the Education Act 2002. The Policy includes those in EYFS.

This policy applies to all staff, governors and volunteers working at Saint Martin's and will be reviewed annually. This policy is in agreement with the Solihull agreed inter-agency policy and is available to parents on the School's website or from the Registrar on request.

Principles

- Saint Martin's school recognises its responsibility to protect and safeguard the welfare of the girls entrusted to its care of establishing a safe environment in which they can learn and develop. This policy applies to all children between the ages of 2 – 18 whose care and education comes within the remit of this school.
- The staff and governors of Saint Martin's are committed to establishing and maintaining an environment where girls feel secure, are encouraged to talk, and are listened to.
- We will try to ensure that girls know that there are adults in the school whom they can approach if they are worried.
- We recognise that because of the day to day contact with girls, school staff are well placed to observe the signs of possible abuse.
- Saint Martin's recognises its responsibility to discuss with Education and Children's Services' Duty, Assessment and Referral Team : DART: 0121 788 4383 any significant concerns about a girl which may indicate physical abuse, emotional abuse, sexual abuse or neglect in accordance with the Local Safeguarding Children Board child protection procedures and to attend any child protection conferences, initial review, and core group meetings and child in need conferences that may be called.
- Saint Martin's recognises its duty to work with other agencies in protecting children from harm and in responding to concerns about possible abuse. Agencies such as: Children's Services (ECS), Police Child Abuse Investigation Unit, Child and Adolescent Mental Health Services, Education Welfare Service, Educational Psychology Service in and any other agencies / Services coming into school to support individual pupils / groups of pupils
- Saint Martin's wishes to promote a positive, supportive and secure environment, giving girls a sense of being valued.
- Saint Martin's will ensure that parents have an understanding of the responsibility placed on staff for child protection by setting out its obligations in the school prospectus and that the school's policy is made available to parents on request. The principles embedded in the policy link into other policies relating to Health, PSHE, SEAL, Sex and Relationships, Bullying, Equal Opportunities, Managing Allegations against Employees: Children and Young People, Special Educational Needs, Confidentiality, Attendance, Drugs and Drugs Education, Rewards and Sanctions, Educational Visits, Health and Safety.
- The Governing Body will undertake an annual review of the School's Child Protection policy and procedures and of the efficiency with which the related duties have been discharged. Any deficiencies or weaknesses in Child Protection arrangements will be remedied without delay.

The Designated Members of Staff for Child Protection

- The Designated Members of Staff (DMS) for Child Protection are the Deputy Head: **Mrs J Parker**, the Head of Nursery to Year 6: **Mrs A Wilson** and **Mrs L Campbell** (EYFS).
- The DMS will co-ordinate action on child abuse ensuring that all staff (including supply staff) know who the Designated Member of Staff is and that they are aware of their responsibilities in being alert to the signs of abuse and of their responsibility to discuss any concerns with the Designated Member of Staff and that they are aware of what happens once a concern has been raised with the Designated Member of Staff.
- The governors support the Designated Members of Staff for Child Protection in carrying out their responsibilities as outlined in Safeguarding Children in Education and Safer Recruitment in Education (January 2007). The Governing Body has a named governor who acts on their behalf.

Responding

- Any member of staff who has concerns about a child must report their concerns to the DMS for Child Protection without delay.
- The DMS will communicate with the Solihull Safeguarding Team whenever an allegation of disclosure has been made. In what appears to be borderline cases following suspicion of abuse, or allegation the Head and the DMS should not make their own decisions, but those doubts and concerns should be discussed with the Children's Services Duty / LADO.
- In accordance with the Local Safeguarding Children Board Procedures, the agreement of the family for a referral to Children's Services Duty Team should be sought where possible. **However**, if it is felt that seeking any such agreement would increase the level of significant risk to the child, the matter should be discussed with the Duty, Assessment and Referral Team and their advice sought. When discussing concerns in respect of a child who is Looked After by the Local Authority in addition to consulting with / referring to DART the child's named social worker must be informed of the referral. This referral must be made without delay and certainly within 24 hours of disclosure of suspicion of abuse.
- **Children's Services Duty, Assessment and Referral Team (DART): 0121 788 4333 (Working Hours), 0121 605 6060 (Evenings and Weekends Emergency Duty Team (EDT)).**
- All referrals need to be confirmed in writing within 48 hours using the Children and Families Inter Agency Referral Form.
- If the suspicions in any way involve another member of staff, a DMS, or a volunteer, the matter needs to be brought to the attention of the Head who will act in accordance with the procedures by discussing the allegation with the Local Authority Designated Officer (LADO) as soon as possible. Steve Martin is the LADO for Solihull and can be contacted on 0121 788 1505. If the Head is absent, the allegation should be passed to the Chair of Governors. Unless the DMS is the subject of the allegation she should be contacted since she will have received higher level safeguarding training.
- If the allegation concerns the Head advice needs to be sought from LADO. The person receiving the allegation should immediately inform the Chair of Governors without notifying the Head first. In cases of serious harm, the police should be informed from the outset. Further details are given in the Policy – Managing Allegations against Employees : Children and Young People.
- Any allegation of abuse by one or more pupil against another pupil will be taken seriously and investigated by the DMS in accordance with the principles outlined above. DART will be contacted if a behaviour is deemed to be problematic or abusive.
- Steve Martin (Chief Education Welfare Officer) and Sheila Wyatt (Senior Education Welfare Officer) will respond within 60 minutes to any contact from a school wishing to discuss / clarify a child protection concern. They can be contacted on : **0121 788 1505**.
- The appropriate member(s) of staff will attend any child protection meetings called by the Child Protection and Review Unit and / or DART in respect of a child attending the school and any strategy meetings relating to allegations against staff.

Use of Physical Intervention:

- Section 93 of the Education and Inspections Act 2008 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do any of the following:
 - a. Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);
 - b. Causing personal injury to, or damage to the property of, any person (including the pupil herself); or
 - c. Prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during the teaching session or otherwise.
- Additional guidance on the use of restrictive physical interventions with children who display extreme behaviour is contained in DfE document LES/0242/2002.
- It is important to allow girls to do what they can for themselves, but depending on age and circumstances (ie a girl who is hurt, girl who needs instruction in the use of a particular instrument / piece of equipment, safety issues such as the need to prevent a girl hurting themselves, running into the road) it may be necessary for some physical contact to take place.

Abuse of Trust

- The Sexual Offences (amendment) Act 2000 established a criminal offence of the abuse of trust affecting teachers and others who are in a relationship of trust with 16-18 year olds; a relationship of trust being one where a teacher, member of education staff or volunteer is in a position of power or influence over a pupil or student by virtue of the work or nature of the activity being undertaken.
- The legislation is intended to protect young people in education who are over the age of consent but under 18 years of age.
- The principle of equality embedded in the legislation applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust.

E-safety

- Girls may expose themselves to danger, whether knowingly or unknowingly, when using the Internet and other technologies. Additionally they may find themselves involved in activities, which are inappropriate, or possibly illegal.
- Saint Martin's therefore has a responsibility to educate our pupils; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

Record Keeping

- Any member of staff receiving a disclosure of abuse from a girl or noticing signs or symptoms of possible abuse will make notes as soon as possible (within the hour), writing down as exactly as possible using the girl's own words, what was said or seen, putting the scene into context, and giving the time and location. Dates and times of events should be recorded as accurately as possible together with a note of when the record was made. All records must be signed and dated clearly. See Appendix 1.
- All records of a child protection nature (hand written or typed, dated and signed) will be given to the DMS for safekeeping. This includes case conference minutes and written records of any concerns. Access to any records will be on a "need to know" basis. All records must be securely held, separate from the main pupil file, and in a secure cabinet in the Headmistress' study.
- When a girl who is a subject of a Child Protection Plan leaves Saint Martin's and/or transfers to another school, the DMS will inform the girl's new school immediately and discuss with the girl's social worker the transfer of any confidential information the school may hold.

- When girls who have been the subject of some concern in school transfer from primary to secondary school and/or move school part way through an academic year, any concerns that are being monitored need to be passed on to the DMS of the receiving school in writing. Any other historic information that is not part of either an ongoing child protection case or an active monitoring/situation should be shredded.

Supporting the Pupil

- Saint Martin's will support pupils in accordance with her agreed Child Protection Plan.
- Saint Martin's will notify any concerns about a girl who has a Child Protection Plan or is known to have an allocated social worker to the girls social worker or in his / her absence the manager or duty office in the team.
- We recognise that girls who are abused or who witness violence may experience difficulties which impact on their sense of self worth. They may feel helplessness, humiliation and some sense of blame. Saint Martin's may be the only stable, secure and predictable element in the lives of girls at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. Saint Martin's will endeavour to support the girl through the content of the curriculum and the school ethos of valuing the pupil.

The Curriculum

- Through various aspects of the curriculum, staff will raise pupils' awareness and build their confidence so that they have a range of contacts and strategies to ensure their own protection and that of others, recognising that pupils need opportunities to develop the skills they need to recognise and stay safe from abuse. For example SEAL, PSHE, RE, Ethics Curriculum.

Training

- This school is committed to supporting and training all staff in matters of child protection.
- The governors will ensure that all staff receive appropriate induction / training to equip them to carry out their responsibilities for child protection effectively as prescribed in the government guidance (Section 157 of Education Act 2002) and in accordance with the standards set by the Solihull Local Safeguarding Children Board Education Sub-group. This will mean the school setting aside a half day training session every 3 years for whole school child protections training. All staff including part time staff should attend, and the training will be offered to voluntary staff. All staff including part time staff who join the school in the intervening years will be made aware of the basics of child protection issues and procedures as part of their induction. The induction briefing will usually be carried out by a DMS.
- The governors will ensure that the Designated Members of Staff for Child Protection attend the multi agency child protection training organised through the LSCB as soon as possible after taking up their responsibilities and that the DMS subsequently receive appropriate training on a 2 yearly basis in accordance with government guidance.

Recruitment of Staff and Volunteers

- Good practice guidelines as outline in Safeguarding Children and Safer Recruitment in Education (January 2007) and by Solihull's Human Resource Section should always be followed in respect of creating a safe working environment in school.
- The school will ensure that safe recruitment practises are in place and followed in checking the suitability of all staff and volunteers to work with children.
- Where issues of concern arise regarding any person working with children these need to be discussed with the Local Authority Designated Officer (LADO) in accordance with procedures (see supporting documents).
- When pupils are supervised by staff employed at another organisation, assurances are obtained that Child Protection checks and procedures apply.
- If a person leaves the school because they are considered unsafe to work with children, the Independent Safeguarding Authority (ISA) will be contacted within a month. (PO Box 181, Darlington, DL1 9FA – Telephone 0300 123 1111)

Guidelines for all Staff

All staff have general pastoral care for all girls and, where abuse is suspected or a sustainable allegation is made, should report to the relevant DMS.

Should a girl wish to share a confidence with a member of staff, it must always be explained to her that members of staff have a responsibility to refer cases of alleged abuse to the DMS who will then co-operate, as necessary, with the appropriate agencies. **Staff cannot promise confidentiality.**

Staff members should be aware that they have an important role to play in recognising outward signs of abuse e.g. changes in behaviour.

- Abuse may be emotional, physical, sexual or due to deprivation
 - **Physical Abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.
 - **Emotional Abuse:** Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.
 - **Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
 - **Neglect:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
 - **A girl may choose to disclose to anyone.** A member of staff may need to deal with the disclosure himself/herself, as a girl should not be stopped if freely disclosing events. Ideally it may help to have the DMS present, or for them to speak to the girl, but this is not always possible.
 - **Confidentiality should never be promised.** Assurance should be given that what is most important is to keep them safe. Staff should be honest, calm, kindly, unshockable and confident. At the end of the conversation the child should be reassured that it's been good that they've been able to talk. What they say is to be believed (but an open mind should be kept). Reassurance should be given that the girl is not responsible for her abuse. Explain that help will be needed from others and what will happen next.
 - **It is not appropriate for the girl to be interviewed on another occasion in school.** If Social Services decide further action is necessary, they or the Police will interview further.

- **Leading/closed questions must not be asked.** Care must be taken not to put words into a girl's mouth. Open questions which are appropriate are:
 - "What happened?"
 - "When did it happen?"
 - "Where did it happen?"
 - "How did it happen?"
 - Do **not** ask "Why did it happen?"
- It is only necessary to know enough to know if a referral or investigation is necessary. **An investigation should not be carried out.** The conversation should not be prolonged or repeated. Without interrogating, it can be helpful to discover if the girl has told anyone else. Some idea of future risk is useful, if this is possible to ascertain.
- **It is crucial to write down detailed notes.** This may not be possible during the interview but must be done **immediately** afterwards. Note the time, location, circumstances and who was present. Write down verbatim as far as possible, use the girl's words, including any references to parts of the body and actions. Draw a diagram if there are signs of physical abuse. Sign and date the report.
- Immediately after the disclosure, **it is imperative to contact the DMS** who will take the next step. The designated members of staff are aware that Social Services are available for advice if there is uncertainty (if they decide there is a case it will be taken on automatically). The designated members of staff may need to make a decision as to whether a girl should be allowed to go home. Parents may need to be contacted.

Absolute confidentiality must be maintained after the interview. Only the interviewer, the designated member of staff (if different) and the Head may be informed.

The Protection of Teachers

Because of their daily contact with children in a variety of situations, including the wider pastoral role, teachers are vulnerable to accusations of abuse.

Guidelines about appropriate behaviour are given to all new staff. These include advice on how and where to sit and behave if alone in a classroom with a pupil, on the kind of language and demeanour appropriate to a professional relationship with pupils towards whom a teacher acts in loco parentis, on physical contact with pupils which might be alleged to be assault.

Physical punishment of any kind is not permitted.

Reporting to the Secretary of State

Saint Martin's recognises the requirement to report to the Secretary of State, via the DfE, within one month of leaving the School any person (whether employed, contracted, or a volunteer or pupil) whose services are no longer used because he or she is considered unsuitable to work with children. In this context, ceasing to use a person's services includes: dismissal; non-renewal of a fixed term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff provided by contractors; no longer using volunteers; resignation or voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering. The report made should contain as much evidence as possible.

Useful Contact Details

- Children's Services Duty Assistance and Referral Team (DART ; 0121 788 4333 – Out of hours 0121 605 6060
- Child Protection and Review Unit : 0121 788 4310
- Police Child Abuse Investigation Unit : 0121 712 6143
- Education Welfare Service : 0121 788 1505
- NSPCC Young Persons' Centre (Time Out) : 0121 770 3000

Supporting Documents:

- Local Safeguarding Children Board Procedures www.solihull.gov.uk/staysafe
- Safeguarding Children and Safer Recruitment in Education (2007)
- Working Together to Safeguard Children (2006)
- What to do if you are worried a child is being abused
- Solihull schools' e-safety policy
- Statutory Framework for the Early Years Foundation Stage, May 2008
- The use of force to control or restraining pupils, DCSF 2007
- Guidelines for school staff on the use of physical restraint and positive physical intervention: Solihull Position (February 2008)
- Guidance on developing personal care in schools, SMBC April 2008
- Managing allegations against employees July 2008
- Guidance for developing a school confidentiality policy – Spring 2008
- Recruiting Safely: CWDC
- Information Sharing : pocket guide 2008
- Handling cases of forced marriage – June 2008

School: Saint Martin's, Solihull

Governor signing: _____

Date: August 2011

Date of Annual review: _____ May 2011



Child Protection Incident / Concern Report

- This form must be completed, dated and signed by the member of staff who identifies concerns / possible child protection concerns / receives disclosure.
- What is recorded must be facts and not judgements: stating dates, times, places, actual words used what was observed, who was present, questions asked etc.
- This form should be completed within one hour of the disclosure / concern being raised but completion of the form should never delay the discussion with the DMS of matters which are urgent and / or may need immediate clarification / following up / referral on to DART.

Pupil Name: _____ Year Group: _____

Date of incident / concern: _____

Details of incident / concern:

Record of discussion:

Staff Name: _____

Staff signature: _____

Date of record: _____

Time of record: _____

Appendix 2



DMS Child Protection Incident / Concern Report Actions Form

This form is to be used by a DMS and should be attached to the completed **Child Protection Incident / Concern Report** (Appendix 1)

Pupil Name: _____ Year Group: _____

Date of incident / concern: _____

DMS dealing with case: _____

Actions taken (must include date and time of actions):

Conclusion:

DMS name : _____ DMS signature: _____

Date of record: _____ Time of record: _____