

St Joseph's Catholic and Anglican High School

Ysgol Uwchradd Gatholig ac Anglicanaidd Sant Joseff



Child Protection Procedures Mrs N. Ellis – Child Protection Officer

Context

St Joseph's is a Catholic and Anglican School. It is inspired by the example of Christ and the teaching of the Gospel. As a Christian community, we acknowledge that Jesus is the Way, the Truth and the Life.

*Ratified by St Joseph's Governing Body July 2013
Reviewed by St Joseph's Governing Body July 2015*

SAFEGUARDING TEAM

Designated Child Protection Officer

Mrs N Ellis Assistant Headteacher

Deputy Designated Child Protection Officer

Mr C. Wilkinson

Link Governor Safeguarding/Child Protection

Mrs A. Ryan

Local Authority Designated Lead Officer for Child Protection

Mr J Grant

The Governing Body of St. Joseph's Catholic and Anglican High School has adopted the 'All Wales Child Protection Procedures 2008' as recommended by the LA. The school's Designated Child Protection Officer is Mrs N Ellis - Assistant Headteacher, the Deputy Designated Child Protection Officer is Mr C. Wilkinson - Headteacher, and the Governing Body's Designated Governor is Mrs A. Ryan. All child protection/safeguarding concerns must be reported to Mrs Ellis in the first instance.

All Teaching Staff are issued annually with a mini-safeguarding card, along with the LA booklet received during the last series of Local Authority training sessions for schools. Spare copies are available from Mrs Ellis, along with a copy of the 'All Wales Child Protection Procedures 2008'. E-copies of all policies and procedures are available on the intranet and paper copies are available in the Staff Handbook - stored in the staffroom, and in Reception. In addition, all rooms contain a summary poster of the action to be taken in the event of a child protection issue, and the relevant telephone numbers.

All Teaching Staff, Teaching Support Staff and Governors have undergone training on child protection issues.

Child Protection Policy for St. Joseph's

This document should be read in conjunction with:

- The All Wales Child Protection Procedures 2008.
- Anti-Bullying Policy
- Health and Safety policy
- Restraint Policy
- Attendance Strategy
- Single Equalities Policy
- PSE Policy
- Behaviour for Learning Policy

The Staff and Governors of the school fully recognise the importance of their contribution to safeguarding children. As a Christian Community following in the footsteps of Christ, we believe that our school should provide a caring, supportive and safe environment which promotes the social, physical and moral development of each child.

The aims of this policy are:

- To ensure that all pupils know that they will be listened to and be able to communicate easily any concerns which they may have;
- To raise the awareness of all teaching staff, associate staff, governors and volunteers to the need to safeguard pupils by using the 'Matrix of Vulnerability'-identifying those "children in need"* and possible cases of child abuse*;
- To emphasise the need for staff in the school (in particular Designated members of staff) to work in partnership with other relevant agencies (particularly Social Services Department and the Police) and to support them in carrying out their statutory duties;
- To ensure that staff are clear about their individual responsibilities for reporting concerns and that they understand the reporting procedures;
- To ensure that the school and Governing Body practise safe recruitment in checking the suitability of staff and volunteers working with pupils;
- To use the 'Matrix of Vulnerability' as a systematic means of monitoring children known or thought to be at risk of harm.

Definition of Child In Need

*A Child in Need is a child who may be in need of support from Social Services or another agency but not necessarily at risk of significant harm and in need of immediate protection. Referrals should be made using the JAFF (Joint Assessment For Families) Common Referral Form.

Definition of Child Abuse

*A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan.

The Designated Child Protection Officer

At St. Joseph's School, the Designated Child Protection Officer is **Mrs N Ellis who can be contacted in school on Extension 140**. In her absence **Mr C. Wilkinson available on Extension 121**, will assume responsibility.

The person nominated or appointed as Child Protection Officer should have;

- a. A clear understanding of the importance of Child Protection and the role of the school or facility in this process.
- b. The ability to communicate effectively with other agencies and the ability to appreciate all relevant perspectives.
- c. The ability to relate well to pupils, parents and colleagues in order to gain their confidence.
- d. Sufficient seniority or recognition within the school in order to act on behalf of the organisation and in some instances bring about change if required.
- e. A willingness to develop awareness of Child Protection, particularly through training and obtaining information available in existing and future procedures, circulars and guidance.

Specifically

The role of the Designated Child Protection Officer is:

- **To ensure that all members of staff are aware of the appropriate Child Protection Procedures and who the Designated Child Protection Officer is. This is particularly important for new staff.**
- The coordination of all child protection issues, acting as a source of advice and support for any staff who have concerns or information that a pupil may be suffering abuse or is a 'child in need';
- To be responsible for making referrals to Social Services
- To ensure that the school is represented at case conferences and core meetings and contributes fully by providing reports as required;

- to attend training on a regular basis and cascade training to staff;
- To ensure, through the Business Manager, that all staff (including agency workers and those directly employed by the school) are in possession of a valid and current DBS certificate.
- To ensure that all staff (including new staff/supply teachers) have access to all the relevant child protection documents and are clear about their own responsibilities;
- To report **any** allegation about a member of staff to the Local Education Authority's ESW Team Manager;
- To ensure that a chronological record of concerns is maintained if there are concerns about a child even if there is no need to make an immediate referral;
- To attend any Case Conferences or Professionals' Meetings;
- To ensure that all records including case conference minutes and Confidential Child Protection log are kept confidentially and securely (separate from pupil records);
- To send the child's records, including all child protection information, immediately to any school to which the child transfers.

Governor for Child Protection/Safeguarding

There is a governor designated by the Chair of Governors and delegated the role of nominated Governor for Child Protection. The Link Governor is **Mrs A Ryan**. **She can be contacted on 01691778407.**

This role is to ensure:

- That the school has a child protection policy in place which is reviewed annually to ensure its effectiveness;
- That the Designated Teacher and other staff attend appropriate and regular training;
- That they are informed of any allegation made against the Headteacher or Child Protection Officer.
- That the school has an up to date and agreed staff disciplinary procedure for dealing with allegations of misconduct against members of staff including Child Protection allegations;
- That the school operates safe recruitment procedures and ensures that all appropriate checks are carried out on all relevant staff in accordance with current regulations.
- that there is an item on the agenda of a Governor Body meeting at least once a year where the Designated Child Protection Officer, Deputy Child Protection Officer or Designated Governor will report on:
 - changes to child protection procedures or policy
 - training undertaken by all staff and Governors in the preceding twelve months.
 - the number of incidents of a child protection nature which arose in the school within the preceding twelve months (without details or names).

Action to Be Taken By The School

- Staff will attend relevant training on child protection on a regular basis.
- Staff will follow the All Wales Child Protection Procedures.

- Staff will inform the Designated Child Protection Officer of any concerns where a pupil is suffering or is likely to suffer abuse, or of any disclosure of abuse.
- Referrals will be made immediately to Social Services by telephone and followed up in writing using the Child Protection Referral Form.
- Any child on the child protection register absent without explanation will be referred to Social Services and the Education Social Worker.
- All staff will inform the Designated Child Protection Officer of any allegations made against staff volunteers in the school.

Pastoral Care and the Curriculum

- The school has an important role in preventing abuse by providing our pupils with good lines of communication with trusted adults within a safe environment. These include Form Tutors, Pastoral Leaders, Child Protection Officer, Chaplains to name but a few.
- The school encourages children to talk and to be listened to. They are made aware that there are individuals who can be approached if they are experiencing difficulties.
- The school provides opportunities within the PSE curriculum for pupils to explore issues to help them develop the skills to stay safe from harm and to know to whom they can turn for help. These opportunities include well-being days and PSE sessions on internet safety, alcohol and drugs awareness, domestic violence etc.

ACTION TO BE TAKEN WHEN AN ALLEGATION IS MADE

- 1) If a member of staff suspects that a child has been abused or is at risk of suffering abuse, the Child Protection Officer (or deputy in her absence) must be immediately informed of the concern.

- 2) The Duty Social Worker at the local Safeguarding and Support Department Office will be informed by the Child Protection Officer. This should be the opportunity to discuss what action needs to be taken in any individual case, and **how to keep the child safe**.

Parental Consent - Obtaining parental consent will be considered before discussing a referral concerning their child with other agencies.

Exceptions to this include:

- Where such action may put the child at increased risk.
 - The possibility of threats or coercion.
 - The loss of important evidence.
 - The child's wishes that the parent/s are not informed, providing the child is competent to take that decision.
 - Safeguarding and Support Department Team Managers in conjunction with the police will make the decisions whether or not parents should be informed and not the referrer.
 - The reasons for the decision will be fully recorded.
- 3) The referral will be made with reference to the "All Wales Child Protection Procedures".
 - 4) Information will be provided about the child's name, address, date of birth, name and address of those with parental responsibility and reasons for the concern.
 - 5) If this discussion is confirmed as a referral, it will be confirmed in writing using the Safeguarding and Support department "Common Referral Form" and **MARKED CONFIDENTIAL**. The Education Social Work Team will be informed.
 - 6) If an Education Social Worker or School Nursing Sister is available, they may be able to assist with any immediate action required but it remains the Child Protection Officer's responsibility to ensure that the action outlined above is taken.
 - 7) The Safeguarding and Support Department should advise what action will be initiated and the action the referrer should take regarding

communication with parents i.e. at what point parents should be contacted and by whom.

- 8) A representative from the school will normally be required to attend any resulting Child Protection Conference.
- 9) Whether schools attend or not they will be expected to submit a report and these should be available to the Chair/Safeguarding and Support Child Protection Coordinator 48 hours prior to the meeting, keeping to factual information and not opinion or rumour. It is good practice to share any reports with the family at least the day before the conference.
- 10) **For a new referral, it is the responsibility of the duty social worker/duty social work team manager to inform a referrer of action being taken within a maximum of 10 working days. When referrals concern open cases it is the responsibility of the child's Social Worker or their team.**

The individual employee or professional making the referral may be asked to do some or all of the following tasks, and should be prepared and willing to do them:

Contribute to a strategy discussion or strategy meeting;

Assist in the Child Protection Section 47 enquiries;

Attend the child protection conference;

Provide a written report for the child protection conference;

Contribute to the initial and core assessments.

EDUCATION SOCIAL WORKERS, EDUCATION PSYCHOLOGISTS, PERIPATETIC TEACHERS AND ANY OTHER STAFF NOT ATTACHED TO SCHOOLS

- 1) If an allegation of abuse is made whilst in a school situation, the Child Protection Officer at the school should be immediately informed of the concern and the school-based procedures should be followed.

- 2) If the allegation of abuse or concern is "out of the school situation", the same procedures will be followed without delay.
- 3) The employee concerned should inform his or her Line Manager of the action taken and confirm this in writing to the Education Social Worker Team manager on the appropriate referral form.

ACTION TO BE TAKEN BY SCHOOL STAFF WHEN CONCERNED ABOUT ALLEGATIONS AGAINST THE HEADTEACHER

Occasions may arise when staff are concerned that the normal procedures may not apply or be followed, e.g. if it is alleged that the abuse involves the Head teacher.

- a) Inform, without delay, the Child Protection Officer.
- b) They in turn will inform the Education Social Work Team Manager or appropriate Chief Officer based at the County Borough Learning and Achievement Department.

ACTION TO BE TAKEN BY SCHOOL STAFF WHEN CONCERNED ABOUT ALLEGATIONS AGAINST THE CHILD PROTECTION OFFICER

If it is alleged that the abuse involves the Child Protection Officer.

- c) Inform, without delay, the Deputy Child Protection Officer.

APPENDIX A:

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 caregiver fabricates or induces illness in a child whom they are looking after.

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 a child that they are worthless or unloved, inadequate or valued only in so far 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, for example by witnessing domestic abuse within the home or **being bullied**, 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 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 caregiver 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.

In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

APPENDIX B

Disclosure / Allegation of Abuse

Should a young person disclose that s/he has been or is being abused, this information must be passed on. If a young person discloses abuse, the staff member should:

DO	DON'T
Listen to the child / young person rather than directly questioning him or her.	Stop a child who is freely recalling significant events.
Encourage the child / young person to allow another person to be present.	Show shock or disquiet.
Reassure the young person that they are not to blame and are right to tell.	Guarantee confidentiality.
Inform the child / young person that you will have to pass information on.	Put words into the child / young person's mouth.
Make a written record of the discussion as soon as possible after the child has made the disclosure to you, taking care to record the timing, setting, personnel / other staff as well as what was said.	Be afraid to seek support from yourself from your line manager. However, it is not appropriate because of the high standard of confidentiality that must be maintained in child protection to discuss individual cases with personal friends or acquaintances, who may be able to identify the family concerned.
Be clear about your own position, you work for a Department that has a responsibility to protect children and young people.	Interrupt the child / young person.
Keep any drawings, paintings etc. that the child / young person may do to show what happened to him or her.	Expose the child / young person to mass examination by staff to verify any injuries.
Remain calm and reassuring.	Question the child, remember, this task must be undertaken by specially trained professionals.

APPENDIX C

Additional information from the new All Wales Procedures:

1 During the course of an initial assessment, if Safeguarding and Support establish that a school age child is not attending school, they should alert the Learning and Achievement Department, and ensure that in the interim, the child is subject to adequate daytime care and supervision arrangements.

2 Where a teacher or other member of staff has cause to believe that a child is at risk from, or is the subject of, fabricated or induced illness, the teacher with designated responsibility for child protection should be immediately informed. As with all forms of suspected harm, the *All Wales Child Protection Procedures* will apply and the designated teacher will take responsibility for making an appropriate referral to Safeguarding and Support. All evidence relating to the concern should be kept safely as it may be needed to inform decision-making or contribute to any consequent investigation.

Teachers and other school staff should not carry out their own investigations or discuss the matter with the child's parent/caregiver.

APPENDIX D

Appointments of staff and induction of newly appointed staff and work placements

All staff that are appointed to work in school have a criminal records search called a DBS/CRB check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record, the appointment is reconsidered by the Headteacher and the Governing Body. The LA is informed directly by the Criminal Records Bureau. The Headteacher sits on all appointment panels where the candidates are external applicants. New staff are inducted into safeguarding practices. Training is provided by the Child Protection Officer or the LA if staff are NQT's.

APPENDIX E

Induction of volunteers

Volunteers who work unsupervised with children are required to have DBS clearance. For a brief activity, such as a school visit or occasional helping out in class, which does not involve the supervision or close contact of children, a DBS check is not required. Visitors who do not yet have clearance will under no circumstances be left alone with a child or group of children.

APPENDIX F

Welcoming visitors

Visitors with a professional role (i.e. the School Nurse or members of the police) already have relevant clearance. The Business Support Team sign all visitors in before admittance is granted.

*Catholic and Anglican
High School*

Mission Statement

*Our mission as a shared faith school is
to guide the whole school community to achieve their full potential,
grow in their journey with God,
and live a Christian life.*

This we will do in Christ's love by the example of St Joseph.



*Ysgol Uwchradd
Gatholic ac Anglicanaidd
Sant Joseff*

Datganiad o Genhadaeth

*Y mae ein cenhadaeth fel ysgol ffydd gyfrannol yw arwain holl
gymuned yr ysgol i gyflawni eu potensial llawn,
i dyfu yn eu taith â Duw ac i fyw bywyd Cristnogol.*

*Hyn a wnawn yng nghariad Crist
trwy batrwm Sant Joseff.*