

# Education

## Policies & Procedures

Named Child Protection Officer (School) Di Jones

Named Child Protection Officer (Children's Residential Services) Kev Dowd

Named Child Protection Officer (Board) Steve O'Dea

Section	Health and Safety
Policy Number	ED/HS/09
Policy Name	Child Protection MPS

Creation Date	Review date	Next Review date	Nominated Reviewer
July 2007	July 2010	July 2011	School Principal

## Introduction

This is an introduction to the policy for Child Protection.

## Policy and Procedure

### **1. Purpose of a Safeguarding Children's Policy**

- 1.1. An effective whole-school child protection policy is one which provides clear direction to staff and others about expected codes of behaviour in dealing with child protection issues. An effective policy also makes explicit, the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns and referrals may be handled sensitively, professionally and in ways which support the needs of the child.

### **2. Introduction**

- 2.1 Our school fully recognises the contribution it can make to protect children and support pupils in school.

There are three main elements to our child protection policy.

- a) Prevention (eg. positive school atmosphere, teaching and pastoral, support to pupils).
- b) Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns).
- c) Support (to pupils and school staff and to children who may have been abused).

***The policy applies to all pupils, staff, and visitors to Manchester Progressive School.***

### 3. School Commitment

- 3.1** We recognise that for our pupils, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention.
- a) Establish and maintain an ethos where pupils feel secure and are encouraged to talk, and are listened to.
  - b) Ensure that pupils know that there are adults in the school who they can approach if they are worried or are in difficulty.
  - c) Include in the curriculum activities and opportunities for PSHE, which equip pupils with the skills they need to stay safe from abuse. Further information about these activities and opportunities can be obtained from the school's teaching staff.
  - d) Include in the curriculum, material which will help pupils develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills. Further information about this material can be obtained from the school's teaching staff.
  - e) Ensure that wherever possible, every effort will be made to establish effective working relationships with parents and colleagues from other agencies.

### 4. Framework

- 4.1** Manchester Progressive School does not operate in isolation. Child Protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Local Safeguarding Children's Board (LSCB).

### 5. Roles and Responsibilities

- 5.1** All adults working with, or on behalf of children, have a responsibility to protect children. There are, however, key people within schools and the LEA who have specific responsibilities under child protection procedures. The names of those carrying these responsibilities for the current year are listed on the cover sheet of this document.
- 5.2** It is the role of the senior designated teacher (in Manchester

Progressive School this is the Principal) to ensure the area child protection procedures are followed within the school, and to make relevant referrals to the named agencies according to the guidance given. Additionally, it is their role to ensure all staff employed within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.

- 5.3** The roles and responsibilities of the named person responsible for child protection are to ensure that the school has an effective policy, that area child protection procedures are compiled with, and to support the school in this aspect. It is important that members of the Board are not given details relating to specific child protection situations to ensure confidentiality is not breached.
- 5.4** The LEA child protection co-ordinator provides advice, support and training to the school and to the school's named person. They can also make referrals to the Area Child Protection Committee and can raise concerns about procedures on behalf of the school.

## 6. Procedures

- 6.1** We will follow the procedures set out in the document produced by the Local Safeguarding Children's Board, also taking into account Child Protection procedures from areas where children are out of borough placements.
- Staff are kept informed about child protection procedures through induction, briefings and awareness training.
  - Other adults in school rarely work unsupervised or alongside members of the school staff. However, should there be a need for this (eg. visiting peripatetic teachers), the Principal will ensure that they are aware of the school's policy and the named person to whom they should raise concerns.
  - A statement in the school brochure will inform parents and carers about our school's duties and responsibilities under the safeguarding/child protection procedures.

## 7. Training and Support

- 7.1** Our school will ensure that the Principal, (Di Jones) and the nominated Board member (Steve O'Dea) for child protection attend training relevant to their role.

The training , in accordance with Safeguarding Children & Safer Recruitment in Education (Jan 07) include that the designated person must undertake training to a standard set by Local Safeguarding Children's Board, with refresher training at 2 yearly intervals .

For Manchester Progressive School, the Principal attends training updates for Manchester Safeguarding Children Board. In the absence of the Principal, Kev Dowd, Head of Children's Residential Services is the Responsible Adult to be contacted. Support will also be available for staff from the Deputy Principal, Linda Butcher.

In the absence of the above Senior Members of staff, Steve O'Dea, Company Operating Officer, should be contacted or contact made directly with Manchester Emergency Duty Team (0161 255 8250).

All other staff undertake annual Child Protection Awareness training updates once they have completed their initial 3 week Induction Training which includes a one day Child Protection Course.

## 8. Professional Confidentiality

- 8.1** Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil, nor should they agree with the pupil to keep a secret, as where there is a child protection concern, this must be reported to the named person and may require further investigation by appropriate authorities. This would lead to a breakdown in trust of adults by the pupil and could potentially compromise their wellbeing and safety.

The named person (the Principal in our school) will invoke the local agreed guidelines and procedures, where there is a cause for concern.

Staff will be informed of relevant aspects in respect of child protection on a '*need to know basis*' only. Any information shared with a member of staff in this way must be held confidentially to themselves.

## 9. Recording and Monitoring

- 9.1** Well kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about a child or children within our school, the status of such records, and when these records should be passed over to other agencies.

A file note will be made of the concern raised and action taken. These file notes are kept in a confidential file, which is separate to other files, in the school's office. In the same way, notes must be kept of any pupil who is being monitored for child protection reasons.

If a pupil transfers from the school, these files will be forwarded to the pupil's new school marked confidential, and for the attention of the receiving school's child protection named person. When a pupil leaves school (usually at aged 19 years) a transfer to adult social services will have previously taken place, and relevant information shared with appropriate personnel. If a pupil dies whilst still on the roll of our school, these files will be appropriately disposed of (shredded).

## 10. Attendance at Child Protection Conferences

The Principal (as named person) would attend a child protection conference called in respect of a pupil. She may be accompanied by other relevant staff (eg. the pupil's pastoral teacher) if this is of benefit to the pupil. Staff attending such conferences will be offered support and access to appropriate counselling if they wish to receive this.

## 11. Supporting Pupils at Risk

- 11.1** Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. This school may be the only stable, secure and predictable element in the lives of children at risk. Whilst at school, their behaviour may still be challenging and defiant.

It is also recognised that some children who have experienced abuse, may, in turn, abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

- 11.2** This school will endeavour to support pupils through:

- a) The curriculum, to encourage self-esteem and self-motivation.
- b) 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.
- c) The implementation of School Behaviour Management Policies (required under the Code of Practice, 1993 Education Act).
- d) A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the school setting.
- e) Regular liaison with other professionals and agencies who support the pupils and their families.
- f) A commitment to develop productive, supportive relationships with parents whenever it is in the child's interests to do so.
- g) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.

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

**11.4** These are the policy for the teaching of PSHE, the policy on Sex and Relationships, Education, the policy / guidelines for Privacy and Dignity of our pupils, the policy for Management of Pupils' Behaviour, and the Health & Safety policy.

We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and / or emotional and behaviour problems, will need to be particularly sensitive to signs of abuse.

It must also be stressed 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.

## 12. Safe School, Safe Staff

- 12.1** ■ Many of our pupils would have difficulty in talking about these issues and most lack the vocabulary for this. Staff will need to be sensitive to the pupil's preferred style of communication and their individual special needs if we are to be able to provide a safe environment for our pupils. When engaging with pupils, all staff must be aware of the potential for misinterpreting our pupils'

- efforts to raise a child protection concern or issue.
- All school staff must adhere to the guidance provided in School Policies and Procedures.
  - Staff working in a one-to-one with a pupil should ensure that they are positioned so as to be visible and audible to other staff where there may be a possibility of misinterpretation of their actions with a pupil. All staff should ensure the privacy and dignity of all pupils, especially during the routines of personal care of our pupils.
  - School staff are informed about counselling and / or giving advice to children / young people about sexual matters through the school policy on sex and relationships education.
  - School staff work hard to maintain effective partnerships with parents and carers, and they should be aware that this policy might affect this working relationship at a given time. However, we will maintain our commitment to working with parents and carers to the benefit of all pupils. Sensitive and supportive handling of these issues, whilst affirming that the pupils in our care are our first priority, will help maintain this working relationship.
  - All staff are required to complete a Criminal Record Bureau (CRB) check, which has replaced the Police Records search, prior to taking up their appointment, and to sign a declaration regarding convictions relating to the harm of children during their application process. Staff who deliberately seek to mislead the school in respect of this will be subject to dismissal.
  - Where a member of staff is subject to an accusation of abuse, this will be fully investigated under the school's discipline procedures. A decision to suspend a member of staff, or otherwise, will be taken by the Principal, in liaison with the human resource personnel advisor for the school, with due regard to the nature of the allegation and the subsequent investigation. Involvement of the police and / or dismissal from the school would follow the school's policy and procedures in light of the outcomes of the investigation.

**Policy recommended and endorsed by:**

- The school staff.
- The school's board of directors.

**SAFEGUARDING STATEMENT**

**FOR**

**MANCHESTER PROGRESSIVE SCHOOL**

Child protection is the responsibility of all school staff. The school will therefore:

- *Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.*
- *Ensure children know that there are adults in the school whom they can approach if they are worried.*
- *Include opportunities in the PSHE curriculum for children to develop the skills they need to recognize and stay safe from abuse.*

Manchester Progressive School fully recognizes its responsibilities for child protection. Our policy applies to all staff working in the school. There are five main elements to our policy:

- *Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.*
- *Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.*
- *Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.*
- *Supporting pupils who have been abused in accordance with his / her agreed child protection plan.*
- *Establishing a safe environment in which children can learn and develop.*

### ***Roles and Responsibilities***

All adults working with, or on behalf of children, have a responsibility to protect them. There are, however, key people within schools and the local authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.

It is the role of the governing body (Board of Directors) and the school leadership team to ensure that the designated child protection co-ordinator is properly supported to carry out this task and that they are given time to fulfill the duties that their role demands.

The school leadership team will ensure that designated child protection co-ordinators attend the required training and that they refresh their training every two years.

All other staff and the nominated Board member must be offered an appropriate level of training and must undergo refresher training every three years.

It is the role of the designated child protection co-ordinator to ensure that the child protection procedures are followed within the school, and to make appropriate, timely referrals to children's social care in accordance with the locally agreed procedures. Additionally, it is the role of the designated child protection co-ordinator to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff, and to offer support to those requiring this.

The role of the nominated governor for child protection is to ensure that the school has an effective policy that locally agreed procedures are in place, and that the policy and structures supporting safeguarding children are reviewed annually. Board members must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

A statement in the school brochure will inform parents and carers about our school's duties and responsibilities under child protection procedures. Parents will have received a copy of the Child Protection Policy from the Headteacher, however it is also available on our website [www.europeancare.co.uk](http://www.europeancare.co.uk).

The Board of Directors and school leadership team are responsible for ensuring that the school follows safe recruitment processes, including:

- *Ensuring the headteacher, other staff responsible for recruitment, and one member of the Board of Directors completes safer recruitment training.*

- *Ensuring the upkeep of a single central record of all staff and regular volunteers in accordance with government guidance.*

The designated child protection co-ordinator, (the Headteacher) provides an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and other relevant issues.

## **Ethos**

Manchester Progressive School recognizes the importance of creating an ethos within school that will help children feel safe and confident they will be listened to.

We recognize that children who are abused or witness violence are likely to have low self esteem, and may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. Our school may be the only stable, secure and predictable element in their lives.

Manchester Progressive School will endeavour to support all pupils through:

- *Ensuring the content of the curriculum includes social and emotional aspects of learning.*
- *Ensuring that child protection is included in the curriculum to help children recognize when they don't feel safe, and to identify who they should tell.*
- *Promoting a positive, supportive and secure environment where pupils can develop a sense of being valued.*
- *The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.*

## **Safe Working Practice**

Manchester Progressive School has developed a clear code of practice that staff understand and agree to. The code of practice offers guidance to staff on the way they should behave when working with children and is included in the Employee Handbook.

## **Child Protection Procedures**

Manchester Progressive School adheres to child protection procedures that have been agreed locally through the local children's safeguarding board.

## **Confidentiality**

All staff are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse, this must be passed on to the designated child protection co-ordinator as soon as possible and the child should be told who their disclosure will be shared with.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a '*need to know basis*' only.

## **Record Keeping**

Child protection records are kept centrally and securely by the designated child protection co-ordinator. Staff are aware that they must make a record of child protection issues and events as soon as possible, and that these records must be signed and dated. Child protection records must not be made in the child's curriculum file.

## **Working with other Agencies**

Schools are not investigating agencies and it is essential that child protection issues are addressed through agreed procedures. However, schools continue to play a role after referral and need to develop strong links with partner agencies, particularly social care.

Manchester Progressive School recognizes the importance of multi-agency working and will ensure that staff are able to attend all relevant meetings including case conferences, core groups and strategy meetings.

### **Allegations against Members of Staff**

Manchester Progressive School recognizes that it is possible for staff and volunteers to behave in a manner that causes harm to children, and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult. Our Whistle Blowing Policy identifies actions and procedures to be taken and is available upon request.

### **The use of School Premises by Other Organisations**

Where services or activities are provided separately by another body, using the school premises, the governing body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

### **Cross Reference to other School Policies**

Manchester Progressive School recognizes that a number of other policies and procedures developed and operated by school form part of the wider agenda or safeguarding and promoting children's welfare and this policy should be read in conjunction with the policies listed below:

- Whole-School Anti-Bullying Policy.
- Health and Safety Policy
- Procedures for accessing risk, i.e. school trips
- Safer recruitment policies and practice.
- Introduction and Code of Conduct for staff.
- Policies that recognize specific vulnerable groups

### **Policy Review**

The Board member for Safeguarding Children is responsible for ensuring the annual review of this policy and that the list of key contracts on the cover sheet is kept up to date.