

# The Froebelian School



Policy document  
Child Protection  
(reviewed annually)

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## **The Froebelian School Child Protection Policy**

Ratified by the Froebelian School Council January 2010

To be reviewed: September 2010

The Froebelian School is committed to safeguarding and promoting the welfare of all its pupils. We believe all staff and visitors have an important and unique role to play in child protection. The Froebelian School recognises its legal and professional duty to work with other agencies in protecting pupils from harm and responding to abuse. The provisions in this document apply to all aspects of the school including EYFS Breakfast Club, Acorns, Homework and Activities Club, Summer Holiday Club, school trips and extra-curricular activities.

We believe:

- that the school can contribute to the prevention of abuse through its ethos and teaching and pastoral support offered to pupils;
- that all children have the right to be protected from harm and the school has procedures in place for identifying and reporting suspected cases of abuse;
- that children need support which matches their individual needs, including those who may have experienced abuse.

The following sets out how the Froebelian School will try to fulfil local and national responsibilities as laid out in the following documents:-

- Education Leeds composite file 'Child Protection: Information and Procedures for Schools' (2004)
- Working Together to Safeguard Children (DfES 2006)
- Safeguarding Children & Safer Recruitment in Education (DfES 2007)
- Leeds Safeguarding Children Board Procedures (2007)
- Children Act 1989 (as amended 2004 Section 52)
- Education Act 2002 s175

Our policy applies to all staff, governors and volunteers working in the school and has the following aims.

### **Overall Aims**

To contribute to the prevention of abusive experiences in the following ways:

- have clear standards of behaviour for staff and pupils;
- include appropriate work within the curriculum;
- ensuring that staff are able to recognise the signs/symptoms of abuse and are aware of the school's lines of communication and procedures for reporting abuse;
- encouraging pupil and parental awareness of our commitment to child protection ;
- addressing concerns at the earliest possible stage
- establishing a safe environment in which children can learn and develop, liaising with other agencies as appropriate;
- practising safe recruitment and monitoring of staff

To contribute to the protection of our pupils in the following ways:

- including appropriate work within the curriculum;
- implementing child protection policies and procedures;
- working in partnership with pupils, parents and agencies

To contribute to supporting our pupils in the following ways:

- identifying individual needs where possible;
- providing suitable support and guidance so that pupils have a range of appropriate adults whom they feel confident to approach should they be in difficulties
- designing plans to meet needs. All deficiencies or weaknesses in the Child Protection Policy will be rectified as soon as they are known..

## **In-school Procedures for Protecting Procedures**

### **All staff should:**

- be aware that the school has a comprehensive child protection policy including issues of confidentiality;
- be alert to signs and indicators of possible abuse. See Appendix 1 for current definitions of abuse and examples of harm.
- record concerns on a “Cause for Concern” form (see appendix 4). Staff have blank copies of the “Cause for Concern” form, which, once completed, should be handed to the Mr J Tranmer (Headteacher) or Mrs W.J. Staniland Deputy Headteacher).
- deal with a disclosure of abuse from a child sensitively and when appropriate and complete cause for concern form (see appendix) . These must be passed to either Mr J Tranmer or Mrs W J Staniland immediately, followed by a written account.
- be involved in ongoing monitoring and recording to support the implementation of individual education programmes and interagency child protection and child support plans
- will be subject to Safe Recruitment processes and checks whether new staff, supply staff etc. The Froebelian School will follow the guidelines in the document “**Safeguarding Children and Safer Recruitment in Education**” (2007) issued by the DfES. CRB checks, checks of identity, background and qualifications are made for all adults working with children on site. The school will ensure that staff who work off-site have the appropriate checks as detailed above.
- will be expected to behave in accordance with the Education Leeds’ guidance Safe Working Practice in Education Settings April 2008 s in the staff handbook and the school’s professional conduct information; both documents can be found in the Staff Handbook.

### **Visitors**

Visitors, including contractors will be made aware on arrival on the premises that the school has a comprehensive child protection policy. ( Appendix 8)

### **The Designated Staff**

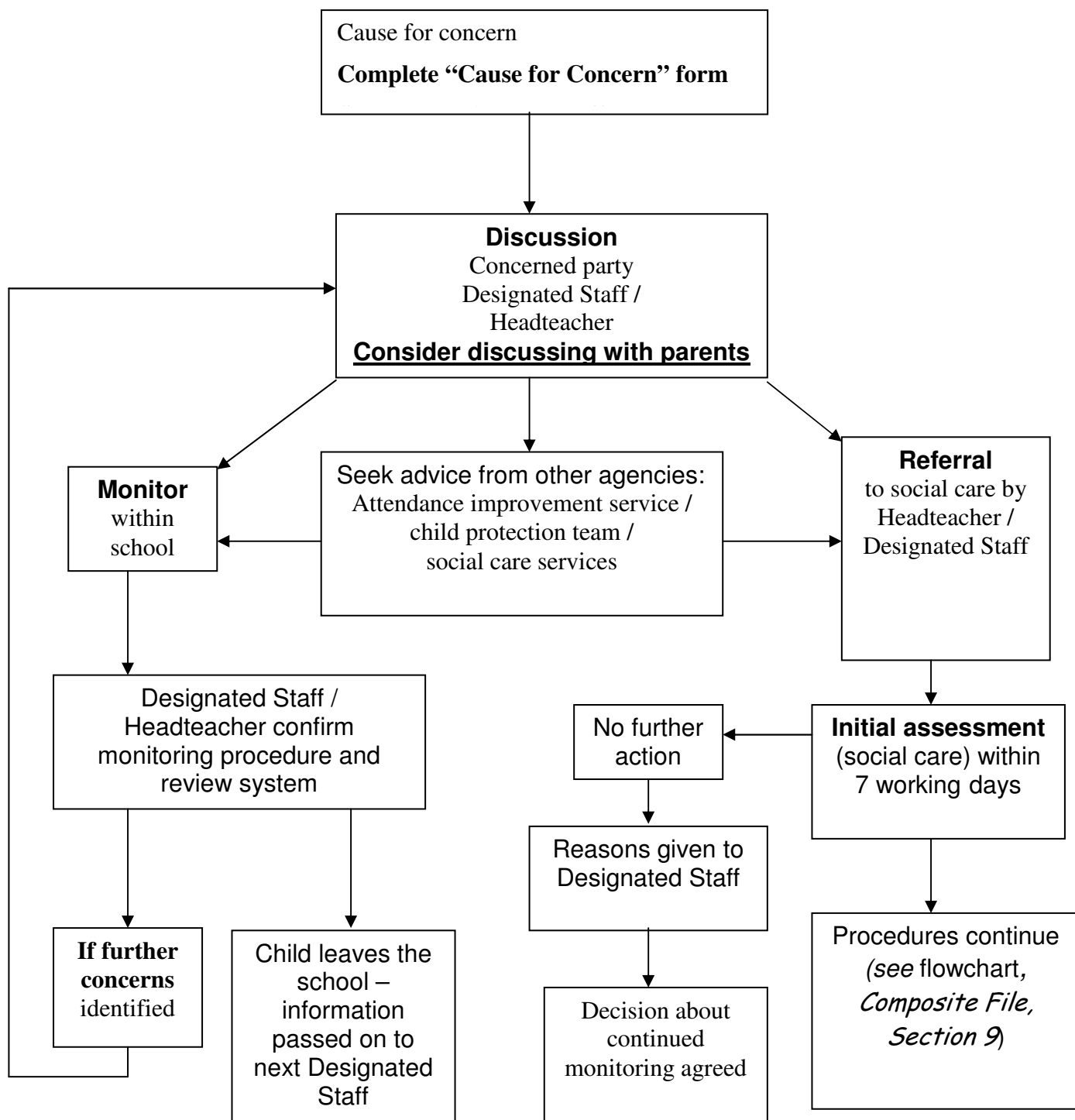
**Currently these are Mr John Tranmer and Mrs W J Staniland.**

- The Child Protection Co-ordinator within the school is Mrs W J Staniland, the Deputy Headteacher or, in his absence, Mr J Tranmer, the Headteacher.

It is the Co-ordinator's role to:-

- co-ordinate Child Protection action within the school;
- liaise with other agencies and ensure that locally established procedures are followed;
- act as a consultant for staff to discuss concerns;
- make referrals as required and maintaining a confidential recording system;
- managing the school's Child Protection plans;
- organising training for staff;
- liaise with the nominated governor for child protection (Dr N Ball)
- where the school has concerns about a child, the Designated Staff should be informed immediately. See flow chart below (page 4);
- child protection information needs to be dealt with in a confidential and sensitive manner. A written record will be made of what information has been shared with whom and with relevant dates. Staff will be informed of relevant details only when the Designated Staff feels their having knowledge of a situation will improve their ability to deal with an individual child and /or family. Composite File Section 7.3 – 7.5;
- child protection records will be stored securely in a central place separate from academic records. They should be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation;
- access to these by staff other than the Designated Staff will be restricted, and a written record will be kept of who has had access to them and when;
- parents should be aware of information held on their children and kept up to date regarding any concerns or developments by the appropriate members of staff;
- the school will not disclose to a parent any information held on a child, if it would put the child at risk of significant harm;
- if a pupil moves from our school, child protection records will be forwarded onto the new school, with due regard to their confidential nature. Contact between the two schools may be necessary, especially on transfer from primary to secondary schools.

## Summary of in-school procedures to follow where there are concerns about a child



**Reference: Composite File, Section 7.8**

### **Froebelian School Council**

**The nominated Governor for Child Protection is Dr N. Ball and is responsible for liaising with the Headteacher and designated teacher over all matters regarding child protection issues. The role is strategic rather than operational – they will not be involved in concerns about individual pupils.**

The School Council ensures that the school :

- has a child protection policy & procedures in accordance with LA / LSCB guidelines;
- operates safe recruitment procedures and ensures appropriate checks are carried out on all new staff and volunteers (Safeguarding Pupils and Safer Recruitment Policy and appendix 7);
- has at least one senior member of the school's leadership team designated to lead on child protection issues and at least one designated person;
- that the designated staff have appropriate refresher training every two years;
- the Headteacher and all other staff who work with children undertake training at three yearly intervals. Also that temporary staff and volunteers are made aware of the school's arrangements for child protection and their responsibilities
- the Froebelian School Council remedies any deficiencies or weaknesses brought to its attention without delay
- has procedures for dealing with allegations of abuse against staff/volunteers
- The Chairman of the Froebelian School Council is nominated to be responsible for liaising with the Education Leeds and or partner agencies in the event of allegations of abuse being made against the Headteacher;
- reviews policies/procedures annually.

## **Working with other agencies to protect children**

### **Involving parents / carers**

In general, we will discuss concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents / carers after consultation with the Designated Staff. However, there may be occasions when school will contact another agency before informing parents / carers, if the school decides that contacting them may increase the risk of significant harm to the child.

### **Multi-agency work**

- We work in partnership with other agencies in the best interests of the children. Therefore, school will, where necessary consult with medical professionals, and make referrals to Social Care. Referrals should be made, by the Designated Staff, to the central Local Authority Call Centre.
- We will co-operate with Social Care where they are conducting child protection enquiries. Furthermore, the school will endeavour to attend appropriate inter-agency meetings such as Initial and Review Child Protection Conferences, and Planning and Core Group meetings, as well as Family Support Meetings (section 17 procedures).
- We will provide written reports as required for these meetings (sufficient copies in the case of Initial and Review Child Protection Conferences). If school is unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents / carers at least 24 hours prior to the meeting.
- Where a child in school is subject to an inter-agency child protection plan, school will contribute to the preparation implementation and review of the plan as appropriate.

### **Useful documents and websites:-**

1. Child Protection: Information and Procedures for Schools (Education Leeds)
2. Safeguarding Children and Safer Recruitment in Education (DfES)
3. Child Protection Guidelines for Childminders and Day Care Providers (Leeds Safeguarding Children Board)
4. ISC Child Health and Wellbeing Working Party Guidance
5. Child Abuse Review (published by BASPCAN)
6. Information Sharing: pocket Guide DfES
7. [www.teachernet.gov.uk/childprotection](http://www.teachernet.gov.uk/childprotection)
8. [www.dcfs.gov.uk](http://www.dcfs.gov.uk)
9. [www.publications.doh.gov.uk/safeguardingchildren](http://www.publications.doh.gov.uk/safeguardingchildren)
10. [www.nspcc.org.uk](http://www.nspcc.org.uk)

