



## **SAFEGUARDING - Child Protection Policy**

*Written/ratified November 2009*

*Revised/Ratified November 2011/September 2014/July 2014/ September 2015/Jan 2016/Oct 2016/August 2017/November 2017  
Oct 2018/Sept 2019/October 2020*

*Shared with staff annually*

***Burnley Brow is committed to safeguarding and promoting the welfare of all children. We expect all our staff to share this commitment.***

### **Statement of Intent**

This school believes that the protection of children should be an integral part of the ethos of the school, and that this should be a 'listening' school, which seeks to create an atmosphere in which children feel secure, that their viewpoints are valued, and that they are encouraged to talk and are listened to.

The school will respect issues of confidentiality and will give priority to working together with other agencies to protect children in our care, particularly those who have been identified as at risk of abuse.

### **Policy**

In this statement and policy, staff includes both teachers and any other person employed to work in the school who has contact with our children. The policy is visible to school staff on the Child Protection and Safeguarding board in the staffroom and is included on the website and available to parents on request.

### **Confidentiality**

A child has the same right as an adult in relation to confidential, sensitive details about his/her personal life. However, threats to a child's safety and welfare can set aside normal principles of confidentiality. A child's welfare is always the paramount concern. All staff know this and are expected to respect this.

### **The Role of the Headteacher and Governors**

The Headteacher and Governors of the school will seek to fully support the role and responsibilities of the designated teacher for child protection through ensuring that;

- Staff are aware that the designated teacher and the procedures have their full support.
- Interagency procedures are known and followed;
- Time is available for both the designated teacher and staff to be trained; and
- The necessary resources are available for the designated teacher to carry out their role and responsibilities.

### **The Role and Responsibilities of the Designated Teacher for Child Protection**

The designated teacher for the school, is the Headteacher, Helen Atkinson-Smith. There is a Child Protection team who work with the Headteacher; Natasha Morgan, Deputy Headteacher, Sam Bennion, Assistant Headteacher and Shabana Sikandar, Assistant Headteacher and Senco. They will always be the first point of reference for any issues to do with child protection in the school.

**Any suspected abuse will be reported to Social Services or the Police. It is for the police and social services to carry out necessary investigations, not the school, after the matter has been referred to them.**

In this school the designated teacher will seek to;

- listen to, investigate and record any suspected child protection issues reported to her;
- follow the guidelines laid down in the document 'Keeping Children Safe in Education' and report incidents as appropriate;
- maintain child protection files and Cpoms records, keeping them confidential and only accessible by the child protection team;
- co-ordinate action in cases of child abuse both within school and with outside agencies;
- act as a consultant for school staff and outside agencies about particular children;
- ensure that appropriate staff within school know sufficient about the child at risk to cope with him /her within school and protect him / her;
- ensure that all staff coming into contact with a child who has, or may be suffering abuse know what signs to look for and what to do;
- keep information regarding children on the Child Protection Register, informing staff appropriately;
- pass on information when children change schools; and
- liaise with other agencies where necessary and arrange ongoing whole school awareness raising and staff development (including support staff) with regard to child protection.

Where a child on a child protection plan is absent for more than 2 days, contact will be made with the child's social worker.

**The role and responsibilities of every member of staff will be to:**

- know who the designated teacher for child protection is;
- know and follow the in-school procedure;
- understand the role of the designated teacher;
- attendance in-school meetings when appropriate;
- monitor any vulnerable child who is in their care and implement any child protection plan for a child who is on the 'at risk' register;
- ensure that they do not treat any child who they know to have been abused any different from other pupils;
- have a general awareness of the possible indicators of abuse including being drawn into any form of radicalisation, terrorism or extremism;
- report to designated safeguarding staff who may inform outside agencies; and
- keep confidential any sensitive information which has been shared with them.

**If a member of staff has concerns about a child or a child has disclosed abuse:**

Staff will follow the guidance given at Appendix 1.

**If a member of staff has concerns about a child or a child has disclosed information which refers to radicalisation or extremism or the process around this:**

Staff will follow the guidance given at Appendix 2

### **Recording, Storing and Sharing Information**

- All confidential paper records relating to pupils is stored in a cupboard in the Headteacher's office. The room has restricted access by code lock. The Headteacher, Child Protection team, Office personnel and Site Manager, have access to this room, only the CP team have access to the cupboard. Online records are on Cpoms, accessible by password and one-off codes.
- Referrals are made using an agreed proforma which is then passed to the designated person.
- Relevant information will only be shared on a 'need to know' basis, with appropriate staff whom have regular contact with the pupil concerned.
- Once any information of any necessity has been shared with a member of staff, that member of staff must undertake not to discuss the information with anyone who is now in possession of the same information.
- A concerns file is held by the designated teacher in which any concerns can be noted and to which every member of staff can contribute. This allows the designated lead and team to see if there are recurring concerns relating to the same child or family,
- Staff are made aware of the need to report to the child protection teachers any sensitive issues relating to specific children.

### **When a pupil transfers to another school in this area:**

- i) If the child is on the 'at risk' register, a meeting will be held with the designated teacher from the receiving school, at which all relevant information will be transferred. If possible, both designated teachers will attend the next case review.
- ii) If the child is not on the 'at risk' register, but either has been in the past, or if grave concern exists, a note will accompany the child's information to the new school, which indicates that the designated teacher is available for informal discussion if the new school considers it necessary. Confidential information on children in this position will be stored by this school for a period of 5 years. Unless the child is registered as 'at risk' at the new school, these records will be destroyed after that time.

**If a child whom the school has concerns about, or who is on the 'at risk' register "disappears", the school will make initial enquiries as to the whereabouts of the child, and refer the matter urgently to the Education Welfare Service if nothing can be discovered.**

### **Staff Training**

Child Protection is part of our induction procedure for all staff and trainee teachers. Any new member of staff will be informed who the designated lead is and members of the team. They will be asked to complete child protection online training.

All members of staff will be regularly updated by the designated teacher on any changes in local authority procedures.

The school undertakes to ensure that the designated teacher will be allowed to attend relevant training on behalf of all the staff in the school, and will in turn be given whole staff inset time to pass on the training to all staff.

### **Working with Relevant Agencies**

The school is committed to taking an active role in multi-agency meetings, attendance at the meetings and providing written reports to child protection case conferences and core group meetings.

### **Safer Recruitment**

The Headteacher and Deputy Headteacher and Assistant Headteachers have been trained in NCSL Safer Recruitment, in-line with government requirements. The school will follow the guidelines in the Safer Recruitment policy when recruiting all staff.

### **Professional Allegation Procedures**

There is a local authority procedure for investigating allegations of professional abuse and this followed by the school. Staff are made aware of this as part of this policy and on the CP board. Issues of concern can be discussed with/reported to the LA designated officer (LADO) at the Safeguarding children team.

### **Preventative Work in School**

Our curriculum has a strong thread of SMSC in every subject area where applicable. Assemblies, Circle Time, PSHE focus on the four strands. We aim for children to have an understanding of how to protect themselves and recognising the need to also protect others.

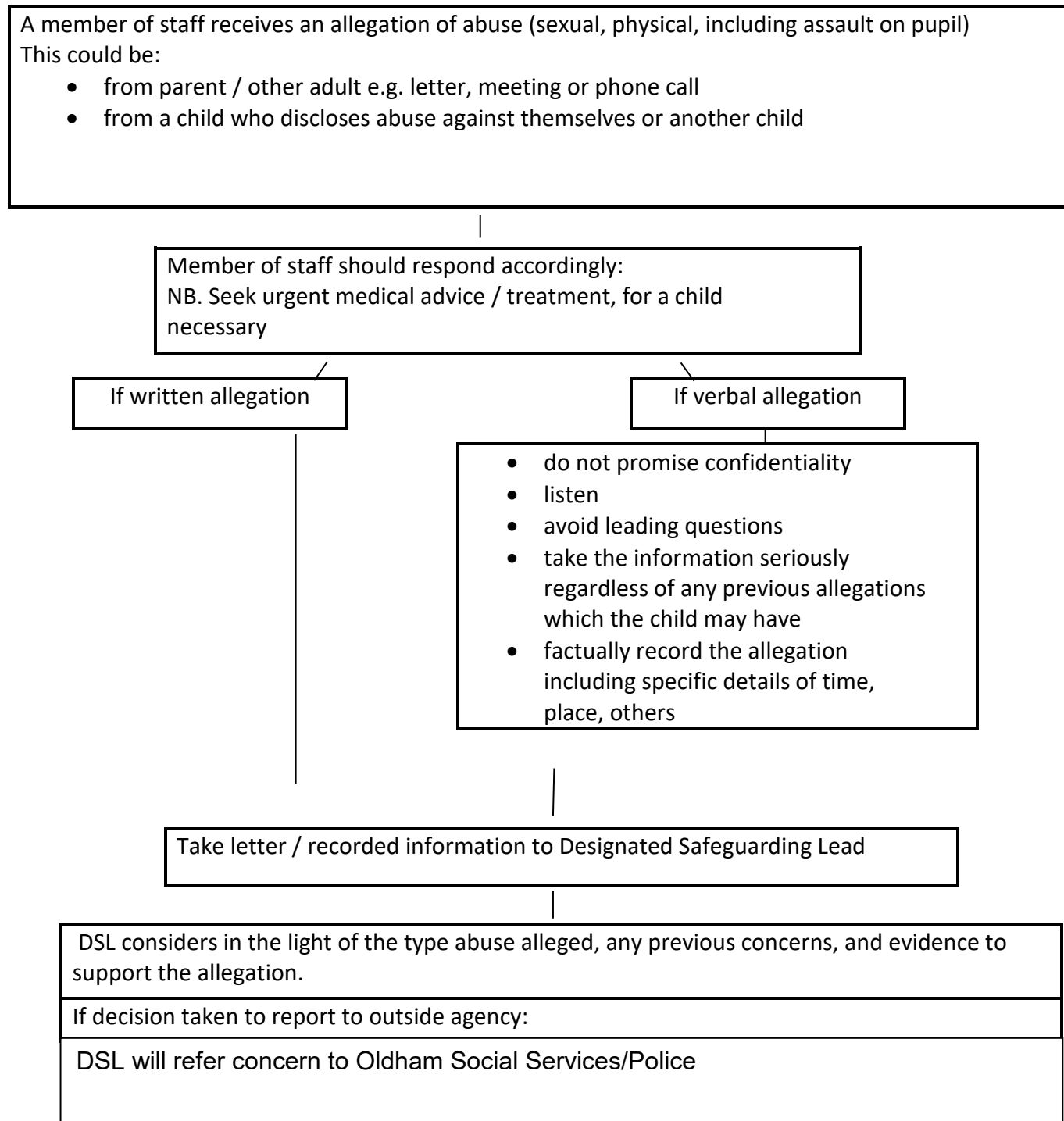
#### **Classification of abuse**

All staff complete online training on recognising abuse. Staff should always report anything that makes them feel uncomfortable to a designated teacher. The HT has had online training for FGM (2017) and has shared information with the Safeguarding team. Information on this, Terrorism and Abuse is displayed on the Safeguarding board in the staffroom.

## Receiving an Allegation / Disclosure of Abuse

### Action to be taken by any staff on receiving an allegation / disclosure of abuse

Good practice would mean that the person to whom the child chooses to disclose, should listen and record as below, and not expect the child to repeat the information to a series of people.



## Receiving an Allegation / Disclosure of potential/actual terrorism

### Action to be taken by any staff on receiving an allegation / disclosure of potential/actual terrorism

Good practice would mean that the person to whom the child chooses to disclose, should listen and record as below, and not expect the child to repeat the information to a series of people.

