



Child Protection Policy

This policy has been written in line with the 2002 Education Act and the DfE Sept 2016 Statutory Guidance 'Keeping Children Safe in Education'.

SCHOOL COMMITMENT

Whetley Academy views the safety and welfare of all its children as a top priority. It takes seriously its responsibility to safeguard and promote the welfare of the children in its care. The school recognises that effective Child Protection work requires clear procedures, good inter-agency co-operation and a workforce that is competent and confident in responding to Child Protection situations.

At Whetley Academy all children have the right to be safeguarded from harm or exploitation whatever their:-

- **Race, religion, first language or ethnicity**
- **Gender or sexuality**
- **Age**
- **Health or disability**
- **Political or immigration status**

We recognise our legal duty to safeguard all our children according to National and local legislation and guidance. Our procedures are also in accordance with the Local Safeguarding Children Board.

The school has in place Safeguarding and Child Protection policies that are agreed by the governors and known to all staff.

Aims and Objectives

- **Protect all children from neglect and abuse.**
- **Prevent the impairment of children's health or development.**
- **Ensure children are growing up in circumstances consistent with the provision of safe and effective care.**
- **Help children to have optimum life chances and to enter adulthood successfully.**
- **Endeavour to keep up-to-date and accurate information about all children.**
- **Enable staff, volunteers and visitors to safeguard and promote the welfare of children.**
- **Promote a culture that makes this school a safer place to learn.**

- Listen to and respect all children.
- Involve children in decisions which affect them.
- Share information about concerns with agencies who need to know, and involve children and their parents/carers appropriately using jargon free language.
- Recruit staff, volunteers and visitors safely, ensuring all necessary checks are made.
- Adopt a code of conduct for all staff, volunteers and visitors.
- Provide effective management through induction, support and training.
- Deal appropriately with allegations/concerns about staff, volunteers or visitors, in accordance with government guidelines.
- Respect confidentiality in line with the school's Confidentiality Policy.
- Confront bullying, racism, harassment and discrimination.
- Provide effective First Aid from qualified members of staff.
- Meet the needs of pupils with specific medical conditions including any intimate care is carried out following agreed guidance and policies.
- Discuss drug and substance misuse.
- Teach online safety.
- Ensure that any use of physical intervention follows agreed guidance and policies.

Safer Recruitment

In line with statutory changes the following will apply for all paid staff and volunteers:

- An Enhanced DBS check is obtained prior to any formal job offer and starting date.
- Two references are obtained for all staff members prior to any formal job offer and starting date.
- The school keeps an up to date single central record detailing the checks carried out on staff, and when this has been audited externally.
- All new appointments who have lived outside the UK will be subject to additional checks as appropriate.
- When recruiting new staff there is at least one member of staff who has received up to date safer recruitment training involved in the whole process. Currently four members of staff have up to date training; the Executive Principal, Head of Academy, Assistant Principal and Business Manager. Two members of the EAB including the Chair of the EAB also have up to date Safer Recruitment Training.

Safe Practice

Safe working practice ensures that pupils are safe and that all staff

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motives and intentions.
- Work in an open and transparent way.

- Work with other colleagues where possible in situations open to questioning.
- Discuss and/or take advice from school leadership over any incident which may give rise to concern.
- Record any incidents or decisions made.
- Apply the same professional standards regardless of gender, religion, ethnicity, ability or sexuality.
- Be aware of the Confidentiality Policy.
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Safeguarding Information and Training for Pupils

The pupils in our school are aware of a number of staff who they can trust and talk to. Their first point of contact is their class teacher. There are photo poster around school informing children of key adults they can talk to if they have a concern or problem. We also display the NSPCC helpline number around school. Whetley Academy is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. Whetley Academy has a child friendly safeguarding policy which is discussed appropriately in class. We have a planned whole school programme to teach children how to stay safe and healthy including online safety and keeping our bodies safe.

Online Safety (Refer also to the Online Safety Policy)

- To make pupils and staff aware of the dangers of internet and mobile phone usage.
- Filtering and monitoring systems are in place in school to minimise access and to highlight any child or adult accessing inappropriate sites or information including extremism.
- Pupils will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. If this results in child protection concerns a Named Person should be informed immediately.
- Pupils should not give out their personal details, phone numbers, schools, home address or computer passwords.
- Pupils sign up to an Acceptable Use Agreement which is also promoted for use at home.
- Pupils should adhere to the school policy that no mobile phones are allowed in school.
- The police will be involved if there is any criminal element to misuse of the internet, phones or any other form of electronic media.

Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child. Whetley Academy will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. Parents can access this policy via the school website or request a copy via the main office.

Partnership with Others

Whetley Academy recognises that it is essential to establish positive and effective working relationships with other agencies. (LA, Social Care, Barnardo's, Police, Health, District Council, NSPCC) There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

School Training and Staff Induction

There are five Named Persons for Child Protection in school which includes Executive Principal, Head of Academy, Assistant Principal, SEND Lead and Inclusion Lead. The SEND Lead is the Designated Safeguarding Lead and the Assistant Principal is the Deputy Designated Safeguarding Lead. They have all undertaken Named Person Child protection training, (November 2016), and have refresher training at least every two years. All other school staff/volunteers/students have appropriate induction training to equip them to carry out their responsibilities for Child Protection effectively, which is kept up to date by refresher training at least annually and ongoing updates/reminders at all meetings. Most recent training for 2016/17 includes awareness of FGM, Breast Ironing, Honor Based Crime, PREVENT, Mate Crime/Hazing, Spirit Possession, Mental Health Issues. All new staff/volunteers/students are provided with the school's Child Protection Policy and informed of Child Protection procedures.

Children Missing from Education

Where children on roll at Whetley Academy do not turn up, and the school has made enquiries and followed safeguarding procedures through the Attendance Officers, we will refer the case to the Education Social Work Service. If the allocated worker can not locate the child/family they will inform the Children Missing Education Team and the school will be advised by them or the ESW Service when it is safe to take the child off roll.

All in year transitions are reported to the LA in line with Pupil Registration Regulations 2016.

Confidentiality

Follow the school Confidentiality Policy.

Pupil Information

Whetley Academy aim to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The school requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives.
- Names and addresses of all persons with parental responsibility.
- Emergency contact details.
- Details of any persons authorised to collect the child from school.
- Any relevant court orders in place including those which affect any person's access to the child.
- A child who is or has been on a Child Protection Plan.
- Name and contact detail of GP.
- Any other factors which may impact on the safety and welfare of the child.

Private Fostering

Recent changes in law state that if schools are aware of a child living outside the 'immediate family' for more than 28 days, it is their legal duty to inform the Local Authority. Staff should inform a Named Person immediately if they suspect this is happening to a child.

'immediate family' = blood relatives (mother, father, siblings, grandparents, auntie, uncle).

Children in Need

A child with additional needs where their health, development or achievement may be adversely affected. In these cases practitioners may complete a CAF/P Sec. The school will involve other services as appropriate.

- These children are unlikely to achieve or maintain, or to have opportunity to achieve or maintain a reasonable standard of health or development, without the provision of services by the local authority.
- Their health or development is likely to be impaired, or further impaired without the provision of the services by the local authority.
- Age appropriate progress is not being made and the causes are not clear
- The support of more than one agency is needed to meet the child's needs.

A Child with a Disability

Whetley Academy recognises that disabled children need to be safeguarded and protected on an equal basis to other children. This may mean putting additional resources and procedures in place.

Types of Child Abuse

Physical Abuse:

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical abuse to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces

illness in a child.

Emotional Abuse:

This 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 in so far as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, 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, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration, (for example rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse, (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers).
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

Peer on Peer Abuse

We recognise that children can be harmed by other children both in and out of school. In the event that a child in our school is alleged to have harmed another child, for example through sexually harmful or sexually inappropriate behaviour, we will refer both children to social services without delay.

Reporting Child Protection Concerns

If staff members have concerns about any child they should record them on CPOMs without delay and certainly within the same day. If they think a child is in immediate danger or risk of harm they should inform a Named Person immediately. There are five Named persons for Child Protection with up to date training. These are the Executive Principal, Head of Academy, Assistant Principal, (Deputy Designated Safeguarding Lead), Inclusion Leader, (Designated Safeguarding Lead) and the Child Protection Leader. These persons are known by all adults in school. Their pictures and names are also displayed around school so visitors are made aware of who to contact if they have a concern.

Difference between a Concern and a Child in Immediate Danger/ at Risk

In whole staff Child Protection Training and in Induction for new staff, staff are made aware of the difference between a concern and a child who is in immediate danger or risk of harm. This is discussed fully with staff to give examples of what constitutes a concern and immediate danger or risk of harm.

Responding to Disclosure/Concerns

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they speak. Accordingly all staff will handle disclosures with sensitivity. Such information cannot remain confidential and staff will immediately communicate what they have been told to a Named Person and make a record. Staff must make it very clear to pupils who disclose information that it cannot be kept private and must be shared with the appropriate adults/services. Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that he/she can make an informed decision of what to do next.

Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm.
- Try to ensure that the person disclosing does not have to speak to another member of school staff.
- Clarify the information.
- Try to keep questions to a minimum and of an "open" nature.
- Try not to show signs of shock, horror or surprise.

- Not express feelings or judgements regarding any person alleged to have harmed the child.
- Explain sensitively to the person that they have a responsibility to refer the information to a Named Person, and external agencies as appropriate.
- Reassure and support the person as far as possible.
- Explain that you will have to share the information but that only those who "need to know" will be told.
- Explain what will happen next as far as possible and that the person will be involved as appropriate.

Action by the Named Persons (See also Child Protection Procedures Flowchart)

Following any concern, the Named Person will consider:

- Previous history/knowledge of the child and family.
- Any urgent medical needs of the child.
- Making an enquiry to find out if the child is subject to a Child Protection Plan by ringing 01274 435600.
- Discussing the matter with other agencies involved with the family.
- Consulting with appropriate person.

Then decide

- Wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- Whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.
- Not to make a referral at this stage.
- If further monitoring is necessary.
- If it would be appropriate to undertake an assessment/P Sec and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. The school uses the CPOMS online system to record all Child Protection and Child in Need concerns. All referrals to social care will be accompanied by a standard referral form.

Action Following a Child Protection Referral

The Named person will:-

- Make regular contact with the social worker involved to stay informed.
- Wherever possible, contribute to the strategy discussion.
- Provide a report for, attend and contribute to any subsequent Child Protection Conferences/meetings.
- If the child or children have a Child Protection Plan, contribute to this and attend Core Group Meetings and Review Child Protection Conferences.
- Where possible and if appropriate, share all reports with parents prior to meetings.

- Where in disagreement with a decision made, discuss this with the safeguarding officer for learning or the manager of the Child Protection and Review Unit.
- Where a child on the child protection register moves from the school or goes missing, immediately inform the key worker in Children's Social Care.

Allegations Against a Professional

Where an allegation of Child Protection is made against a member of staff/volunteer/student the following procedures must be followed by all adults in school.

1. Inform the HOA or Executive Principal, EP without delay who will inform the Local Authority Designated Officer, LADO and follow their guidance. The EAB chair and DELTA will be informed by the HOA/EP at this point.
2. If the allegation is made against the HOA or EP, the EAB Chair must be informed so they can contact the LADO and DELTA without delay.

Record Keeping

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All Child Protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Head of Academy and Named Persons. These records will be copied and transferred to any school or setting the child moves to, clearly marked, "Child Protection, Confidential, for attention of Designated Person for Child Protection." If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Education Social Work Service. Original copies will be retained until the child's 25th birthday.

Dated: Spring 2017

Approved by Chair of EAB - Steve Allan

26.1.17

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