



# *Upton Hall School, FCJ*

## **CHILD PROTECTION POLICY**

### **RATIONALE**

- In accordance with our Mission Statement, as part of the FCJ family, a Catholic and Christian Community and in response to the DCSF document *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings* (March 2009), the Children Act 1989 and the Every Child Matters agenda, we need to have in place a whole school policy which upholds the safety and security of all our pupils.
- The Governors have agreed to adopt and follow the Wirral Area Child Protection Procedures and the DCSF guidance document issued in March 2009.

### **PRINCIPLES**

At Upton we firmly believe that:

- Each pupil has a right to a caring and secure environment,
- Through our relationship with each other, the ethos of the school should promote self-confidence and self-esteem in all its members,
- All forms of behaviour which threaten feelings of self-worth e.g. bullying should be dealt with properly, sensitively and firmly,
- Matters such as personal safety, relationships and self-esteem should be addressed through PSHE and other curriculum areas,
- School and parents should work in partnership for the protection of the child along with other professionals,
- Staff should have training on child protection, led by the Educational Psychology Service, the Educational Social Welfare Service and our own Designated Officer,
- Any allegation or suspicion of Child Abuse by a member of the school staff should be dealt with immediately and coherently, following the procedures set by the Wirral Child Protection Committee.

### **GUIDELINES**

- It is the duty and responsibility of all staff to acquaint themselves of the set procedures and then follow them. A summary of the Procedures is to be posted on the noticeboard in Staffroom and is attached to this Policy (Annex A)

- Any allegation or suspicion of Child Abuse should be referred immediately to the school's Designated Officer for Child Protection, M Quinn, Deputy Head, who will inform the Headteacher.

### **CHILD PROTECTION POLICY**

- Listen to the allegation, but do not question the pupil.
- Record verbatim the allegation on Form CP ALL (Annex B) available in the Staffroom.
- The Designated Officer for Child Protection must refer any allegation to the Social Services as set out in Annex A
- If there is no allegation, but suspicion or concern, record this on form CP. CON (Annex C) also available in the Staffroom- in consultation with the Designated Officer for Child Protection who must involve the parents and decide whether to involve the Social Services.
- No pledges of confidentiality must be given.
- Where there is suspicion or concern, the pupil must be closely monitored by the Head of Year, using detailed lesson report forms.
- Records of Child Protection issues are confidential and will be kept in the Designated Officer's office .
- There will be no open discussion of individual Child Protection cases.

### **CRITERIA FOR EVALUATION**

- All staff aware of the set procedure regarding Child Protection.
- Procedures are on view in the Staffroom.
- An atmosphere of mutual respect is evident in school.
- Incidents of allegations or suspicion of Child Abuse are dealt with following the procedures.

Responsibility for co-ordination and implementation of this policy:

Mr M Quinn  
Deputy Head & Designated Officer for Child Protection

# CHILD PROTECTION POLICY

## SUMMARY OF CHILD PROTECTION PROCEDURES (Education Department)

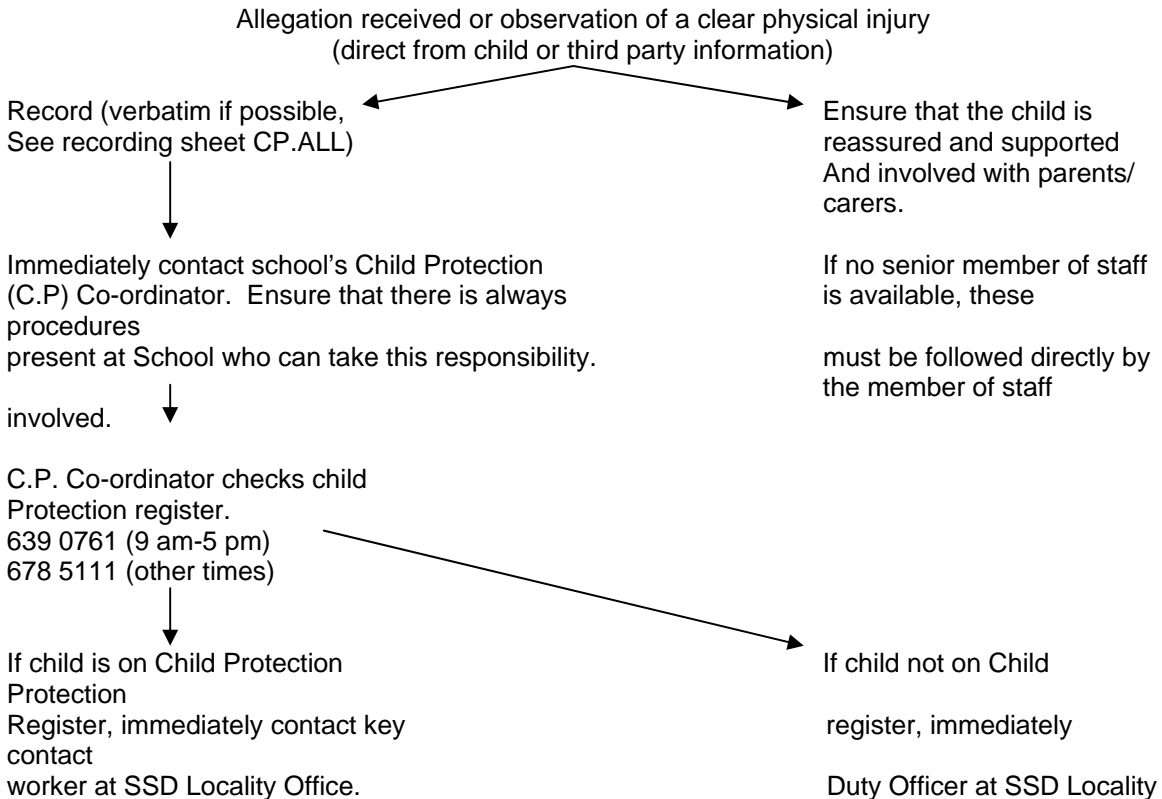
### Full version of procedures given on pp. 18-22 of Education Department Handbook.

It is important to establish at the outset whether there is an allegation of child abuse or a suspicion. If the allegation is against a member of staff, please refer to the separate procedures.

An ALLEGATION is where there is a direct statement by an individual, who, may be the child, that abuse has taken place. A child alleging abuse should be taken very seriously and reassured that it was right to tell. ALL ALLEGATIONS FROM WHATEVER SOURCE MUST BE REFERRED IMMEDIATELY TO THE INVESTIGATING AGENCIES. Workers should be aware that the incidence of malicious referral is extremely low. A physical injury with no satisfactory explanation should be treated as an allegation.

A SUSPICION is where there are behavioural, emotional or physical factors or symptoms which indicate that child abuse may have taken place but there is no direct allegation or disclosure to confirm this.

### 1. ALLEGATIONS



Office.

<p>Who to ring when: 9 – 5 SSD Locality Office 5 – 6 Police 709 6010 After 6 p.m. Emergency Duty Team 652 4991.</p>	<p>Have ready the information on record for reference (CP.REF) Clarify with SW as to who will inform parents/ carers and (if relevant) what the school should do at the end of the school day if the child is still in the school. Send written confirmation of the referral(e.g. reference Form CP.REF) and Covering letter ) to the Locality Office and the LEA Child Protection Co-ordinator, Hamilton Building.</p>
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### After the Initial Referral.

Seek feedback from Social Services about what is happening and keep a record of any information you are given. N.B. speed and nature of the action will depend on the details of the case.

Collate all relevant information regarding the child in preparation for possible involvement in strategy meeting and/ or Child Protection Conference. The school may well have a role in the core group and Child Protection Plan.

Identify and prepare an appropriate member of staff for involvement in strategy meeting and/ or Child Protection Conference (see guidance on attending Child Protection Conference).

## 2. SUSPICIONS/ CONCERNS

Establish clearly that this is a concern, not an allegation (see introduction)

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All concerns must be communicated to the school/s Child Protection Co-ordinator who should make a written record (see record of concern) CP.CON and should check past records and seek further information (e.g. by talking to previous teachers).

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The concerns (facts) should be shared \_\_\_\_\_ N.B If the young person is of sufficient age or understanding possible, and a course of action decided discuss it may be important to those concerns with the person and to involve them as far as is possible in discussions with parent/ carer. Services should be made. The parent/ carer should be informed of the decision.



If it is decided to monitor the situation, an agreed period should be determined and a further meeting with the parent/ carer set



Monitoring should be discontinued, in agreement with the parent/ carer, when a satisfactory situation is reached

The member of staff may at any point, either prior to the meeting with the parent/carer or afterwards, seek consultation from the Social Services Department (Locality Office or Salisbury Centre). This should then be explained to the parent/ carer or young person concerned.



**RECORD OF ALLEGATION**

<b>1. NAME OF PUPIL:</b>	<b>FORM/CLASS:</b>
<b>2. MEMBER OF STAFF:</b>	

<b>3. CIRCUMSTANCES (date, time, setting etc):</b>
<b>4. WHAT SAID (exact words, if possible):</b>

<b>5. IMMEDIATE ACTION (discussed with young person):</b>
<b>6. SUBSEQUENT ACTION (continue over if necessary):</b>

**RECORD OF CONCERN  
CLARIFICATION MEETING WITH PARENT/ CARER(S)**

<b>1. NAME OF PUPIL:</b>	<b>FORM/ CLASS:</b>
<b>2. NATURE OF CONCERN (dates, facts, circumstance, actual words used):</b>	

<b>3. DATE OF MEETING:</b>
<b>PRESENT (indicate relationship to pupil):</b>
<b>4. MAIN POINTS OF DISCUSSION/ RESPONSES OF PARENTS (continue overleaf if necessary)</b>
<b>5. AGREED ACTION (indicate who will do what, and timescale):</b>

**SIGNED:** ..... **HEADTEACHER/TEACHER**

..... **PARENT/CARER**

**DATE:** .....