



CHILD PROTECTION POLICY

Author of Policy
Lucy Grenen
Assistant Principal Learning

Date adopted by Governors/Academy
December 2014

A handwritten signature in black ink, appearing to read 'Rat M...', is written over a horizontal line.

Signed on behalf of Governing Body

To be reviewed July 2015

ALL SAINTS CHURCH OF ENGLAND ACADEMY, PLYMOUTH
Pennycross, PLYMOUTH PL5 3NE

All Saints Church of England Academy, Plymouth aims to be an inspirational community of learning, which will transform the life chances of the students and make a positive contribution to the well-being of the local community and the wider world. The Academy is rooted in Christian values including truth, justice, forgiveness, generosity and respect. The Academy aims to provide outstanding educational opportunities and experiences which will enable all students, regardless of ability and background, to bring out the best in themselves, and to make a difference for good in the world.

The Academy believes that education is about the development of the whole person, and in educating each student will endeavour to:

- sharpen the mind
- enrich the imagination
- strengthen the body
- nourish the spirit
- encourage the will to do good
- open the heart to others

This policy and the associated procedures are based on these principles, aims and beliefs.

Introduction

We recognise that because of the day to day contact with children, Academy staff are well placed to observe the signs of abuse. The Academy 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 at the Academy whom they can approach if they are worried
- Include opportunities in the Personal Development curriculum for children to develop the skills they need to recognise and stay safe from abuse

Purpose

All Saints Academy Plymouth fully recognises its responsibilities for child protection.

Our policy applies to all staff, governors and volunteers working at the Academy. There are five main elements to our policy:

- Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with children, including probing potential staff's motivations for wishing to work with children and young people and maintaining a culture of vigilance
- 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 students who have been abused in accordance with his/her agreed child protection plan
- Establishing a safe environment in which children can learn and develop appropriately.

Procedure

We will follow the procedures set out by the Plymouth Safeguarding Children Board and take account of guidance issued by the Department for Education:

- Ensure we have a designated senior person to lead the Academy's safeguarding and child protection work. The designated person will lead a small team of deputy designated persons - all of whom will have received appropriate training and support for their role
- Ensure we have a nominated governor responsible for safeguarding and child protection
- Ensure that the relevant persons are trained in leading on CAF work within the Academy

- All staff are aware and follow the 'Keeping Children Safe in Education Guidance DfE (April 2014)' and the 'Working Together to Safeguard Children 2013 Guidance'.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection, as well as the names of the appointed deputy designated persons and their role
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person or the deputies responsible for safeguarding and child protection
- Ensure that parents have an understanding of the responsibility placed on the Academy and staff for safeguarding and child protection by setting out its obligations in the Academy prospectus
- Ensure that all staff, volunteers, parents and students are aware that the Academy is part of Operation Encompass
- Notify the relevant team at Plymouth City Council's Children's Social Care, Advice and Assessment (01752 308600) department if there is an unexplained absence of more than two days of a student who is on the child protection register
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding and child protection matters, including attendance at case conferences
- Keep written records of concerns about children, even where there is no need to refer the matter immediately
- Ensure all records are kept securely - separate from the main student file, and in locked locations
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer
- Ensure safer recruitment practices are always followed

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The Academy may be the only stable, secure and predictable element in the lives of children at risk. When at the Academy their behaviour may be challenging and defiant or they may be withdrawn.

The Academy will endeavour to support the student through:

- the content of the curriculum
- the Academy ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued
- the completion and implementation of CAFs where appropriate
- the Academy Behaviour policy which is aimed at supporting vulnerable students at the Academy. The Academy will ensure that the student knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred
- liaison with other agencies that support the student such as Children's Social Care, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology service

- ensuring that, where a student with a child protection plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed

General Guidelines for Staff

It is recognised that Academy staff have the best of intentions in their daily interactions with children: any form of abuse of children by staff in schools is very rare. There has, however, been a welcome increased awareness of child protection issues as a result of the Children Act legislation

This advice is offered to all staff working in schools and it is hoped that it will be used to promote discussion of the issues raised on a whole-staff basis

One-to-One Meetings with Students

Staff should be aware of their vulnerability when undertaking one-to-one interviews with students. It is recognised that there will be occasions when one-to-one interviews must take place, but where possible such interviews should be conducted in a room with visual access or with the door open, or in an area which is likely to be frequented by others.

Physical Contact with Students

As a general principle, staff are advised not to make unnecessary physical contact with their students. Physical contact which may be misconstrued by the student, parent or other casual observer should be avoided.

There may be occasions when a distressed child needs comfort and reassurance, but staff should use their discretion in such cases to ensure that their actions are not misinterpreted.

Staff who administer First Aid should ensure, wherever possible, that other children or another adult are present.

Anyone with responsibility for the management of other staff may wish to consider if there is any need for extra guidance in connection with behaviour management programmes, provision of personal care, and specific curriculum needs (e.g. PE, Art etc).

Staff should be aware of their vulnerability when supervising students outside the Academy, in a residential setting, or on an Academy trip, because of the more informal nature of such contents. Staff must carry identification when undertaking these activities.

The Governing Body needs to ensure that appropriate staff are trained in restraint and manual handling.

Choice of Teaching Materials

When using teaching materials of a sensitive nature, staff should be vigilant as to the possibility of misinterpretation and if in doubt consult with senior staff.

Day-to-Day Interaction with Students

Staff should ensure that their relationships with students are appropriate to the age and gender of the students. Attitudes, demeanour and language all require care and thought, particularly when dealing with adolescents.

Action to be taken by Staff:

- **who suspect child abuse**
 - If staff have concerns about the behaviour of a colleague, they should inform the Designated Person, immediately or in their absence one of the Deputy Designated Persons
 - They should report their concerns in writing, dating and signing the report and keeping a photocopy of the said report for themselves
 - If their concerns relate to the Designated Person staff should contact directly the Principal, who should contact the Local Authority directly. A full written report must be given to the Principal and the Local Authority immediately and a copy retained safely

- **who realise that their action has been misconstrued**
 - Following an incident where a member of staff feels that their actions have been misinterpreted, then that member of staff should speak with a senior member of staff and/or their professional association

- **who may be subject to an allegation of abuse**
 - The member of staff should take note of the Academy's Policy on Managing Allegations against Staff
 - The member of staff will be appointed a senior colleague from the Academy to support them during the period of investigation, and as appropriate following the investigation's outcome
 - Additionally, they should contact their professional association immediately for advice and guidance

Summary

In considering this advice, staff are reminded that the welfare of students remains paramount, and therefore the protection of students must remain their primary consideration.

This document is aimed at providing guidance which should not inhibit any member of staff's or volunteer's ability to use their own professional judgement when interacting with students.

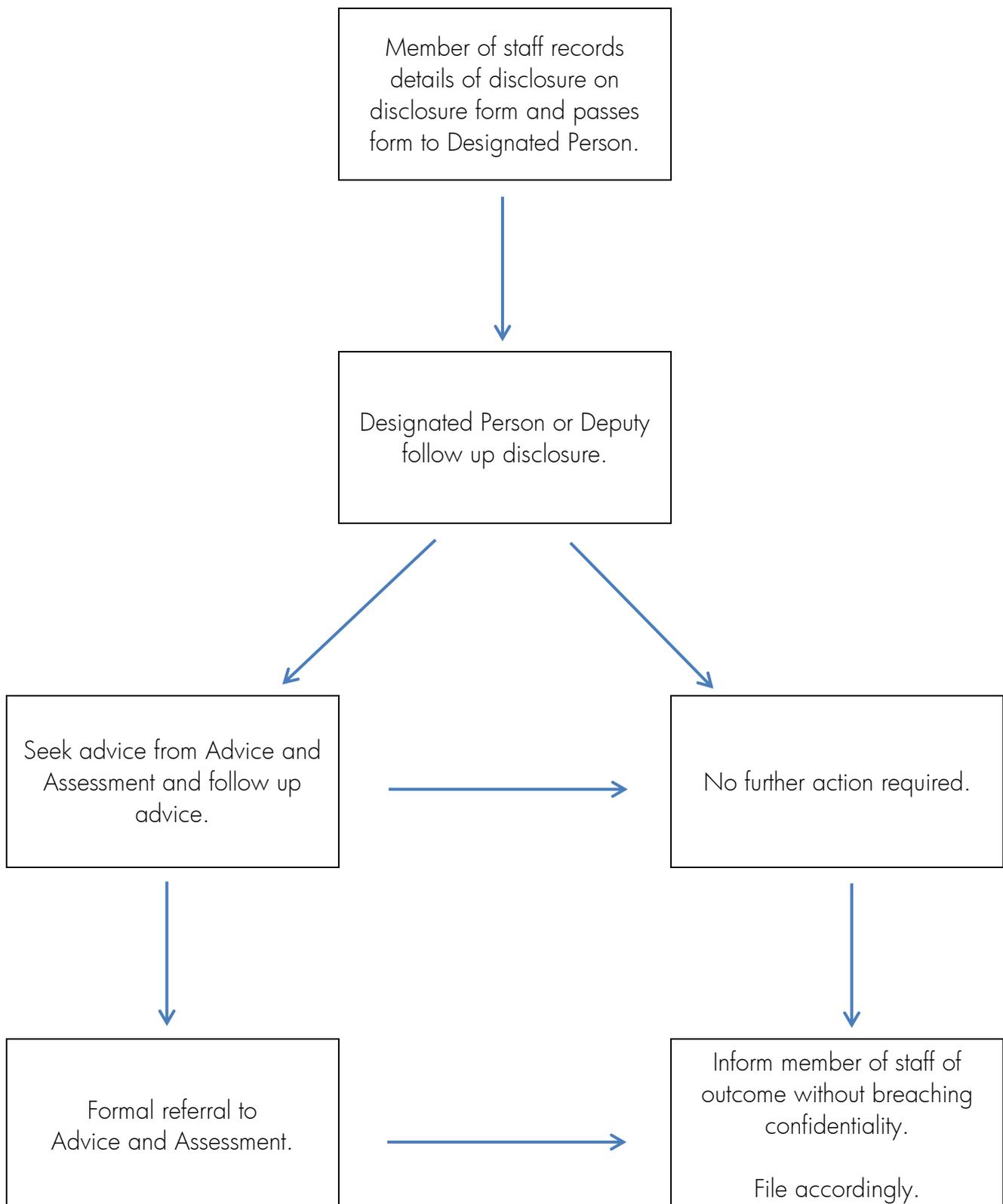
Resources

The Senior Designated Person is Lucy Grenen.

- **Training** - appropriate training will be provided as part of the ongoing CPD for all Academy staff
- **Appendix A:** flowchart
- **Appendix B:** Writing a Report – guidance
- **Appendix C:** Signs of abuse
- **Appendix D:** Disclosure form

FLOWCHART

In the event of a disclosure from a student:



REPORTING A DISCLOSURE TO THE DESIGNATED PERSON

Person:

When recording a disclosure from a student, staff must remember the following:

- Record the student's name and tutor group
- Record the date and time of the disclosure
- Record exactly any signs of injury, e.g. bruises, cuts
- Use the student's own words to record events
- Ensure your own name is on the sheet for future reference. This could be submitted as police evidence
- Pass the form to the Designated Person

CHILD PROTECTION

APPENDIX C

Information for staff

It is your professional responsibility to be alert to the threat of child abuse, to be aware of, and able to recognise, different forms of abuse and to refer any suspicion of abuse to your Designated Person. You should familiarise yourself with the procedures within the Academy for referral, recording and monitoring a suspected case. The Designated Person is Lucy Grenen. In the event of her absence referrals can be made to Lorraine Ingram or Karen Maher.

What to do and what to avoid

a. If you suspect child abuse	
Do refer to your Designated Person immediately.	Do not examine the child.
Do write up a full report for the Designated Person and retain a copy safely.	Do not ask leading questions.
	Do not discuss with anyone other than the Designated Person.

b. If a child discloses information to you, it is essential to safeguard and not contaminate evidence in the event of a possible subsequent prosecution of the perpetrator. The following guidelines will help you avoid this.	
Do allow the child to do the talking.	Do not postpone or delay the opportunity to listen.
Do listen to, rather than directly question the child.	Do not stop a child who is freely recalling significant events.
Do listen quietly and encouragingly.	Do not ask leading questions.
Do remain calm and caring.	Do not allow your feelings, such as anger, pity or shock to surface.
Do explain you may have to tell someone.	Do not make promises of secrecy.
Do record the conversation as soon as possible afterwards. Use the child's own words where possible.	Do not make notes during the disclosure.
Do refer to your Designated Person immediately.	Do not interpret what you have been told, just record it.
Do write up a full report for the Designated Person and include timing, setting and persons present as well as what was said. Retain a copy safely.	Do not discuss with anyone other than the Designated Person.

c. Allegations of abuse by another child or young person must be given the same importance as any other form of alleged abuse and referred to the Designated Person.

Follow up	
i.	In accordance with your Academy policy, the child's behaviour should be monitored, information collated and the Designated Person kept informed. Any change should be reported immediately to the Designated Person.
ii.	When a child moves classes within the Academy any information of child abuse should be passed on to the appropriate teacher and the monitoring role appropriately assumed.

Footnote	
All staff have the right to refer suspected cases of child abuse to the Principal if the teacher feels the referral to the Designated Person has not been dealt with adequately.	

CONFIDENTIAL

APPENDIX D



CHILD PROTECTION CONCERN

Please pass this form to the Designated Child Protection staff – LUCY GRENN.

In case of Lucy's absence pass to a Learning Mentor - LORRAINE INGRAM or KAREN MAHER.

Student Name:

Year:

TG:

Please record details of your concern. This should include time of incident and date. Information included should be factual and where possible should accurately record the student's wording. Please continue overleaf if necessary.

Staff Name:

Date: