



Arbory School

Child Protection Policy

Polasee Fendeilys Paitçhyn

Confident
Kenjal
Crootagh
Caring
Creative
Jarrooagh

20018 - Updated 2021

Reactive

If there are concerns about a child:

- inform the Head;
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- if appropriate, fill in a **Record of Concern form**

If there are **SERIOUS** concerns, which necessitate immediate action, and the Head is not available:

- **ring DESC (685820) ask for Andrew Shipley or ring Sue Mowle (693833) stating "Child Protection"**
- **ring Social Services (Duty Officer - 686179)**
- **Make a written note. This must be passed on to the head. (You may keep a copy for yourself provided it is kept secure and confidential). The note should be timed, dated and signed, with your name printed alongside the signature.**

Include

- **Time**
- **Date**
- **Name of Duty Officer (if contacted)**
- **Summary of main points discussed**

Notes must be made as soon as possible, and certainly within 24 hours of the incident giving rise to the concern. (This is important, in case the note is needed for submission to court).

Use the Logging a Concern Form (**Red Form**) where possible however notes do not have to be officially (or beautifully!) presented. The important thing is that they are:

- factual
- using a child's own words where possible
- a record of what you saw and heard.

Professional opinions are acceptable but only if you state the facts or observations upon which your opinion is based.

Explain that you must tell someone else who can help them. The point at which you do this is a matter for professional judgement. Too early - they may think you do not want to listen. Leave it till the end and they may feel misled into revealing more than they would have otherwise.

Listen carefully - reassure them that they were right to tell you. Remain calm and do not over react.

Don't try to investigate or ask leading questions.

As before, report your concerns and record them on the Logging a Concern Form. Include dates, times, what you have observed, what the child has said to you and your reply.

Information about welfare concerns or possible child abuse is sensitive and should be treated as confidential. The designated person or senior member of staff you speak to will decide who else needs to be told of your concerns.

When in doubt, refer to the Safeguarding Pages on Its Learning

(See Keeping and Auditing Child Protection Records Policy 2011 - on Its Learning/ Arbory Staffroom / DESC Policies or Hard Copy in CP folder in the staff room)

REPORT TO HEAD (Note date and time) as soon as possible

All staff involved with children must attend training updates every three years.

Proactive

Arbory School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school.

There are four main elements to our policy:

- Raising awareness of child protection issues and equipping children with the skills needed to keep themselves safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse.

The school 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 in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by DESC and DHSC to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that all staff receive regular training on 'signs and indicators'.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
 - Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
 - Develop effective links with relevant agencies and co-operate as required with their enquiries regarding 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 pupil file.
 - Develop and then follow procedures where an allegation is made against a member of staff or volunteer.

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 school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn.

The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil 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 pupil such as social services, Child and Adolescent Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

May 2021

