

## St. Joseph's R.C. Primary School

### SAFEGUARDING / CHILD PROTECTION - A WHOLE SCHOOL FRAMEWORK

#### 1. Policy Statement

St. Joseph's School follows the principles and procedures laid down by the Hartlepool Safeguarding Board.

2. [i] The Nominated Persons within the school are Miss Hodgson and Mr. I. F. Mason and the Nominated Governor representative is Ms J. Ganzerla.

[ii] All staff have an important role in the recognition and referral of child protection concerns. However, the Nominated Person has specific responsibilities:

[a] the Nominated Person is the focal point for any written or verbal Child Protection communication, both internally and externally;

[b] if any other member of staff receives Child Protection information, the Nominated Person must be notified immediately;

[c] when the Nominated Person is absent from school, the Headteacher deputes for him;

[d] all staff, including TAs and those working in administration within the school, have been made aware of the role of the Nominated Person and who that person is. All staff will be informed of any change to this;

[e] the Nominated Person has responsibility for co-ordinating action within the school and liaison with other agencies:

- to follow local ACPC procedures and promptly refer suspected cases of child abuse to the local Social Services department , or to the police, which are the investigative agencies in case of child protection and

- to liaise with all other agencies involved in the protection of children, by monitoring the progress of children placed on the Child Protection register, by submitting reports to Social Services departments and case conferences and
- to contribute to the prevention of child abuse through teaching which builds awareness of the dangers of abuse, helps children to protect themselves and develops more responsible attitudes to adult life and parenthood and
- to organise and take part in in-service training courses which lead to a greater understanding of the signs and symptoms of child abuse, familiarise participants with LA procedures for dealing with individual cases, inform them about the roles and responsibilities of the workers in other agencies with whom the school has to liaise, and give advice on making use of the curriculum to build preventative approaches to child protection.

### 3. Practice

#### Staff awareness of Safeguarding / Child Protection Procedures

- All staff have access to these Procedures; a copy of the small grey file 'Procedures for Working Together in Child Protection' is kept in the staffroom and the Headteacher's room.
- All the staff have access to the LA Hartlepool Safeguarding File, a copy of the A4 white file is kept in the Headteacher's room.
- Staff have been informed of the contents of both practice files and have been recommended to read them.

All the staff are aware that if they have any concern about an event of a Child Protection concern, they report to the Nominated Person, who will follow up the necessary/appropriate procedures. If the Nominated Person is not available then they report to the Headteacher.

### Specific

- [i] We hold meetings whenever necessary to discuss 'at risk' and 'looked after' children involving former, present and future teacher plus ancillary staff.
- [ii] Good relationships are based on honesty and openness. We ensure that parents are aware of the school's role by making a clear statement to that effect within the school booklet, as follows:-  
  
"Parents and Carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where school staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff will follow Child Protection Procedures and inform the Social Services of their concern".
- [iii] The confidential Child Protection records are kept in a secure location, which is made known to the staff.
- [iv] The Nominated Person, the Headteacher and any teacher involved in the particular case have access to these records.

#### 4. Training and Support

- [i] All teaching and non-teaching staff have been made had CP training delivered by LA or head teacher (following resources from LA). All staff have read and signed that they have read 'What to do if you're worried a child is being abused?'
- [ii] The support systems we have are the Nominated Person and the Headteacher, who are available to give staff dealing with Child Protection cases the necessary support and guidance and who will fill out the necessary forms/reports and make the necessary referrals.

## 5. Child Protection within the Curriculum

Child Protection is integrated with many areas of the existing curriculum. We aim for an integrated personal and social education programme.

The Child Protection programme seeks to support the child's development in ways which will foster security, confidence and independence. It should be regarded as central to the well-being of the individual and is therefore seen to be an intrinsic part of all aspects of the curriculum.

## 6. Looked-after Children

Liaison has taken place with Social Services to formalise the information from School Staff being fed into the "Children Looked-After" reviews'.

### Aims:

- [i] to encourage all children towards a positive self-image;
- [ii] to help children view themselves as a part of the community and, by examples, to nurture children's abilities to establish and sustain relationships with families, peers, adults and the world outside;
- [iii] to provide time, space and opportunities for children to explore, discuss and develop the key concepts of Child Protection openly with peers and adults, in a secure environment;
- [iv] to equip children with appropriate tools to make reasoned, informed choices, judgements and decisions;
- [v] to provide a model for open effective communication between children, teachers, parent and other adults working with children.

### Means:

- [i] by providing appropriate resources to fulfil the children's needs;
- [ii] by creating an environment within the classroom/school in which every child is valued as a member of the community. All members of the community should be sensitive and responsive to the needs of others;
- [iii] by allowing a variety of opportunities, appropriate to the age of the children, for class and group discussion of thoughts and feelings in an atmosphere of trust, acceptance and tolerance;
- [iv] by integrating the key concepts of Child Protection with the existing curriculum, allowing for continuity and progression through Key stages 1 and 2;
- [v] by providing resources for Child Protection located mainly in the staffroom. External resources are used when appropriate.

- 7. Equal Opportunities                      see school's Policy for Equal Opportunities
- 8. Staff Recruitment  
In recruiting and appointing new staff we follow Safer Recruitment procedures. At least one governor who has completed the training is present at interviews.
- 9. All staff (including supply), governors and adults working with children who are in a position of trust have current CRBs. The school maintains a record of CRBs, identity, qualifications etc. as recommended.

### Glossary

- Nominated Person                      - The person appointed by the Headteacher who has the responsibility for managing Child Protection in the school.

REVIEW	SPRING	2003	IM
REVIEW	SPRING	2004	IM
REVIEW	SPRING	2005	IM
REVIEW	AUTUMN	2006	AH/CE
REVIEW	AUTUMN	2008	AH/MMH