

**CHILD PROTECTION POLICY FOR Debden Park High School  
COVER SHEET**

**KEY CONTACTS WITHIN THE SCHOOL 2007/8**

**DESIGNATED CHILD PROTECTION CO-ORDINATOR**

NAME: Mrs Kim Thackray

CONTACT NUMBER: 0208 508 2979

**DEPUTY DESIGNATED CHILD PROTECTION CO-ORDINATOR**

NAME: Ms Kelly Hayes

CONTACT NUMBER: 0208 508 2979

**NOMINATED GOVERNOR FOR CHILD PROTECTION**

NAME: Mrs J Westbury

**KEY CONTACTS WITHIN THE LOCAL AUTHORITY**

The **EDUCATION SAFEGUARDING SERVICE** is able to provide advice and consultancy.

**CONTACT NUMBER:** 01245 436744

**E-MAIL:** [Education.safeguarding@essexcc.gov.uk](mailto:Education.safeguarding@essexcc.gov.uk)

**REFERRAL TO SOCIAL CARE SERVICES**

Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone **0845 606 1212**

To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone **0845 606 1212**

For all **NON – URGENT** referrals and enquiries telephone **0845 603 7627**

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## **CHILD PROTECTION POLICY FOR Debden Park High School**

“Because of their day to day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop.”

*(Working Together under the Children Act 1989)*

### **1. PURPOSE**

- 1.1 An effective whole-school child protection policy is one which provides clear direction to staff and others about expected behaviour when dealing with child protection issues. An effective policy also makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

### **2. INTRODUCTION**

- 2.1 Debden Park High School takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. “The welfare of the child is paramount” (Children Act 1989).
- 2.2 Section 175 of the Education Act 2002 places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school (D/0027/2004) <http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/>
- 2.3 There are three main elements to our child protection policy;
- a) Prevention through the creation of a positive school atmosphere and the teaching, and pastoral support offered to pupils.
  - b) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
  - c) Support to pupils who may have been abused.
- 2.4 This policy applies to all pupils, staff, governors, volunteers and visitors to Debden Park High School. This school recognises it is an agent of referral and not of investigation.

### 3. SCHOOL POLICY

We recognise that for our pupils, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse.

Our school will therefore:

- a) Establish and maintain an environment where pupils feel safe and secure and are encouraged to talk, and are listened to.
- b) Ensure that pupils know that there are adults within the school who they can approach if they are worried or are in difficulty.
- c) Include in the curriculum activities and opportunities for PHSE, which equip pupils with the skills they need to stay safe from abuse. Further information can be obtained from the school's PHSE and Citizenship coordinator(s).
- d) Include in the curriculum material which will help pupils develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills. Further information can be obtained from the school's PSHE and Citizenship coordinator(s).
- e) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

### 4. FRAMEWORK

Child protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Essex Safeguarding Children Board (ESCB) <http://www.escb.co.uk/>

### 5. ROLES AND RESPONSIBILITIES

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.

It is the role of the Designated Child Protection Coordinator to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals to Essex Social Care Services in accordance with school procedures. If for any reason the **Designated Child Protection Co-ordinator** (see cover sheet) is unavailable, a **Deputy Designated Child Protection Co-ordinator** has been identified who will act in their absence (see cover sheet). Additionally, it is the role of the Designated Child Protection Coordinator to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.

The Governing Body and school leadership team are responsible for ensuring that the school follows safe recruitment processes. As part of the schools recruitment and vetting process, enhanced Criminal Records Bureau (CRB), DFCS List 99 and other statutory lists and local intelligence checks will be sought on all staff that have substantial and unsupervised access to children.

The role of the Nominated Governor for Child Protection is to ensure that the school has an effective policy, that the ESCB Guidelines are complied with <http://www.escb.co.uk/> and to support the school in this aspect. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

The Designated Child Protection Co-ordinator and the Headteacher provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and governors and other relevant issues.

Representatives from the Education Safeguarding Service (Tel: 01245 436744) are available to offer advice, support and training to the school's Designated Child Protection Co-ordinator.

## 6. PROCEDURES

All action is taken in line with the following guidance;

- a) Essex Safeguarding Children Board (ESCB) Guidelines, the SET (Southend, Essex and Thurrock) Child Protection Procedures, a copy of which is available in Deputy Head Teacher and Pastoral Managers Office and published on <http://www.escb.co.uk/>
- b) "Safeguarding Children in Education" (DFCS/0027/2004) <http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/>
- c) "What To Do If You're Worried A Child Is Being Abused" (published by Department of Health, DFCS, Department of Culture Media and Sports, Home Office, Office of Deputy Prime Minister and the Lord Chancellors Department) - see Information for Professionals / National Guidance and Legislation on <http://www.escb.co.uk/>
- d) Working Together to Safeguard Children (2006, Department of Health) - see Information for Professionals / National Guidance and Legislation on <http://www.escb.co.uk/>

Staff are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. There may be other adults in the school who rarely work unsupervised, more usually working alongside members of the school staff. However the Head Teacher will ensure they are aware of the school's policy and the identity of the Designated Child Protection Co-ordinator.

Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred **must** report it immediately to the Designated Child Protection Co-ordinator (see cover sheet) or in their absence, the Deputy Designated Child Protection Coordinator (see cover sheet). In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

The Designated Child Protection Co-ordinator or their Deputy will immediately refer cases of suspected abuse or allegations to Essex Social Care Direct by telephone and in accordance with the procedures outlined within module 6 of the SET procedures.

The telephone referral to Essex Social Care Direct will be confirmed in writing within 24 hours. Essential information will include the pupil's name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral, the name of person who initially received the disclosure plus any advice given. This written confirmation must be signed and dated by the referrer. Where

possible the Inter-agency Referral Form (ECC999) should be used (published on “How to refer” on <http://www.escb.co.uk/>)

The school will always undertake to share our intention to refer a child to Social Care Services with the parents or carers unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from Essex Social Care Services or Essex Police.

A statement in the school brochure will inform parents and carers about our school’s duties and responsibilities under child protection procedures. Parents can obtain a copy of the school child protection policy on request.

## **7. TRAINING AND SUPPORT**

The Head Teacher and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at three yearly intervals as set out in Safeguarding Children in Education (DFCS 0027/2004).

The school will ensure that the Designated Child Protection Co-ordinator also undertakes training in inter-agency working that is provided by the Education Safeguarding Service and refresher training at two yearly intervals to keep knowledge and skills up to date. Temporary staff and volunteers who work with children in the school will be made aware of the school’s arrangements for child protection and their responsibilities (DFCS 0027/2004).

Support will be available for staff from the Head Teacher in the first instance, and from members of the school’s leadership team where there are concerns about queries about child protection.

All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the staff handbook.

## **8. PROFESSIONAL CONFIDENTIALITY**

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret, as where there is a child protection concern this must be reported to the Designated Child Protection Co-ordinator and may require further investigation by appropriate authorities.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a “need to know basis” only. Any information shared with a member of staff in this way must be held confidentially to themselves.

## **9. RECORDS AND MONITORING**

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.

These file notes are kept in a confidential file, which is separate to other files, and stored in a secure place Deputy Head Teacher's Office. In the same way notes must be kept of any pupil who is being monitored for child protection reasons.

If a pupil transfers from the school, these files will be copied for the new establishment and forwarded to the pupil's new school marked confidential and for the attention of the receiving school's Designated Child Protection Co-ordinator.

## **10. ATTENDANCE AT CHILD PROTECTION CONFERENCES & CORE GROUPS**

It is the responsibility of the Designated Child Protection Coordinator to ensure that the school is represented or a report is submitted to any child protection conference called for children on their school roll or previously known to them. Whoever attends should be fully briefed on any issues or concerns the school has and be prepared to make decisions on registration at the end of the conference.

When a child is placed on the Child Protection Register and is, therefore, a child with a plan, it is the Designated Child Protection Coordinator's responsibility to ensure that the child is monitored regarding their school attendance, welfare and presentation. If the school are part of the core group then the Child Protection Coordinator should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed. All concerns about the child protection plan and / or the child's welfare should be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the Child Protection Coordinator must inform the child's key worker **immediately** and then record that they have done so and the actions agreed. (*Refer to the SET procedures chapters 8 for conferences and chapter 9.4 for child protection plans*)

## **11. SUPPORTING PUPILS AT RISK**

- 11.1 Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.
- 11.2 This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at school their behaviour may still be challenging and defiant or they may be withdrawn.
- 11.3 This school will endeavour to support pupils through:
  - a) The curriculum to encourage self-esteem and self-motivation.
  - b) The school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
  - c) The implementation of the school's behaviour management policies.
  - d) A consistent approach agreed by all staff which will endeavour to ensure the pupil knows that some behaviour is unacceptable but s/he is valued.
  - e) Regular liaison with other professionals and agencies who support the pupils and their families.
  - f) A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.

- g) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
  - h) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
  - i) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.
- 11.4 This policy should be considered alongside other related policies in school. These are the policy for the teaching of PSHE/ Citizenship, the policy for the management of pupils' behaviour (including our policy on physical intervention and our policy on bullying) and our health and safety policy.

## **12. SAFE SCHOOL, SAFE STAFF**

- 12.1 It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when members of staff are accused of abuse.
- 12.2 Only authorised agencies may investigate child abuse allegations (Social Care Services, the Police or in some areas, the NSPCC). Whilst it is permissible to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.
- 12.3 The procedure to be followed in the event of an allegation being made against a member of staff is set out within Module 12 of the SET procedures
- 12.4 The Head Teacher or another Senior Manager should in the first instance contact the Education Safeguarding Service (Tel: 01245 436744). Through discussion and consultation, a decision will be made whether to make a referral to Essex Social Care Services. Where the allegation is against the Head Teacher, the Chair of Governors will take this action.
- 12.5 If for any reason it is decided that a referral to Essex Social Care Services is not appropriate, it will be necessary to address matters in accordance with the school's disciplinary procedures in liaison with the school's HR Advisor.

## **13. USE OF THE SCHOOL PREMISES BY OTHER ORGANISATIONS**

- 13.1 Where services or activities are provided separately by another body, using the school premises, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

## **14. WHISTLEBLOWING**

- 14.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 14.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the nominated 'whistleblowing' governor or the Education Safeguarding Service.

## **15. POLICY REVIEW**

- a) The Governing Body is responsible for ensuring the annual review of this policy.
- b) Ensuring that the list of key contacts on the cover sheet is kept up to date.



## **DEBDEN PARK HIGH SCHOOL** **CHILD PROTECTION POLICY**

### **Key Procedures**

The designated person at Debden Park High School is Mrs K Thackray – Deputy Head/Pupil Performance supported by Ms Kelly Hayes, Learning Mentor.

#### **Procedures for Referrals**

- Any adult may be approached by a pupil as a ‘Trusted Adult’ needing help or guidance.
- Likewise any adult may be in a position to notice or be concerned about abuse occurring to a pupil in school or in the home environment. This must be reported immediately to the designated person Mrs K Thackray or Kelly Hayes.
- When a pupil divulges information, the person they disclose to should:-
  - Listen and let the child tell them in their own way;
  - Reassure the child, encourage them to talk and praise them for confiding in you;
  - Reassure the child it is **not** their fault ;
  - Reassure the child that they are not bad;
  - Reassure the child that they will support them.
- The person they advise should also:-
  - Not show any disbelief, anger or shock;
  - Not ask leading questions e.g. just say “tell me what happened”;
  - Never promise confidentiality e.g. say, “ I need to tell you that I have to tell someone to help support you”;
  - Be careful about asking questions as they can jeopardise police action against the alleged defender;
  - Tell the child about what they are going to do next, i.e. tell Mrs Thackray and that they can stay with them if they want them too;
  - Immediately inform the designated person or Kelly Hayes;
  - Complete the internal pro forma for ‘Cause for Concern’;
  - Ensure you complete, time, date and sign it. Details should be precise, clear and factual, and then the proforma should be given to the Designated Person;

Through our induction programme the new staff will be made more aware of Child Protection and the procedures at Debden Park High School.

#### **The Main Principles of Concern**

Categories of abuse are:

- Physical
- Neglect
- Emotional
- Sexual

## Physical

Actual or likely physical injury to a child or failure to prevent injury to a child

## Neglect

A persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development

## Emotional

Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection.

## Sexual

Actual or likely sexual exploitation of a child. The child may be dependent and/ or developmentally immature.

### Remember:

- \* Look for changes in behaviour as well as physical signs
- \* Look for clusters of signs and symptoms
- \* 'Gut' feelings are important

## Allegations against Staff

### Procedures:

- \* When a child makes a complaint of abuse, the person recording the complaint must take it seriously and report it to the Headteacher immediately
- \* The complaint will be dealt with according to the standard LEA procedures
- \* It is essential for the accused to seek help
- \* The accused should be represented at all disciplinary hearings
- \* Suspension in some cases is procedural and implies no guilt

### The Headteacher must:

- \* Inform the local Social Services by telephone immediately
- \* Inform the local Personal Services employed by the school
- \* Alert the Lead Child Protection officer for the LEA
- \* Alert the Chair of Governors
- \* Make a written referral within 24 hours
- \* Offer assurance to pupils but not discuss possible outcomes
- \* Reassure staff and ensure they are aware of their rights

### The Headteacher must not:

- \* Interview the child or alleged abuser
- \* Take statements or initiate investigations except as to ascertain that such an offence could have happened
- \* Offer opinion to the pupil or alleged abuser

If criminal charges are brought, the police will be involved.

An annual black list (list 99), is produced by the Secretary of State for Education on those deemed unsuitable teach.

## **FINAL GUIDANCE ON PROTECTING AND SAFEGUARDING CHILDREN**

### **Pupils in the workplace**

- \* KS4 Work Experience will comply with guidance given in "Work Experience and the Law"
- \* In long term placements more than 1 day per week or longer than one term, the school will work with employers to ensure they are aware of safeguarding issues
- \* In short term for one day per week or appliance G.C.S.E the usual procedures would apply
- \* Pupils attending college placements will be safeguarded by the assigned establishments procedures

### **Abuse of Trust**

All teachers will know that inappropriate behaviour with or towards a pupil is unacceptable. It is an offence for a person over 18 to have a sexual relationship with a child under 18

### **Accidents**

Only qualified first aiders should deal with illness or injuries. Only a first aider should administer medicines which will always be kept by the school office

### **Teachers and one to one guidance**

Teachers must not become involved with personal problems outside of the school

### **Extra-Curricular activities**

- \* Leaders of such activities must be accompanied by another teacher, responsible adult or parent
- \* Procedures should have been arranged to cope with emergencies if the activity is off the school premises
- \* Teacher should avoid giving a lift to a single pupil
- \* Teachers experiencing excessive attention/affection for pupils should discuss the matter with the designated person

### **Physical contact with pupils**

- \* Corporal or physical punishment of children is forbidden by law
- \* Teachers must not give verbal or physical affection to a pupil
- \* If pupils are fighting, minimum amounts of physical contact should be used to separate them. Verbal action should be used first and if alone, assistance should be sought

In sport, teachers should use only a degree of contact that is necessary to instruct.

# DEBDEN PARK HIGH SCHOOL

## CAUSE FOR CONCERN *RE: CHILD PROTECTION*

NAME OF PUPIL ..... T.G..... TUTOR.....

CONCERN RAISED BY..... DATE.....TIME.....

Outline of Incident: **Remember you should:-**

- 1. Advise the individual that you are **unable** to keep information **confidential** if that person is felt to be at risk;
- 2. Not ask leading questions;
- 3. Not ask the child or adult to make statement; and
- 4. **Refer to the named person IMMEDIATELY.**

**OUTLINE OF INCIDENT**

**DATE GIVEN TO DESIGNATED PERSON.....**  
**ACTION BY THE DESIGNATED PERSON.**

## Education Safeguarding Service

### CHILD PROTECTION Categories of abuse

ASPECT	NEGLECT	EMOTIONAL	PHYSICAL	SEXUAL
<b>What is this?</b>	The persistent failure to provide a child's basic physical and psychological needs. Likely to result in serious impairment of the child's health or development	Ill treatment of a child to adversely affect emotional development	Hitting/shaking/throwing/ Poisoning/burning/scalding/ drowning/suffocating	Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. Physical/images/watching/ inappropriate ways.
<b>Physical signs</b>	<ul style="list-style-type: none"> <li>Constantly hungry and sometimes stealing food.</li> <li>In an unkempt state (dirty or smelly).</li> <li>Underweight</li> <li>Dressed inappropriately</li> <li>Untreated conditions</li> </ul>	<ul style="list-style-type: none"> <li>Failure to grow or thrive</li> <li>Sudden Speech disorder</li> <li>Delayed development</li> </ul>	<ul style="list-style-type: none"> <li>Unexplained injuries</li> <li>Injuries not treated</li> <li>Injuries to cheeks, chest, thighs.</li> <li>Hand or finger mark bruising</li> <li>Cigarette burns, bite marks</li> <li>Broken bones</li> <li>Scalds</li> </ul>	<ul style="list-style-type: none"> <li>Pain/itching/bruising/bleeding in the genital area.</li> <li>STD</li> <li>Genital discharge</li> <li>Urinary tract infections</li> <li>stomach pains or discomfort</li> </ul>
<b>Behavioural signs</b>	<ul style="list-style-type: none"> <li>Tired.</li> <li>Poor attendance/Late</li> <li>Does not keep medical appointments</li> <li>Few peers</li> <li>Stealing food</li> </ul>	<ul style="list-style-type: none"> <li>Nervous</li> <li>Does not play</li> <li>Fear of mistakes</li> <li>Self Harm</li> <li>Reluctance to see parents</li> <li>Defensive</li> <li>Poor self esteem</li> <li>Depression</li> <li>Eating disorders</li> </ul>	<ul style="list-style-type: none"> <li>reluctant to see parents</li> <li>runs away from home</li> <li>Reluctance to get undressed</li> <li>Depression</li> <li>Aggressive behaviour</li> <li>flinches when approached</li> <li>Mood swings</li> <li>Unnaturally compliant to parents</li> </ul>	<ul style="list-style-type: none"> <li>Unexplained changes on behaviour</li> <li>Fear of someone</li> <li>Running away from home</li> <li>Nightmares/bed wetting</li> <li>Self Harm</li> <li>Abuse to drugs</li> <li>Eating disorder</li> </ul>
<b>Impact</b>	<ul style="list-style-type: none"> <li>Failure to grow</li> <li>Social Stigma</li> <li>Poor social skills</li> <li>Failure to prevent accidental injuries</li> </ul>	<ul style="list-style-type: none"> <li>Mental Health</li> <li>Behaviour</li> <li>Self Esteem</li> </ul>	<ul style="list-style-type: none"> <li>Poor social skills</li> <li>Poor self esteem</li> <li>Mental Health</li> <li>Poor behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Depression</li> <li>Inability to sustain adult relationships</li> <li>Poor Self Esteem</li> <li>Psychological effects</li> </ul>