

# Millthorpe School



## Child Protection Policy





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## CHILD PROTECTION POLICY

### *Incorporating City of York Safeguarding Board Guidance*

Millthorpe School considers the protection, safety and wellbeing of children in its care as a major priority and responsibility. We are committed to following the City of York Safeguarding Children Board (CYSCB) Guidance and Procedures:

- referring to Children's Services when appropriate;
- working together with other agencies;
- attending and providing reports for Child Protection Case Conferences (Initial Reviews);
- contributing where appropriate to any Child Protection Plan;
- seeking advice from the Local Authority Designated Officer as and when appropriate.

## **1 Definitions**

### **1.1 Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **1.2 Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. This situation is commonly described using terms such as fictitious illness by proxy or Munchausen's syndrome by proxy.

### **1.3 Sexual Abuse**

Sexual abuse involves 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. The activities may involve physical contact, including penetrative (eg rape or buggery) or non-penetrative acts. They may include non-contact activities, such as

involving children in looking at, or in the production of, pornographic material (including on the internet) or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### 1.4 **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

It should be noted that these categories may overlap.

## **2 Roles, Responsibilities and Training**

- 2.1 The school recognises and accepts that teachers, along with other adults associated with the school, because of their unique position, are well placed to observe children and note any emotional, behavioural or physical signs which may be suggestive of child abuse or have concerns about their care. We recognise that the relationship between teachers, students, parents and carers which fosters respect, confidence and trust can lead to the disclosure of abuse.
- 2.2 Recognising the necessity and nature of good relationships with parents and carers of children in its care and attempting to preserve these wherever possible, the school, however, acknowledges that the child's protection is paramount.
- 2.3 Schools are supported in all matters relating to Child Protection by the Education Welfare Service (including Education Welfare Officers) who are available to give advice, support and guidance regarding child protection matters.
- 2.4 In order to prepare all staff for their responsibility in relation to the protection of children, they have completed Level 1 Child Protection Basic Awareness training and an outline of Millthorpe School procedures led by Scott Butterworth (Designated Teacher) and Mark Smith (Principal Education Welfare Officer). In addition, all teaching and support staff completed an on-line Safeguarding Children Basic Awareness course in September 2009. Certificates, confirming staff's successful completion of this training, are held centrally. A further Question and Answer session with Mark Smith is planned to take place at whole staff training in the Summer Term 2010. New staff are made aware of Child Protection issues on induction with opportunities for Level 1 training at the beginning of each new term. Whole staff training should be delivered once every two years in the Autumn term.

- 2.5 The school will always follow the procedures as outlined by the CYSCB.
- 2.6 All staff (teaching and support) are aware of this policy, are updated on CYSCB procedures whenever appropriate and have a copy of Millthorpe's Safeguarding Policy to refer to.

<b>2.7 List of Staff</b>	<b>Training/Knowledge</b>
Scott Butterworth (Designated Teacher)	Child Protection Basic Awareness (Level 1) - 09/2009 Multi-agency Working (Level 2) - 2007
Mark Nichols (Designated Deputy)	Child Protection Basic Awareness (Level 1) – 09/2009 Working Together: Multi-agency Working (Level 2) - 10/2009
Graham Fairclough (Designated Deputy)	Child Protection Basic Awareness (Level 1) – 09/2009 Working Together: Multi-agency Working (Level 2) - 10/2009
Katy Bell (Designated Deputy)	Child Protection Basic Awareness (Level 1) – 09/2009
Sue Cordell (Designated Deputy)	Child Protection Basic Awareness (Level 1) – 09/2009

- 2.8 All newly appointed staff will be made aware of this policy and become familiar with the Safeguarding Children procedures on induction.
- 2.9 The senior member of staff with designated responsibility for child protection is Scott Butterworth. He will liaise with other staff where appropriate. The nominated governor for child protection is Howard Lovelady.

### **3 School Procedure for Staff (How to respond to signs or suspicions of abuse.)**

- 3.1 **Any member of staff who:**
- a Suspects that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play, or when the explanation given appears inconsistent with the injury;
  - b notes behaviours or actions, which give rise to suspicions that a child may have suffered abuse (may include worrying drawings or play);
  - c is concerned that a child may be suffering from lack of care, ill treatment, or emotional maltreatment;

- d has concerns that a child is presenting any signs or symptoms consistent with suspicion of child abuse or neglect;
- e notes significant changes in a child's presentation otherwise unexplained;
- f receives hints or a disclosure of abuse from the child, another student, parent or member of the public;
- g becomes aware that a person who has committed offences against children has moved into a household with children present or otherwise in a situation where that person may be posing a risk to children;

***must immediately report this to one of the designated child protection team.***

### 3.2 **How to respond to a child telling you about abuse.**

- a It is not the responsibility of teachers / care / support staff to investigate abuse or decide if abuse has taken place. The school does, however, have a duty to act on any concerns and refer to the investigating agencies (Children's Services and the Police).
- b Always listen to and take seriously any disclosure of abuse. Keep questions to a minimum, only asking these to clarify information or to assist the child who is finding it difficult to talk. Any questions should be 'open' ie not have the answer embedded in the question; for example 'Can you tell me what happened?' rather than 'Did x hit you?'
- c Do not interrogate the child. Do not make the child repeat it all to another person. The information needed from the child is only that which is sufficient to make a referral for further investigation, not for staff to decide the validity of the disclosure.
- d Try not to show signs of shock, horror or surprise.
- e Do not express your feelings or any judgements regarding the alleged abuser.
- f If a child confides in you and requests that the information is kept secret, it is important that you tell the child sensitively that you have a responsibility to refer the information to the Designated Teacher in order to protect the child from further abuse. **ON NO ACCOUNT SHOULD THE CHILD BE PROMISED ABSOLUTE CONFIDENTIALITY.** This should be made clear before the child makes the disclosure, or at the earliest opportunity.
- g Reassure and support the child, as far as possible, that only those who 'need to know' in order to protect them will be told. Explain what will happen next and try to ensure that the child is involved as far as possible and appropriate.

- h Do not approach parents / carers at this stage - the Designated Teacher will decide, based on the information, if and when parents / carers will be spoken to.
- i Child protection information is CONFIDENTIAL and will be shared only on a 'need to know' basis as determined by the Designated Teacher.

### 3.3 Action by the Designated Teacher/Child Protection Team

- a Staff will immediately inform the Child Protection Team of their concerns. In the absence of the Designated Teacher, the Child Protection Team will inform the Headteacher of any issues or concerns with which they need support.
- b The Designated Teacher or his team will decide what needs to happen next. The first consideration will be the need to address any urgent medical needs of the child.
- c The Designated Teacher is entitled to make an enquiry as to whether the child is the subject of a Child Protection Plan (Telephone York 01904 555618 or North Yorkshire 01609 780611).
- d The Designated Teacher can consult with the Education Welfare Officer or Principal EWO (telephone York 01904 554320) for support and advice about how to proceed. They may also consult with the Children's Services Referral and Assessment Manager or a Referral and Assessment social worker (duty social worker) based at Ashbank (Telephone York 01904 551550).
- e The Designated Teacher will decide, based on CYSCB Guidelines and Procedures, and if necessary after consultation as above, whether to talk to parents/carers. Good child protection practice rests within a climate of openness and honesty. Parents/carers will in general, and where possible, be spoken to unless to do so may place the child at risk of significant harm, impede any police investigation or place the member of staff or others at risk. An inability to contact parents/carers will not cause undue delay in making a referral. The Designated Teacher will not fail to make any necessary child protection referral if the parents/carers disagree with this decision. The Designated Teacher will make it clear that they are following LA and CYSCB Guidelines and Procedures and acting on their statutory duty.
- f The Designated Teacher or his team will decide whether to make a formal referral to Children's Services via their Customer Advice Centre (telephone York 01904 555642) and follow this up in writing using the standard referral form within 48 hours.
- g In cases where the child is at immediate risk, there is clear physical evidence or the child has made a clear disclosure, referral to Children's Services should be made immediately. If the above consultation process is not possible or cannot be completed within a very short timescale (because for example the

Designated Teacher or a member of his team is not available) then it is the responsibility of the teacher who gleaned the information to ensure that a speedy referral is made to Children's Services. Any member of school staff is entitled to liaise/consult and to make a referral. Absence of key personnel should never prevent a referral when there is immediate risk, evidence or direct disclosure.

- h If it is decided not to make a referral at this stage, the action taken should be fully documented, together with the reasons for the decisions not to proceed further. The Designated Teacher may advise that further monitoring is necessary. Parents/carers will be informed (please give regard to paragraph 'e' above).
- i The Designated Teacher may consider that whilst a child protection referral may not be appropriate, it would be appropriate to make a referral for family support from Children's Services (Child in Need route) or other services such as, for example, School Health Service; Primary Mental Health Worker for Child and Adolescent Mental Health; Education (Education Social Work, Behaviour Support, Learning Support, Educational Psychologist). This should only ever be done with the agreement of parents. However, failure to agree may, in some circumstances, itself be a child protection concern.

### **3.4 Action Following Child Protection Referral**

- a The Millthorpe School Child Protection team will make regular contact with Children's Services to provide any necessary information and ensure that they are up to date, clear about any action being taken by them, and clear of any action for school to take.
- b The Designated Teacher or other appropriate member of staff will, wherever possible, contribute to the strategy discussion.
- c The Designated Teacher or other appropriate member of staff will attend, contribute to, and provide a report for, any subsequent Child Protection Conference. This will include expressing a professional view, based on the information shared as to whether the child or children subject of the Conference should be placed on the Child Protection Register on the grounds that they appear to be at risk of continuing significant harm.
- d If the child or children are placed on the Child Protection Register, the school will contribute to the Child Protection Plan; attend Core Group Meetings and Review Child Protection Case Conferences.
- e All reports written will, wherever possible, be shared with parents/carers prior to meetings. If we are in doubt regarding sharing certain information we will discuss with a senior member of the EWO staff.

- f Where the Designated Teacher disagrees with a decision made by Children's Services eg not to apply Child Protection Procedures or not to convene a Child Protection Case Conference, he/she will discuss this with a senior member of the EWO staff and they will together agree how to proceed.

## **4 Recording and Monitoring**

- 4.1 Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given be recorded verbatim where possible and note made of location and description of injuries seen. The Designated Teacher has agreed the following system of monitoring and review with staff.
- 4.2 All child protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Headteacher and Designated Teacher and his team. The Data Protection Act 1998 provides that child protection records be exempt from disclosure where this would not be in the best interests of the child. These records will be transferred to any future school or college the child moves to, clearly marked: Confidential - Child Protection - for the attention of Designated Child Protection Teacher. Child Protection records that remain in school are kept secure for a period of 10 years.
- 4.3 The designated school governor will liaise with the Designated Teacher to monitor and evaluate progress in all matters related to Child Protection in Millthorpe School.

## **5 Partnership with Parents/Carers**

- 5.1 Millthorpe School recognises that the protection of children should always be of paramount importance and consideration and that the primary focus in child protection should always be the child's safety and welfare. However, good child protection practice and outcome relies on a positive, open, honest working partnership with parents/carers. We will ensure that all parents and carers are treated with respect, dignity and courtesy. We will respect parent's and carer's rights to privacy and confidentiality unless they give permission for information to be shared or it is necessary to infringe this in order to protect the child or children.
- 5.2 When a referral has been made without informing parents/carers (see 3.3e) we will clearly explain that we have acted:
  - a) following consultation; and
  - b) in line with our statutory responsibilities, this policy and CYSCB Guidelines and Procedures.

- 5.3 We will make parents and carers aware of this policy and guidance in the 'Welcome to Millthorpe School' booklet and state that we may, on occasion, need to make referrals without consultation with them. However, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect the child or children. Parents and carers will be made aware that they can view this policy on request.

## **6 Supporting the Child**

- 6.1 The school will continue to support the child and work together with other agencies involved with the family.
- 6.2 Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why. We will provide a secure, caring, supportive and protective relationship for the child.
- 6.3 The Headteacher/Designated Teacher will decide which members of staff "need to know" and how much they "need to know" in order to support and protect the child. This will take into account the acute difficulty and embarrassment many children have knowing that staff are aware of their situation. Central to the decision will be the need to protect the child whilst maintaining, wherever possible, their privacy and dignity and right to confidentiality.

## **7 Child Protection in the Curriculum**

Millthorpe School is committed to raising students' awareness that they have a right to not be treated or touched in a way that makes them unhappy or hurt, that sometimes they may not feel able to stop an adult doing something that they do not like, and that there are people in and out of school who will listen to them and take steps to protect them from harm. Age appropriate materials are utilised in PSHE and Citizenship in order to help children to understand child protection issues.

## **8 Bullying**

Our Anti-Bullying Policy sets out how Millthorpe School responds to and prevents bullying.

## **9 Children with SEN**

- 9.1 We recognize that statistically children with behavioural, learning, social and emotional difficulties, and children with disabilities, are most vulnerable to abuse.
- 9.2 School staff who deal with children with profound and multiple disabilities, cerebral palsy, sensory impairment and emotional and behavioural problems will be particularly sensitive to signs of abuse.

## **10 Taking Images and Videos of Children**

- 10.1 Children have a right to privacy and to be safeguarded from the inappropriate use of images and videos.
- 10.2 Photographs / videos are occasionally taken of students engaged in their day to day school activities and some of these images may be used in the School prospectus, newsletters or on the School's website. No students are identified by name. On joining Millthorpe, parents / carers can refuse permission for images / videos to be taken of their child.

## **11 Risk Assessment – Evolve**

- 11.1 Millthorpe School runs all trips and educational visits through the City of York Council's 'Evolve' system.
- 11.2 Information and advice can be found in Millthorpe's booklet 'School Trips - Protocol and Advice'.

## **12 Physical Intervention**

- 12.1 There are occasions when physical intervention may be required to prevent a child from harming themselves or others. Key staff have undertaken appropriate training, which is due to be renewed during Summer Term 2010. Further information about Team Teach is available from the Designated Teacher.
- 12.2 The school's Physical Restraint Policy relates to the Child Protection Policy. Where a 'restraint' appears to have been conducted in an inappropriate manner, these procedures will be followed.

## **13 Safeguards for Students and Staff**

- 13.1 The school will follow CYSCB guidance regarding the safe recruitment, selection and employment of staff in order to ensure that every effort is made to deter and prevent any person who may pose a risk to children working with them. This will include ensuring that all relevant personnel are Criminal Records Bureau checked and checked against List 99. Staff volunteers who have not been checked in this manner will not be allowed unsupervised access to children. Senior staff and appropriate governors have completed Safer Recruitment Training provided on-line by the Children's Workforce Development Council.
- 13.2 School staff will always act professionally and conduct any relationships with children in a professional manner.
- 13.3 Staff will not be put in a position which renders them particularly vulnerable to false allegations of abuse. Any concerns that, for whatever reason, a member of staff may be vulnerable will be shared with the Designated Teacher and Headteacher who will make appropriate arrangements to reduce/eradicate this risk. The decisions made will be recorded and include the reasons for them. If the risk relates to a particular child a copy will be retained on that child's file (CP file where appropriate). Parents, where appropriate, will be informed.
- 13.4 Any member of staff who has concerns that the behaviour of another member of the school staff is or may be abusive to children, will immediately inform the Headteacher. If these concerns relate to the Headteacher, the Designated Teacher and/or Designated Governor (Howard Lovelady) will be informed.
- 13.5 Where abuse by children is either suspected or becomes known, the Designated Teacher will consult with the Headteacher and Principal EWO in order to secure appropriate arrangements for the safety and protection of all and make child protection referrals where appropriate.
- 13.6 Millthorpe School endeavours to ensure safe use of the internet by:
- implementing software which regulates inappropriate access;
  - having an internet contract with parents / carers and students;
  - banning student use when misdemeanours occur;
  - providing information, advice and guidance to students as part of ICT / PSHCE lessons.

## **14 Allegations of abuse made against a member of staff**

- 14.1 All children will be listened to and taken seriously whenever making an allegation of a child protection nature, irrespective of the person they are making the allegation about. We acknowledge that this is particularly difficult when the

subject of the allegation is a colleague and/or friend. On no account, however, should the person listening to the allegation offer an alternative explanation or blame the child.

- 14.2 The CYSCB Guidelines and Procedures, and the relevant section of the Human Resources Manual, must always be followed. It is acknowledged that such allegations may be malicious, misplaced or false. We also acknowledge that education staff may on occasion be abusive to children. It is essential for both the child and members of staff that allegations are investigated properly in order that children are protected and that any member of staff who has been falsely accused can be proven innocent.
- 14.3 In the event that an allegation is made against the Headteacher the matter should be reported to the Designated Teacher or the Chair of Governors, whose role it is to ensure that the agreed procedure is followed. They will proceed as the Headteacher would normally, as below.
- 14.4 The person who has received an allegation or witnessed an event will immediately inform the Headteacher who will take steps to secure the immediate safety needs of the child or children and seek any urgent medical attention required. The member of staff will not be approached at this stage unless necessary to address the immediate safety of children.
- 14.5 The Headteacher will consult the Local Authority Designated Officer (LADO) in order to decide how to proceed. This decision will be made with regard to DCFS guidance and CYSCB Guidelines and Procedures designed to secure the rights and wellbeing of children and staff.
- 14.6 Consideration will be given throughout to the support and information needs of students, parents and staff. The Headteacher will inform the nominated governor for child protection of any allegation against a member of staff. (Please refer to relevant section of the Human Resources manual, DCFS guidance and CYSCB Guidelines and Procedures if you wish to expand this section.)

## **15 Children Who Go Missing**

When a child who is the subject of a Child Protection Plan 'goes missing' or is significantly absent, the Designated Teacher will immediately inform Children's Services. When other children go missing or change school and information is not available regarding the receiving school, the school will immediately inform the Education Welfare Service, who will take appropriate action to trace the child.

## **16 Looked After Children**

Children who are Looked After are required to have Personal Education Plans. Meetings are organised by the Head of Key Stage 3 and Head of Key Stage 4. These PEPs are subject to annual review. The Child Protection Officer and his deputy monitor and attend care reviews for these children.

## **17 Prejudice Related Incidents**

All incidents of prejudice will be identified, assessed, recorded and dealt with according to the guidance issued by the DCSF and the school Equality Policy.

## **18 Support for Staff**

Child protection work can be difficult, distressing and extremely stressful. School staff who become involved in this area of work will therefore often need support and a 'listening ear'. Staff will be supported by the Child Protection Officer, his team or the EWO. The Designated Teacher will be supported by the Headteacher or other member of the Senior Leadership Team.

Please note that additional support is always available from the EWO Service.

## **19 Role of Governors**

There will be an annual item on the Governors' Meeting Agenda to address the following:

- to be informed of the number of children in school subject to a Child Protection Plan; the number of Looked After children and the number of referrals made by staff to the Designated Teacher (not to include names or details);
- be informed of any training undertaken and to ensure training adheres to this policy;
- consider further any training needs for staff and governors;
- review this policy.

Additionally, governors will undertake their responsibilities in relation to allegations against staff and any disciplinary procedures.

The designated school governor will liaise with the Designated Teacher to monitor and evaluate progress in all matters related to child protection at Millthorpe School.

## 20 Personnel Changes

Any change to personnel undertaking the roles of designated child protection teacher or nominated governor will be reported to the Education Welfare Officer (Child Protection) in order that LEA records can be updated and training offered.

The current post holders are:

School EWO	Diane Cambridge
CPO/Designated Teacher	Scott Butterworth
Deputy	Mark Nichols
Deputy	Katy Bell
Deputy	Sue Cordell
Governor	Howard Lovelady

## 21 Ofsted Inspections

If an OFSTED Inspection comment suggests that the school should address any matters regarding child protection, this will be communicated to the Principal EWO who will offer any necessary advice, guidance or training. School will also report any positive comments or practice in order that this can be shared to promote good practice in all schools.

**Adopted by Governors:** ..... (Date of Meeting)

**Committee Link:** .....

**Signed:** ..... (Chair)

**For Review:** ..... (Date)