

# Child Protection Policy

## 1. Introduction

This policy is referred to in our Academy prospectus and is available on request from the Academy reception. We also inform parents and carers about this policy when their children join our school and through our newsletter. Key elements of the Academy Child Protection and Safeguarding procedures are available in the Staff Handbook.

At all times the Academy will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies. Child Protection involves four agencies: Social Services, Police, Health and Education. Each of the four agencies has a role to play in ensuring that children are safe.

This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

## 2. Purpose & Aims

The purpose of the Academy's safeguarding policy is to provide a framework to ensure every child who is a registered student at our school is safe and protected from harm. This policy aims to give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have optimum life chances and enter adulthood successfully.

It refers to the activity undertaken to protect specific children who are suffering or at risk of suffering significant harm. All agencies should aim to proactively safeguard and promote welfare so that the need to take action to protect children from harm is reduced.

The Academy fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school.

## 3. Our Ethos

The Academy will establish and maintain an ethos where pupils feel secure, are encouraged to talk if they are worried or concerned about something, are listened to and are safe.

All staff and regular visitors will, either through training or induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

## 4. Roles and Responsibilities

It is the responsibility of every member of the Academy community to ensure they follow the requirements of this procedure at all times and work in a way that will safeguard and promote the welfare of all of Academy pupils.

Every member of the Academy community who receives a disclosure of abuse or suspects that a child is at risk of harm should report it immediately to the DCPC or, if unavailable, to a member of the Safeguarding Team. (See How to Report a Concern section below).

**Designated Child Protection Co-ordinators (DCPC)** responsibilities are to:

- oversee procedures
- ensure record keeping for Child Protection and Child in Need incidents, disclosures and reports are kept scrupulously up to date and secure
- ensure Child Protection records have been received from the feeder, pre-school providers and primary schools
- ensure that all the Academy's teaching and support staff are trained in Safeguarding, Child Protection awareness and processes, Child in Need issues and disclosures at least every 3 years.
- Through HR Department ensure Safer recruitment practices are followed in accordance with the requirements of [Safeguarding Children & Safer Recruitment in Education, DfES 2006](#).
- ensure that his/her own training is refreshed every 2 years.

It is the responsibility of the DCPC to report to the Governing Body once per year a summary of the Safeguarding and Child Protection activity that has been undertaken that Academy year as well the details of training that has been undertaken with staff.

Working through the Academy's Child Protection team, the DCPC co-ordinates all Safeguarding and Child Protection action within the Academy, ensuring that locally and county established procedures are followed with regards to reporting and referral processes. Any member of the Academy's Safeguarding Team may liaise with external agencies but this is co-ordinated by the DCPC. Similarly, the DCPC should ensure that the Academy is represented at inter-agency meetings, in particular at Strategy Meetings, CHiN meetings and Child Protection Conferences. An experienced front-line member of the Safeguarding Team will attend Conferences and Strategy Meetings.

**All referrals should be made via the DCPC or if unavailable a member of the Safeguarding Team. Referrals should not be made or discussed with any other member of staff.**

The DCPC will act as principal consultant for staff to discuss concerns. The DCPC may delegate the day-to-day process of record keeping to a member of the Safeguarding team but records must remain strictly confidential and information only shared appropriately on a need-to-know basis.

Working through the Safeguarding team, the DCPC should ensure that the Academy's part in child care/protection plans is both managed and monitored effectively.

**The Governing Body** will ensure that

- the safeguarding policy is in place and is reviewed annually, is referred to in our school prospectus and has been written in line with Local Authority guidance and the requirements of the Kent Safeguarding Children Board policies and procedures

The governing body will receive and review Annual Safeguarding Report with associated policies at the Spring meeting and receive an update on safeguarding report at each meeting.

**The Executive Principal** will ensure that

- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the senior designated professional;
- All staff have undertaken appropriate child protection training;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- The designated safeguarding officer remedies without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

**The Headteacher** is responsible for

- Ensuring that policies adopted by the governing body are fully implemented and followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistleblowing procedures.

## **5. Safer Recruitment**

The Academy has a duty of care to provide a safe environment for children to learn in. The Academy follows recruitment procedures set out in the DfE document Safer Recruitment for Schools. All staff, both teaching and non-teaching and those who work at the Academy on a temporary basis such as supply staff, voluntary staff or those on a training placement, are subject to an enhanced Disclosure and Barring Service Check (DBS) check and follow up references.

Any advertisements for staff placed by the Academy include the following statement: "Please note CVs will not be accepted in isolation. We are committed to safeguarding and promoting the welfare of children and young people. The post is subject to an Enhanced Disclosure and Barring Service Check and references will be sought prior to interview."

The Academy's Child Protection policy is provided to applicants for any job vacancies. The Academy does not accept testimonials and insists on taking up references prior to interview. We will question the contents of application forms if we are unclear about them.

Where the Academy recruits the services of third-party agency staff, we insist the agency confirm all individual's safeguarding checks have been carried out and confirm enhanced DBS certificate in place. The Academy also requires sight of individual's ID prior to any assignment. Agency teaching staff are also provided with outline safeguarding and behavior management policies.

All temporary staff are given a summary leaflet of the Academy's Child Protection & Safeguarding Procedures. A summary sheet outlining responsible safeguarding personnel and procedures to follow is located on the Reception desk and is provided to all visitors. (See Appendix 2 [Safeguarding Guidelines for Temporary Staff and Visitors Primary/Secondary](#))

All contractors allowed to move around the site unaccompanied must hold and produce for checking a current and enhanced DBS certificate. All other contractors who are on site while students are on site must be accompanied.

Volunteers, generously giving their time to the academy, are never left unsupervised with students unless they hold an enhanced DBS certificate.

## 6. Training and Induction

The Academy actively encourages its entire staff to keep up to date with the most recent local and national safeguarding advice and guidance.

Every member of the academic and support staff at the Academy receives annual refresher training in Safeguarding and Child Protection Procedures, led by the DCPCs.

All new members of staff receive appropriate induction, part of which is a training session delivered by one of the DCPC's which includes safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction informs staff of their responsibility to safeguard all children at our school and the remit of the role of the DCPC and other members of the Academy safeguarding team. They will also be advised where to access the recording form for concerns, given information on how to complete it and who to pass it to.

An up to date register of staff training is held by the DCPC. The DCPC (or Deputy) also provides regular safeguarding updates for staff.

All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DCPC and alternate staff members are and what the recording and reporting system is. (See Appendix 2 [Safeguarding Guidelines for Temporary Staff and Visitors Primary/Secondary](#) ).

Members of the governing body also undertake appropriate training to support them in their safeguarding role. This is made available through GEL online Learning ([www.elc-gel.org](http://www.elc-gel.org)).

## 7. Code of Safer Working Practice for Staff

- All members of staff should take care not to place themselves in a vulnerable position with relation to Safeguarding. Please take care not to put yourself inadvertently at risk. It is advisable not to conduct interviews or work with students by yourself, unless part of your job. Do not go into lifts with a student. If a student wishes to leave the room please do not block their path; allow them to leave but report the incident immediately to a member of staff. Please be aware of a student's personal space and your proximity to them. Do not use inappropriate or unprofessional language towards any student or colleague at the Academy. Do not share personal information about yourself with any student.
- **All staff** have a duty to **RECOGNISE** concerns and pass the information on in accordance with the procedures outlined in this policy. All concerns about a child or young person should be reported without delay and recorded in writing using the Referral Form (see [Appendix 1 Safeguarding Referral Form](#)).
- All staff should be aware of the Kent Child in Need/Child Protection procedure, "KCC Child Protection: Guidelines for School Staff" and "Child Abuse: What every parent needs to know" and "What to do if you're worried a child is being abused" (DfES). Copies are available on the Academy Website or a hard copy in the staff room.
- All Staff should make themselves aware of the Academy's Policies on Behaviour and Use of Reasonable Force particularly those who are in regular contact with students (both policies are available on the Academy website or a hard copy in the Staff Room).

## 8. What to do if a Child or Young Person Makes a Disclosure?

If a child or young person makes a disclosure of abuse to any member of staff they should follow the Academy's procedure below:

- It is essential that staff do not make any promises to keep certain information confidential
- Never speculate to the child what the outcome of the disclosure will be or make promises.
- Avoid interrupting; instead it is vital to engage in attentive and reflective listening, only seeking clarification of what has been disclosed if necessary
- Never ask leading questions or probe for more information or details that the child does not volunteer.
- Allow the child or young person to make the disclosure at their own pace and in their own way.
- Reassure the child or young person that they have been heard and believed

- The child should be praised for doing the right thing in telling a responsible adult.
- It is of utmost importance that the member of staff explains to the child that the next step as being passed on to the Safeguarding Team as soon as possible.
- It is helpful to explain to the child that the Safeguarding Team are there to help and support children who are experiencing or have experienced difficulties that lead to them being at risk.
- Ensure the child understands that Academy staff have a duty of care to help keep that child or young person safe
- Details of the conversation should be recorded as written evidence, using the Academy's gold-coloured Safeguarding Referral Form, immediately and passed to the Safeguarding team.

The DCPC or Deputy DCPC **must** be informed (**See below How to Refer a Concern**).

### 9. How to Refer a Concern

All staff can play a vital role in helping to ensure that children are safe from risk of harm. Concerns for a child or young person may come to the attention of staff or member of the community in a number of ways. Some concerns are overt but others may seem more covert. Observation of behaviour or change of attitude, demeanour or behaviour may be more subtle than obvious signs of injury or disclosure.

Anyone who has a concern about the welfare or safety for a child or young person however insignificant this may appear to be should seek advice from the DCPC or one of the Safeguarding Team immediately. All concerns should be recorded on the agreed Referral form ([Appendix 1](#)), signed and dated and passed directly to the DCPC without delay. Please use [Appendix 1](#) Body Map if signs of any physical injury.

Any incident or noticeable behavioural change in a child or young person that gives cause for concern should be recorded on the Referral Form and handed directly to a member of the Safeguarding Team as soon as possible. It is important that records are factual and reflect the words used by the child or young person. **Opinion or supposition should not be recorded.** All records must be signed and dated by the member of staff with timings if appropriate. It is important to remember that any issues are confidential and that staff should be informed on a need to know basis only.

Serious Concerns must be reported immediately to the DCPC or a member of the Safeguarding Team.

### 10. Procedures for Managing Concerns

It is *not* the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. Following receipt of any information raising concern, the DCPC will consider what action to take and seek advice from Children's Services as required. All information and actions taken including the reasons for any decisions made will be fully documented.

Staff through effective monitoring and record keeping can help those children who are in need or at risk.

All referrals will be made in line with KCC Children's Services procedures. The Academy is responsible for ensuring that all action taken is in line with Kent's child in need/child protection procedure. This process follows the requirements of central government guidance, specifically under the Children Acts 1989, 2004 and 2006.

The role of the Academy within the county procedure is to contribute to the identification, referral and assessment of children in need including children who may have suffered, be suffering or who are at risk of suffering significant harm. The Academy may also have a role in the provision of services to children in need and their families.

Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

### 11. Records and Information Sharing

Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DCPC. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life. These details are vital to the process of gathering information and do not constitute an investigation. The Principal should always be kept informed of any significant issues.

When a child leaves our school, the DCPC will make contact with the DCPC at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner.

Any member of staff may consult the advice of a member of the Safeguarding team and may pass recorded information direct. It is the responsibility of the DCPC to ensure that evidence is collated and filed securely.

The Safeguarding Team hold a weekly formal meeting where all cases are reviewed and updated, all new “gold” Referral forms are assessed and actions are agreed and resolved.

When seeking clarity of information to be recorded, it is often helpful to follow the principles of ‘WHO, WHAT, WHEN, WHERE and HOW’. The first 4 of these being critical at stage 1.

## **12. Referrals to Social Services**

Any member of staff may raise concerns with the Safeguarding Team but it is the responsibility of the DCPC to decide when to make a referral to the Social Services Directorate. In some cases, the DCPC may choose to first seek advice from the Area Children’s Officer (Child Protection). Advice may also be sought from the Central Social Services Duty Team. Issues discussed may include the gravity and urgency of the concerns and the extent to which parents/carers are made aware of these.

Consultations with the Area Children’s Officer or the Social Services Duty Team should be made by a member of the Safeguarding Team once the DCPC has agreed the case may have met the threshold for consultation and/or referral. Area Children’s Officer - Angela Chapman – 01233 898696

Some concerns may be monitored over a period of time before a decision is taken to refer to Social Services.

Referrals to Social Services will be made using Kent’s inter-agency referral form: Initial Assessment and Referral Form for Children in Need to Social Services. Copies of this form are held by the DCPC. In situations where the concerns are deemed as grave or urgent, a telephone referral will be made and followed up with the completion of the form. Referral forms are securely emailed by central duty social services team. Other information can be telephoned or faxed through to local social services once a case is open.

If a child or young person is referred, the DCPC will ensure that the Principal and other relevant staff are informed of this on a need-to-know basis.

## **Meetings involving Social Services and Academy Students**

It is Academy Policy that a member of the Academy Safeguarding team and/or a member of Academy Pastoral Team accompany an Academy Secondary Phase student to any meeting at the Academy involving a Social Services worker(s), unless the student concerned categorically requests otherwise.

## **13. Working with Parents And Carers**

When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is referenced on the Academy website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children’s Services.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents’ rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DCPC making a referral to Children’s Services in those circumstances where it is appropriate to do so. Clear reasons for suspecting further risk will be recorded onto the referral form.

## **14. The Child Protection Register**

Staff who have direct pastoral responsibility for children and young people will be informed of the names of any child or young person in their care on the Child Protection Register if this information has been provided by social services and is therefore known to the Academy. Any such child or young person must be monitored carefully with the smallest concern being recorded in writing and passed to the DCPC. However, all staff play a monitoring role of all children even if they are not on the CP register. Any concerns must be passed onto the DCPC as stated earlier.

The DCPC keeps a register of all CP cases, Child in Need (CHIN) cases and also maintains a list of children who may be under watch. This information is kept secure and is only shared on a need-to-know basis.

## **15. Managing Allegations against Staff and Volunteers**

Any concerns that involve an allegation against a member of staff should be referred immediately to the Executive Principal who will contact the Area Children’s Officer (Child Protection) to discuss and agree further action to be taken.

The comprehensive document 'Child Protection Procedures for Managing Allegations Against Staff' is held by the the DCPC. Its guidelines will determine the procedure that the Academy will follow. All members of staff should be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. (See [Whistleblowing Policy](#) and [Discipline Policy](#)). As for all issues involving Child Protection, the principle rule is 'When in doubt – consult'.

Any concerns that involve an allegation against the Headteacher should be referred immediately to the Chair of Governing Body Complaints Committee who will contact the Area Children's Officer (Child Protection) to discuss and agree further action to be taken. (See policy on [Dealing with Allegations of Abuse against Teachers and other Staff](#))

### 16. Supervision and Support

It is an expectation of all staff who work in the Safeguarding Team to undertake regular professional supervision with the Academy's appointed qualified external supervisor. The Academy's DCPC and deputies undertake training to provide first their support and guidance for other colleagues.

Any member of staff who is affected by issues arising from concerns for a child's or young person's welfare or safety should seek support from the DCPC or a member of the Safeguarding Team. Staff also have access to the Academy Counsellor who has time set aside each week for the supervision of staff.

The NAPAC (National Association for People Abused in Childhood) have a support line:  
0800085330 [www.napac.org.uk](http://www.napac.org.uk)

### 17. Safeguarding Team

<b>Folkestone Secondary Safeguarding Team</b>	<b>Name</b>	<b>Contact details</b>
Designated Child Protection Co-ordinator (DCPC)	Miss Val Reddecliffe	Vice Principal for Behaviour and Safety
Deputy DCPC	Mrs Cathy Alldritt	SENCO
<b>Alternate SDP's</b> all of whom have undertaken DCPC module 1 training	Mrs Lisa Button	Family Liaison Officer (FLO)
	Miss Joanne Stokes	Vulnerable Support Room (VSR) Manager
	Mr Keith Bowley	Student Advocate
	Gill Clark	CAF Administrator
	Mrs Janet Rumley	Police Community Support Officer (PCSO)
	Mr Scott Waters	Assistant Vice principal
	Sharon Edwards	6 <sup>th</sup> form administrator based at Glassworks
<b>Headteacher (Secondary)</b>	Warren Smith	
<b>Executive Principal (Secondary)</b>	Sean Heslop	

### Folkestone Primary and Kindergarten

Designated Child Protection Co-ordinators (DCPC)	Louise Chantler	Acting Head of School and SENCo
Other Designated Child Protection Co-ordinators (DCPC) all of whom have undertaken DCPC module 1 training	Helen Tait	Executive Principal
	Alison Grimmett	Kindergarten
	Sarah Uden	Literacy Leader
	Mrs Rosie Butler	Family Liaison Officer (FLO)
<b>Other members of Safeguarding Team</b>	Mrs. Karon Lythgoe	Office Manager

### 18. Relevant Linked Policies

[SCH001 Behaviour Policy \(Primary\)](#)

[SCH004 Attendance Policy](#)

SCH006 Sex and Relationships Education Policy

SCH009 Educational Visits Outside the Classroom Policy

[SCH023 Anti Bullying Policy](#)

[HR008 Displine Policy and Procedure](#)

[HR013 Dealing with Allegations of Abuse against Teachers and other Staff](#)

[HR017 Whistleblowing Policy](#)

HSE008 First Aid Policy

[SCH001 Behaviour Policy \(Secondary\)](#)

[SCH016 Confidentiality Policy](#)

SCH017 E-Safety Policy

SCH037 Intimate Care

[HR025 Recruitment Policy](#)

[HSE007 Health and Safety Policy](#)

Staff Code of Conduct (Staff Handbook)

### 13. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children](#), DfE 2013
- [Keeping Children Safe in Education \(DfE, April 2014\)](#)
- [KCC Safeguarding Board Website](#) for information and procedures
- [KCC Child Protection: Guidelines for School Staff](#)
- DfES guidance "Child Abuse: What every parent needs to know" and "[What to do if you're worried a child is being abused](#)" (DfES).