

St. Joseph's RC High School
Ysgol Uwchradd Gatholig Joseff Sant

Child Protection Policy

10a. Child Protection Policy



This policy was reviewed, but no changes required **September 2017** by **Ian Humpage**

This policy will be reviewed **September 2018**

This policy was presented and accepted by the Governing Body: 24 November 2017

Staff were made aware of this policy: Autumn Term 2017

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People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked him. When Jesus saw this, he was indignant. He said to them "Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the Kingdom of God like a child will never enter it." And he took the children in his arms, placed his hands on them and blessed them.

Mark 10:13 - 16

This document should be read in conjunction with: **The All Wales Child Protection Procedures 2008.**

The staff and governors of St. Joseph's RC High School fully recognise the contribution they make to safeguarding children.

The welfare of all pupils in this school is a priority. We believe that our school should provide a caring, supportive and safe environment which promotes the social, physical, emotional and moral development of each child by the provision of a curriculum and ethos which promotes self-worth, confidence and independence. No child can learn effectively and reach their potential unless they feel secure.

There are three main elements to our policy:

1. Prevention through the teaching and pastoral support offered to pupils;
2. Procedures for identifying and reporting cases, or suspected cases of abuse. Because of our day to day contact with children, school staff are well placed to observe the outward signs of abuse;
3. Support to those pupils who may have been abused.

This policy applies to all staff and volunteers working in school and its governors. It is recognised by this school that all staff that come into contact with children can often be the first point of disclosure for a child. This first point of contact is an important part of the child protection process, and it is essential that all staff are aware of and implement the school's procedures as noted in this policy.

Disclosure and Barring Service Checks

Where a standard or enhanced Disclosure and Barring Service (DBS) Check is required for employment

In a specific area, the Council/ school will ensure that a DBS check to the equivalent level is undertaken

For anyone undertaking regular volunteering

(Further information and guidance on undertaking DBS checks can be found in the Council's Policy and Guidance on DBS Checks).

If a volunteer's role will be ad-hoc e.g. accompanying teachers and pupils on a trip helping at a concert or school fete, it will not be necessary to undertake a DBS check **providing that the volunteer is not to be left alone and unsupervised in charge of children or vulnerable adults.**

When a volunteer is recruited to work in a school, a basic volunteer file will be maintained. At a minimum, this will contain the following information:

- The volunteer's completed Volunteer Application Form
- The Volunteer Role Description for the role being undertaken
- The references received for the volunteer

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- Confirmation that a satisfactory DBS check has been received
- The letter offering the volunteer a placement
- The volunteer's signed volunteer agreement
- Details of any training undertaken by the volunteer during the placement
- Copies of any references given by school regarding the volunteer either during or after their volunteer placement.

PREVENTION

At St. Joseph's RC High School we recognise that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard children at our school.

The school will therefore:

- a. Establish and maintain an ethos where pupils feel secure knowing that they will be listened to and where they are able to communicate easily any concerns which they may have.
- b. Ensure that children know that all adults in this school can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
- c. Ensure that the school and governing body practice safe recruitment in checking the suitability of staff and volunteers working with pupils.
- d. Include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know that they can turn to staff for help.
- e. Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

PROCEDURES

At St. Joseph's RC High School we will follow the "All Wales Child Protection Procedures" (April 2008) and other guidance and protocols that have been endorsed and agreed by the Newport Safeguarding Unit (NSU) supported by the South East Wales Safeguarding Children's Board (SEWSCB).

THE DESIGNATED TEACHER FOR CHILD PROTECTION

In this school Ian Humpage (Assistant Headteacher) is the designated senior member of staff in respect of child protection matters. Elaine Yates (Assistant Headteacher) is the deputy member of staff in respect of child protection matters. In the unlikelyhood that both Ian Humpage and Elaine Yates are absent or unavailable the most senior person in school will act as contact point for staff.

THE ROLE OF THE DESIGNATED TEACHER IS:

- a. to ensure that all members of staff, including permanent, part-time, adult volunteers and supply staff along with every governor knows the name and contact details of both the designated and deputy person responsible for child protection.
- b. to be responsible for making child protection referrals within NSCB timescales, by completing the agreed multi-agency form. That the designated person and deputy will seek advice from the Authority's Child Protection Officer for Education (COP) and or Social Services Duty and

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Assessment Team if necessary when a referral is being considered; IF IN DOUBT A REFERRAL MUST BE SENT. That the referring person will send a copy of the referral as soon as possible to the CPO.

- c. to ensure that all members of staff will be offered and expected to attend appropriate training and updates as arranged by the school. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse.
- d. ensure that parents have a clear understanding of the responsibility placed on the school and its staff for child protection by setting out their obligations in school prospectus and other forms of communications. In particular, there is a clear obligation that 'the welfare of the child is paramount' and in some circumstances this may mean that the parents are not initially informed of a referral made by the school. This circumstance is in line with All Wales Child Protection Procedures guidance.
- e. provide training for all staff so that they know:
 - i. their personal responsibility;
 - ii. to be cognisant of agreed local procedures (NSCB);
 - iii. the need to be vigilant in identifying suspected cases of abuse; and
 - iv. how to support a child who discloses abuse, particularly the do's and don't.
- f. notify the CPO and Social Services if:
 - i. a pupil on the child protection register is excluded either for a fixed term or permanently; and
 - ii. if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one following a weekend).
- g. work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial and review child protection conferences and core groups; and support these with the submission of written reports.
- h. keep chronological and confidential records of concerns about children (noting date, event and action taken, person disclosure made to), even where there is no need to refer the matter to agencies responsible for formal investigation.
- i. ensure that all child protection records and files are kept secure and in locked locations (separate from pupil records). The designated person is responsible for the security, compilation and storage of all records (paper and electronic) and should be able to access and produce them in times of need. It is the responsibility of the designated person to ensure that any transfer of records is conducted via the Authority's agreed protocol and procedures for the 'Transfer of Sensitive Information'.
- j. adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 "Staff disciplinary Procedures in Schools".
- k. ensure that all recruitment and selection procedures follow all national and local guidance and that all staff (including agency workers and those directly employed by the school) are in possession of a valid and current DBS certificate. The school will seek advice and guidance from the Authority's Human Resources Department on recruitment and selection.

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- l. Seek to designate a governor for child protection who will champion and oversee the school's child protection policy and practice. This governor will feed back to the Governing Body on child protection matters as and when required but will be required to write an annual report to the Governing body on the school's child protection activities.
- m. Report all incidents of racial, discrimination and harassment to the local authority via Human Resource Department audit procedure.

THE ROLE OF THE GOVERNOR FOR CHILD PROTECTION

The Foundation Governor, Sister Denise O'Donnell, is the nominated Governor for child protection.

Their role is to ensure:

- that the school has a child protection policy in place which is reviewed annually to ensure its effectiveness;
- that the Designated teacher and other staff attend appropriate and regular training;
- that any allegation made against the Headteacher is immediately reported to the Chair of Governors. The Chair of Governors will then contact the Local Education Authority's Child Protection Coordinator immediately and attend any Senior Strategy Meeting which is called;
- that the school has an up to date and agreed staff disciplinary procedure for dealing with allegations of misconduct against members of staff including Child Protection allegations';
- that the school operates safe recruitment procedures and ensures that all appropriate checks are carried out on all relevant staff in accordance with current regulations;
- that there is an item on the agenda of a Governing Body meeting at least once a year where the Designated teacher will report on:
 - changes to child protection procedures or policy
 - training undertaken by all staff and Governors in the preceding twelve months
 - the number of incidents of a child protection nature which arose in the school within the preceding twelve months (without details or names)
 - where and how child protection appears in the curriculum

SUPPORTING THE PUPIL AT RISK

At St. Joseph's RC High School we recognise that children who are at risk suffer abuse or witness violence are often affected by these in adverse ways, some may be deeply troubled by these events.

This school may be the only stable, secure and predictable element in the lives of children at risk.

Nevertheless, when at school due to these adverse factors their behaviour may be challenging and defiant or they may be withdrawn.

At this school we will endeavour to be patient and supportive to the children at risk.

The school will endeavour to support the pupil through:

- a) providing a curriculum that encourages self esteem and motivation
- b) creating a school ethos which:
 - i. promotes a positive, supportive and secure environment; and

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- ii. gives pupils a sense of being valued
- c) supporting vulnerable pupils in the school through the school's Behaviour Policy. All staff will follow a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth. The school will express and explain to all pupils that some behaviours are unacceptable, (shared with parents via school brochures and other points of communication) but each individual is valued and not to be blamed for any abuse which they have been subjected to. Staff should read the school's Behaviour Policy in conjunction with this and other named policies noted in this policy.
- d) liaising with other agencies who support the student such as Social Services, Child and Adolescent Mental Health services, the Education Psychology Service, EWS and other, i.e. Families First, Barnardos etc.
- e) keeping records and notifying Social Services if there is a recurrence of a concern with the individual.
- f) provide a clear and confidential procedure of self referral so that appropriate support and guidance can be accessed by working with other agencies.
- g) a fortnightly internal multi agency meeting will be chaired by the head of Inclusion Department at which a variety of agencies will be represented, including school Child Protection Officer, to explore opportunities in supporting referred pupils.

When a pupil on the child protection register leaves, we will transfer the sensitive information to the new school immediately (using the agreed policy and procedures for the 'Transfer of Sensitive Information' and the designated person will be central to this process) and if not already done, to inform Social Services of the move.

INFORMATION FOR ALL STAFF

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:

- yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so not to lead the child;
- you must report orally to the school's **Designated Person for Child Protection or their Deputy** (in their absence) immediately to inform them of what has been disclosed. In the unlikelihood of both being absent seek out the most senior person in the school;
- make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's designated person for child protection. The note which should be clear in its use of terminology should record the child's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed and as it being the initial contact an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place and not on a shared staff drive or filing cabinet for example.
- do not give undertakings of absolute confidentiality (see note following this section for more details). You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have shared a concern with you to the designated person. Often what is initially shared is the tip of the iceberg;

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- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans. You can ask the designated person for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know basis, but whatever is shared is strictly confidential and not for general consumption with others.

CONFIDENTIALITY

The school and staff are fully aware of confidentiality issues if a child divulges that they have been abused or witnessed the abuse of another child. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However education staff (that is all staff at this school) have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the school (i.e., not discussed with other staff or students). Staff need to be aware that it will have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

ALLEGATION OF ABUSE AGAINST A MEMBER OF STAFF

It is recognised that any allegation about a member of staff is a very difficult and sensitive issue. However, where the allegation is against a member of staff you should always refer to the authority's guidance which takes into account the Welsh Assembly Government's guidance circular 45/2004.

If an allegation of abuse is made against a member of staff this must be reported to the Head Teacher. Allegations against staff should not be shared between staff or members of the public as this is likely to jeopardise a fair investigation being undertaken. If the concern is about the Head Teacher this must be reported to the Chair of Governors.

All staff should note that they can raise concerns via the Newport City Council's 'Whistle Blowing' Policy, this can be done by telephoning 01633-656656 and ask to speak with an officer from the Human Resources Department. Staff can raise concerns they have with anonymity.

RADICALISATION

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the *Prevent* Duty Guidance) to safeguard pupils at risk of radicalisation. The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.

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- Knowing how to complete a Channel referral and how to seek support for the child/young person
- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.

MANDATORY REPORTING OF FGM

The school is aware of its duty to report known cases of FGM to the police (*section 74 of the Serious Crime Act 2015*). Where staff *suspect* FGM may have been carried out or think a girl *may be at risk* then the school will follow existing safeguarding procedures in these cases.

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SUMMARY OF GOOD PRACTICE GUIDELINES

1. **When a child tells you something which makes you suspect that he/she is being or has been physically, sexually, emotionally abused or neglected.**

DO

- Listen to what the child has to say. Accept what the child says and make sure the child knows that you take it seriously.
- Reassure the child that he/she did the right thing in telling you about the abuse.
- Tell the child that you will listen and if appropriate seek advice/help/support from other agencies or will get them the help they need.
- Explain to the child what you will have to do next, i.e. tell the Designated CP Lead or Deputy Designated CP Lead, in a way that is appropriate to the child's age and emotional state. (Do not use the word 'report', for example 'I will have to report this'.)
- Assure the child that you will support him/her within the school setting as appropriate.
- Make a note of what has been said as soon as possible using the exact words used.

AVOID

- Showing your own emotions and feelings about the abuse. Assuming that the experience was bad or painful for the child – it may have been neutral or even pleasurable.
- Assuming you know how the student feels about what has happened to them.

DON'T

- Promise confidentiality.
- Attribute blame for the abuse.
- Ask the child for further details about the experience or dwell too heavily on the identity of the perpetrator: avoid a 'whodunit' approach.
- Tell the child how they should feel, for example 'you must feel terrible/unhappy' etc. Affirm whatever feelings the child has.
- Ask leading questions.
- Ask the child to repeat details of the abuse to anyone else at school.
- Investigate allegation yourself.
- Approach the alleged abuser.

If a child has not made a disclosure, he/she may indicate abuse through his/her behaviour, language or play

DO

- Acknowledge the evidence of your eyes and note any observation i.e. withdrawal/unresponsive behaviour/inappropriate sexual behaviour/physical symptoms.
- Acknowledge the evidence of your ears and the way the child talks to you or relates to other children or to dolls/toys, and the words used.

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TRAINING

The school will be cognizant of national and local training requirements and guidance, which will include Newport Safeguarding Children Board's (NSCB) guidance, advice and training opportunities.

The school will ensure that the Designated Person for Child Protection (DSP) will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the DSP's development. The designated deputy will be initially supported by the designated person and consideration for joint opportunities for training with the designated person will be considered.

All staff will be regularly updated during the year as appropriate from the designated person, but will receive specific awareness raising training within a 2-3 year period.

It will be a recommendation that the governing body also receive awareness raising training and the nominated governor will be offered opportunities for more specific training.

Designated Staff trained on:- March 2013 (Level 1), April 2014 (Level 2), January 2016 (CSE Level 3), 7th November 2016 (level 2)

Whole school staff:- 12/12/2016

The designated person for child protection at this school is:
Mr Ian Humpage, Assistant Headteacher (Ext 3122)

The deputy designated person for child protection at this school is:
Mrs Elaine Yates, Assistant Headteacher (Ext 2129)

The nominated governor for child protection at this school is:
Sr Denise O'Donnell

The Authority's Child Protection Officer is:
Nicola Davies, or in her absence Nathan Kethro can be contacted by:

Phone: 01633 414864
Mobile: 07890 529 442
Email: nic.davies@newport.gov.uk

Nathan Kethro
Email: nathan.kethro@newport.gov.uk

Social Services can be contacted:

Phone: 01633 851423
01633 656656
Out of hours 0800 328 4432

Referrals are made via- children.duty@newport.gov.uk