

BURY CATHOLIC PREPARATORY SCHOOL

Mission Statement

Each child in this school family is as important to us as they are to God.

Aim

We aim to educate all our children in a secure and loving environment, working together to ensure that we give them the positive experiences of success that will give them the confidence and motivation for future learning.

Safeguarding Children

Statement of intent: **‘Putting children first’**

We aim to:

- 1. ensure sure that all our staff understand and have access to the local authority policy and procedures for child protection.**
- 2. make sure that all staff understand the school’s principles and procedures, including different roles and responsibilities within the school.**
- 3. follow local authority procedures in cases where referrals are being made to social services**
- 4. have in place consistent methods for :**
 - **recording concerns**
 - **involving agencies**
 - **gathering information for child protection case conferences**
 - **keeping staff informed of developments**
- 5. keep a filing system which is easy to use, well organised, up-to-date, known to exist and accessible to those with a ‘need to know’ but secure from others.**
- 6. maintain an effective ‘Whistle Blowing’ policy.**

Principles

This school takes seriously its responsibilities to protect and safeguard the welfare of the children entrusted to its care.

As part of the ethos of this school, the staff and governors are committed to:

- Working to support children’s needs as part of the integrated Children’s Services Social Care, to achieve five outcomes for our children to:
 - Stay safe
 - Be healthy
 - Enjoy and achieve
 - Make a positive contribution and
 - Achieve economic wellbeing.
- Encouraging and supporting parents, carers and guardians and working (together) in partnership with them
- Listening to, relating effectively with and valuing each individual child in our care
- Ensuring that all members of our staff, both teaching and support, full-time and part-time, are properly trained and supported.

We recognise that some children today are victims of neglect and/or physical, sexual or emotional abuse and that the staff of the school, by virtue of their day-to-day contact with and knowledge of the children in their care, are well placed to identify such abuse and to offer support to children in need.

Designated teacher and guidelines for staff

The Head teacher is the designated member of staff with responsibility for Safeguarding within the school. Her responsibilities as Child Protection Officer are;

- to be fully conversant with the Area Child Protection Committee procedures for schools and to co-ordinate action on child abuse within school
- to ensure that all staff and governors are aware of their responsibilities in relation to child protection and to offer informed advice
- to attend and organise training on all aspects of child protection within the school and to maintain school-based resources on safeguarding issues for staff
- to refer individual cases of suspected abuse to the relevant social services area following the ACPC guidelines
- ensure that the school is represented at safeguarding conferences which involve school
- ensure that appropriate information is passed on to a new school when a child transfers
- to monitor and evaluate the effectiveness of safeguarding procedures carried out within the school.

In the absence of the Head teacher the Senior Teacher would be responsible for maintaining decisions following the LA guidelines.

All staff

- listen to and respect what the children say to them, to other adults and to each other
- pay attention to children's writing and drawings
- observe children during play, PE, swimming and classroom interactions
- listen to what other adults have to say
- record all concerns on an Initial Concern form
- monitor discreetly any child about whom concerns have been expressed and report promptly any further developments, no matter how trivial they might appear
- give reassurance to the child.

Staff will be told if a referral is being made to social services and, if it is appropriate, will be kept informed of subsequent developments. Staff should understand that whilst this might not be possible this does not mean that nothing is being done.

Any information about individual children and their families is to be treated with the utmost confidentiality and discretion.

Staff should expect

- a sympathetic response to any concerns that they have
- to be given a Concern Form and asked to record their concerns and the evidence for them
- to be told what the next course of action will be and of any subsequent developments
- to be asked to monitor and report any further concerns
- support and reassurance at every stage.

Responding to suspicions, allegations or evidence of abuse, including those made against members of staff

1. All action taken is in line with the Area Child Protection Committee procedures.
2. Any member of staff who receives a disclosure of abuse or suspects that abuse may have occurred must report it as soon as possible to the designated teacher for child protection.
3. Staff are strongly advised to follow the guidelines contained in this policy. If, however, they feel that the designated teacher has not responded appropriately, then they can make a direct referral to Social Services. It is hoped that reaffirms the school's commitment to the establishment of effective child protection.

Working with other agencies

We recognise that we are an agent for referral and not of investigation and to that end we aim to build good relationships with other agencies so that understanding, trust and confidence are built which help to secure effective co-operation.

Record keeping

1. Any member of staff receiving a disclosure of abuse from a child, or noticing signs or symptoms of possible abuse in to a child, will make notes as soon as possible, writing down as exactly as possible, what was said or seen, putting the scene in context, and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made.
2. All hand-written notes will be kept, even if they are subsequently typed up in a more formal report.
3. All records of a child protection nature should be handed to the designated teacher and will be kept securely by her. Access to these records will be on a 'need to know' basis and decisions about access will be made by the designated teacher.
4. When a child on the Child Protection Register leaves the school, the designated teacher will inform the child's new school immediately and discuss with the child's key worker the transfer of any confidential information the school may hold.

Support for children/staff/families

1. For any child undergoing a child protection referral and investigation, the need for support will be great and often school can offer limited support. However, despite a heavy workload and limited amount of resources, we aim to meet their needs for support whenever possible. We aim at least to provide a secure classroom environment in which the child feels valued and protected.
2. The designated teacher will, whenever possible, make herself available to discuss individual children or situations with concerned members of staff.
3. The school will offer support where possible to the family of a child or children involved in a child protection investigation, within the time and expertise constraints of its role and always remember the limits of confidentiality on all members of staff and the fact that it is the welfare of the child that is paramount.

The Curriculum

Throughout our curriculum we aim to raise our pupils' awareness and build their confidence and self-esteem. This, we feel is the best way we can help to protect them from abuse, through providing them with a range of strategies that ensures their own protection and an awareness of the importance of protecting others.

In evaluating the present curriculum we give consideration to child protection in our policies for Good Behaviour, Anti-bullying, Equal Opportunities and PHSCE.

The role of the Governing Body

The Governors have the responsibility for ensuring that the school has a Safeguarding children policy and a designated member of staff for child protection.

Reviewing and Monitoring the policy

Evaluation is ongoing and takes place in discussion of issues as they arise, immediate feedback after dealing with a safeguarding issue and maintaining it as an item on the agenda for the school governors.

This policy is in compliance with the Child Protection Procedures Handbook, Bury Area Child Protection Committee

Appendices:

1. Incident report sheet
2. Confidential Reporting (Whistle Blowing) policy

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