

SANDY UPPER SCHOOL AND COMMUNITY SPORTS COLLEGE

Child Protection Policy

Rationale

This policy applies to the safeguarding of young people under the age of 18 and supports the 'Staying Safe' outcome of Every Child Matters. The protection of young people is the responsibility of everyone in the school community; as such, this policy should be followed by all adults working with students of the school.

This policy should be read in conjunction with the following policies:-

- Anti Bullying
- Internet Use
- Physical Restraint
- Safer Working Practices
- Safeguarding
- Recruitment
- Attendance policy

Roles and Responsibilities

Child protection officers

The named **Child Protection Officer** (CPO) is the Deputy Headteacher – **Andrea Twiggs**

The **Deputy Child Protection Officer** is the Assistant Headteacher (SENCo) – **Gill Clayson**. **The Headteacher has overall responsibility for child protection and should be approached if the two officers are unavailable.**

Their photos are displayed in the main staff room, for the benefit of visiting and temporary staff and in reception

These officers are responsible for ensuring that they receive Local Authority Child Protection training biannually and that all staff receive training every three years.

There is a named governor responsible for ensuring that the school is meeting statutory requirements in this area and that procedures are in place to ensure the safety and protection of students. This is currently John Lewis.

The Professional Tutor (for teaching staff) and the **Personnel Officer** (for none teaching staff) must ensure that any adult working with children in the school is made aware of this policy and related ones and who the CPO and deputy are. They should also ensure that staff appointed to permanent positions, or long term supply staff, receive Child Protection training during their induction period. A Child Protection guidance booklet must be issued to any temporary staff.

There are four broad areas of abuse that children may be subject to and which must be reported to the CPO or deputy should they be disclosed to staff :-

1. Sexual
2. Physical
3. Emotional
4. Neglect

If a student discloses anything of this nature to **staff**, they:-

1. May NOT IN ANY CIRCUMSTANCES offer to maintain confidentiality
2. May not ask leading questions
3. May ask questions beginning when, where, what, how, who if necessary to clarify what the student is disclosing
4. Must make a written record of the disclosure, preferably with the child present, and if not, immediately after the disclosure
5. Should reassure the student that the matter will be referred, and to whom
6. Must refer the matter immediately to the CPO and not discuss with anyone else
7. Should not discuss this further with the student unless advised to do so by the CPO

If a member of staff is in any doubt as to whether a disclosure from a student suggests any of the four areas of abuse, they should seek advice from the CPO. It is always better to err on the side of caution.

Once the CPO receives the statement, s/he will follow LA guidance with regard to next steps. The statement will be filed electronically on the school intranet and/or in a named student file in a locked filing cabinet in the CPO office. The area on the school intranet and the filing cabinet is accessible only to the CPO, the deputy CPO, the Headteacher and the SLT administration support.

The CPO will determine whether or not any other staff need to be made aware of some or all of the information and consequent actions. Records of any consequent actions will be kept on the intranet or in the students CP file in the CPO's office.

Attendance of the CPO at Child Protection Strategy Meetings should be seen as a priority, even where, as is often the case, these are called at very short notice.

First Implemented March 2010				
Review/ Evaluation Date	Re-Written Revised	Staff Responsible	Governors Sub-Committee	Review Cycle
March 2011		AT	Standards	Annual

Appendix 1

Sandy Upper School and Community Sports College



**Safeguarding Children
Information for Visitors,
Volunteers,
Governors and Newly appointed
Staff 2010**



INVESTOR IN PEOPLE

Child Protection Advice for Volunteers and Visitors

Thank you for your interest in becoming a volunteer or regular visitor to our school. As a school we are committed to safeguarding and meeting the needs of young people and hope that this leaflet will provide some useful advice and information when working with students of Sandy Upper School.

Sandy Upper School has a Safeguarding Policy and you should ensure that you receive a copy of this from Claire Jones, our Personnel Manager.

No child should suffer harm either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

What are my responsibilities as a volunteer?

Anyone who comes into contact with young people through their everyday work, whether paid or voluntary, has a duty to safeguard and promote the welfare of young people.

CRB Checks

Sandy Upper's Recruiting and Selection procedures specify that all volunteers who work with children will require an enhanced CRB Disclosure. This is to ensure that unsuitable people are prevented from working with young people.

The Headteacher will inform you as to whether or not you require a CRB Disclosure. If you do not, you should NOT be left unsupervised with young people.

CRB forms are available from Claire Jones, who will help you complete the application and advise which documentation is necessary.

If, following the CRB check, you become subject to ANY criminal investigation, caution or conviction, you must notify the Headteacher IMMEDIATELY. This helps to protect you and the young people in your care.

What should I do if I am worried about a student?

If whilst working with a student you become concerned about-

- Comments made by a young person
- Marks or bruising on a young person
- Changes in the young person's behaviour or demeanour

Please report the concerns immediately to the Class Teacher, who, if they feel it appropriate will pass the information to the school's Child Protection Officer; Mrs Andrea Twigg

What should I do if a student discloses that they are being harmed?

If a student approaches you to disclose information you should-

- Listen to what is being said without displaying shock or disbelief- accept what is being said.
- Allow the young person to talk freely.
- Reassure the young person but do not make promises that you may not be able to keep.
- Do not promise confidentiality, but explain that you will have to tell their teacher or the Child Protection Officer so that they can help him/her.
- Do not interrogate the young person or ask leading questions.
- Reassure the student that it is not their fault.
- Stress that it is the right thing to tell someone.
- Listen rather than ask direct questions.
- Do not criticise the alleged perpetrator.

You should also IMMEDIATELY record details of the disclosure, including where possible the exact words or phrases used by the young person. You should sign and date the notes and pass them to the Child Protection Officer.

What should I do if the alleged abuser is a member of staff?

You should report such allegations IMMEDIATELY to the Child Protection Officer.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with young people should be based on mutual trust and respect.

As a volunteer, you may be working closely with young people, sometimes on a one to one basis.

You should be careful about touching students.

If you are working with a student on their own, you should ensure that the door is left open and you are visible to others.

You should not photograph students, communicate with them using email or text messages and they should not be added as "friends" to any social networking sites you may belong to. Do not give any student any of your own personal details

Please help us to safeguard the young people in our care by following the guidelines.

Further Guidance

This leaflet has been issued to you to ensure that you understand what is expected of you. Please ask the Child Protection Officer if you are unsure about anything in it.

CONTACTS

Headteacher- Mr David Stevinson
Child Protection Officer – Mrs Andrea Twiggs
Deputy Child Protection Officer- Miss Gill Clayson
Personnel Officer- Mrs Claire Jones
Professional Tutor – Mrs Sharon Jeffs
Governor with Safeguarding Responsibility – John Lewis