



**Bishop Hedley Catholic High School**

# **CHILD PROTECTION POLICY**



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## **CHILD PROTECTION POLICY FOR SCHOOLS**

### **INTRODUCTION**

Bishop Hedley Catholic High School fully recognises the contribution it makes to child protection.

There are three main elements to our policy:-

- Prevention through the teaching and pastoral support offered to pupils;
- 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; and
- Support to pupils who may have been abused.

Our policy applies to all staff and volunteers working in the school including governors. Learning support assistants, mid-day supervisors, caretakers, secretaries and teachers all have a duty to;

- Be aware of the signs that a child has been neglected or abused
- Listen to children who tell them about abuse
- To report concerns effectively

The school acknowledges that children are the most vulnerable group in society. Therefore, adults in positions of trust have a duty to ensure that the rights of children and young people to protection from abuse are taken seriously and effective action is taken in response to any signs or abuse or neglect.

This Policy recognises and reflects:

- All Wales Child Protection Procedures 2008
- The UN Convention on the Rights of the Child
- The Children Act 1989
- The Children Act 2004
- Safeguarding Children: Working Together Under the Children Act 2004 ( WAG, 2006)
- Safeguarding Children in Education (WAG, 2008 – under revision 2013)
- Disciplinary and dismissal procedures for school staff (WG, 2013)
- WG circular 34/2002 'Child protection: Preventing Unsuitable People from working with Children in the Education Sector' and the school's commitment to Safe Recruitment and preventing unsuitable people from working with children by compliance with MTCBC Safe Recruitment Policy
- WG circular 050/2011 'Respecting Others Anti-bullying Overview'
- School's Department Anti-bullying Strategy 2012-13
- School's Department Wellbeing Handbook
- School's Department Safe and Effective Intervention Policy
- School's PSE, Behaviour and Wellbeing Policies
- Procedures for Whistle-blowing in Schools and Model Policy

## **Prevention**

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

The school will therefore:-

- Follow the All Wales Child Protection Procedures that have been endorsed by the Cwm Taf Safeguarding Children Board
- Ensure that staff have the training and information that they need to be able to recognise and report child protection concerns
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure
- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty
- 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 to whom to turn for help and
- 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

The school has a duty of care for all children and young people. We take our responsibilities relating to child protection seriously. We fully recognise the contribution we make to Child Protection and have implemented this Policy to reflect our responsibilities and support.

This Policy applies to all permanent, temporary, casual and voluntary workers undertaking duties to provide our services. The word 'child' throughout this document includes both children and young people under 18 years of age.

This Policy will assist staff in knowing what to do when they are worried that a child is being abused. It also clarifies roles and responsibilities, procedures and guidelines, documentation required, definitions and staff awareness, training and support.

## **Underpinning Values**

This school will operate with the following values and principles when working with children:

- The safety and well being of children and young people is paramount
- Children and young people should be listened to
- All children should be and feel safe on our premises and at our activities
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief, and/or sexual identity have the right to protection from abuse
- Children and young people and their cultures should be respected
- Children and young people should be encouraged to participate in decisions which affect them
- Child protection concerns must be referred to Social Services or the Police
- Schools should not investigate allegations of abuse or neglect but rather work in collaboration with other agencies to share information and protect children

## **Our Duty to Share Information**

**If any member of staff is concerned about a child, he/she must inform the Designated Child Protection Liaison Teacher/Deputy who will be available for advice and support and generate a referral to the Social Services Intake Team.**

The designated child protection people are:

Child Protection Liaison Teacher: Elizabeth D Jones

Deputy Child Protection Liaison Teacher: Dennis Jones & Helen Knee

Governor with responsibility for Child Protection: Terry Foley

Staff members and volunteers are not expected to know everything concerning Child Protection, but our duty is to:

- Be alert and responsive to problems and the potential indicators of abuse or neglect
- Listen to children who tell us they have been abused and share the information with the staff identified in this Policy
- Be alert and responsive to the risks which individual abusers, or potential abusers, may pose to children.
- Share and analyse information to enable informed assessments and good practice.
- Keep clear, detailed and accurate records.
- Use appropriate behaviour and language when a child tells us about abuse
- Adhere to the schools Policies and Procedures

## **Designated People**

The designated people for the school are trained to deal with Child Protection issues and under normal circumstances make referrals. They should be contacted in the first instance and if they are not available follow the procedure set out in the section 'out of hours'. (see Appendix 1 'What to do if you are worried a child/young person is being abused or neglected' – flow chart)

## **Allegation against Headteacher/Chair of Governors**

Should the designated member of staff (Headteacher/Assistant Headteacher or Chair of Governors) be the subject of an allegation of abuse a referral must be made straight to the Children's Social Services Intake Team (see Appendix 1 'What to do if you are worried a child/young person is being abused or neglected' – flow chart)

Designated people have the following responsibilities regarding the co-ordination of Child Protection issues:

- To receive concerns and disclosures made to staff
- To make referrals to Social Services and/or the Police as necessary
- To consult with Social Services where there is uncertainty about the need to make a referral
- To participate in Social Services Child Protection procedures as necessary
- To support employees
- To ensure records are completed and filed confidentially
- To feedback appropriate information to staff on a 'need to know' basis
- To be aware of and practice in compliance with the All Wales Child Protection Procedures and related Cwm Taf Safeguarding Children Protocols

## **Sharing Information**

It is very important to understand that any disclosures or suspicions of abuse or children at risk of abuse must be reported.

The child making a disclosure has trusted someone enough to confide in them. To avoid distrust and misunderstanding, we must be clear and explain that if they tell us something we have to act on it and tell someone else in order to make sure the child is safe.

Information is provided below about how to listen to a child who is telling us about abuse or neglect. Remember that you must not promise to keep the abuse a secret.

- Be honest with the child.
- Reassure the child they have done the right thing.
- Reassure the child you will do your best to get them support
- Do not promise to keep any of the information you may be given a 'secret'. You will need to explain that you will have to tell someone who can keep them safe

## **WHAT DO YOU DO IF A CHILD MAKES AN ALLEGATION OF ABUSE OR YOU SUSPECT ABUSE?**

(See **Appendix 1** for Summary Flow Chart)

The following are good practice guidelines when talking to the child:

- Avoid 'closed' or 'leading' questions - don't ask any more than you have to as this could prejudice an enquiry made by Social Services and/or the Police.
- Be attentive, calm and reassuring
- Do not be judgmental
- Take the child seriously
- Avoid condemning the alleged abuser
- Avoid promises you cannot keep
- Don't make assumptions about the child's feelings
- Tell the child that it's not his/her fault
- Tell the child what will happen next
- Don't ask why
- Have time

### **IF A CHILD IS AT IMMEDIATE RISK CONTACT THE POLICE OR SOCIAL SERVICES. DO NOT CONTACT THE ALLEGED ABUSER.**

You must report the allegation made to your Designated Child Protection Liaison Teacher/Deputy. They will take the responsibility for making any referrals required. Your Designated Child Protection Liaison Teacher/Deputy will support you and advise you on how to continue working with the child concerned and decide on action to be taken.

If it is urgent and you cannot contact your Designated Child Protection Liaison Teacher/Deputy, you must call the Social Services Intake Team or the Police direct. The contact telephone number and email address are included in **Appendix 1**

Complete a written record of your concerns using the 'Multi Agency Referral Form' (**Appendix 2**) as soon as you are able and send to the Children's Services Intake Team, also send a copy to



the Chief Education Officer and Principal Officer Education Welfare Service. Complete the appropriate record forms and keep them in a safe and secure place.

Once a referral has been made to the Social Services Department (SSD) and/or the Police an enquiry may be undertaken in compliance with the All Wales Child Protection Procedures and Cwm Taf Safeguarding Children Board Protocols.

The SSD Children's Services have a duty to feed back to the referrer about decisions made in respect of the referral. There is also a responsibility for the referrer to follow this up.

### **Allegations of abuse by staff or volunteers**

Everybody who works or volunteers with children should be alert to the distressing fact that some individuals seek to gain positions of trust with children in order to abuse children.

Anybody who believes that a person in a position of trust has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against a child or that has a direct impact on a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

must report their concern to the Designated Teacher for Child Protection who will establish the facts of the concern and any existing information and refer the concern to the Lead Manager for Child Protection in Social Services or the Inclusion Service.

As stated above if the concern is about the Designated Teacher the report must be given to the Head Teacher. However if the concern is about the Head Teacher or Chair of Governors then it should be reported directly to the lead manager for safeguarding in either children's services or inclusion services. These individuals are:

Lead Managers for Child Protection in Social Services:

Annabel Lloyd, Safeguarding Manager, 01685 724686

Mark Anderton, Head of Safeguarding, Quality and Performance, 01685 725090

Lead Manager for Child Protection in Inclusion Services:

Sarah Bowen 01685 725082

In all cases these professionals will liaise with one another and the Police and will offer advice about whether any referrals are required in respect of any children who may be at risk, or in need of services as a result of the concern.

These professionals will also commence management of the case under the Cwm Taf Safeguarding Children Board policy for managing allegations against staff and or professionals, a copy of which will be available in school.

It is very important that professionals work together effectively at an early point to ensure the proper coordination of any of the three possible processes including:

- risk management to safeguard children
- coordination of any child protection / criminal investigation
- implementation of any HR procedures deemed necessary

## **Allegations of abuse that come to light out of hours**

'Out of hours' refers to times when the office is closed and normal communication links to your Designated Child Protection Liaison Teacher/Deputy may not be available.

If at all possible refer disclosures to your Designated Child Protection Liaison Teacher/Deputy immediately. This may not always be possible, particularly for workers during evening or weekend sessions. If you cannot get hold of your Designated Child Protection Liaison Teacher/Deputy, you must contact Social Services or the Police direct. (**Appendix 1**)

## **Making a Referral**

**Referrals should be made to social services as soon as a problem, suspicion or concern about a child becomes apparent, and certainly within 24 hours (Appendix 2).** Outside office hours, referrals should be made to the social services emergency duty service or the police. Social services and the police must ensure that trained staff are available to undertake child protection (section 47) enquiries, including out of hours.

Social Service Intake Team Number for referrals: 01685 724506  
Emergency Duty Team Number (out of hours): 01443 425012

All telephone referrals or referrals made in person should be confirmed in writing as soon as possible but certainly within 24 hours, using the multi-agency referral form. The duty social worker taking the referral should be given as much of the following information as possible by the referrer, including the following:

- The nature of the concerns;
- How and why those concerns have arisen;
- The full name, address and date of birth (or age) of the child;
- The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by;
- The names and relationship of all those with parental responsibility, where known, should be recorded;
- The name, address & date of birth of parent's partner;
- The name, address and date of birth of any other adults living in the household;
- The names of other professionals involved with the family, including the name of the child's school and GP;
- Any information you have on the child's developmental needs and his/her parents or caregivers ability to respond to these needs within the context of the wider family and environment;
- Any information affecting the safety of staff. Individual employees, professionals and independent contractors should be aware that they cannot remain anonymous when making a referral. However, members of the public may remain anonymous, if they wish to.

The individual employee or professional making the referral may be asked to do some or all of the following tasks, and should be prepared and willing to do them:

- Contribute to a strategy discussion or strategy meeting;
- Assist in the child protection (section 47) enquiries;
- Attend the child protection conference;
- Provide a written report for the child protection conference;
- Contribute to the initial and core assessments.

It is the responsibility of individual employees and professionals to ensure that their child protection concerns are taken seriously and followed through.

### **What Happens Next?**

At the point of contacting the police and/or social services department, the All Wales Child Protection Procedures 2008 come into effect and manage the enquiry.

Staff must assist Social Services and/or Police enquiries as required and seek any help, advice or support they need from their Line Manager or designated person:

- Consideration will always be given to what steps are required to safeguard the child in light of the referral, bearing in mind all of the information and the lasting impact for the child of any immediate interventions
- The Social Services Department have a responsibility to keep the referrer informed of the outcome of any intervention
- Each individual employee and professional is accountable for his or her own role in the child protection process, and if an individual employee or professional remains concerned about a child they should escalate the matter in compliance with the Cwm Taf Safeguarding Children Board protocol offering guidance about professional differences of opinion, the Designated teacher will be able to assist with this

### **Good Practice Guidelines**

It is impossible to cover every eventuality relating to the right or appropriate behaviour for every situation. Use your common sense, keep alert and discuss best practice with your Designated Child Protection Liaison Teacher/Deputy and don't put yourself at risk.

If you have any particular concerns you must follow them up with your Designated Child Protection Liaison Teacher/Deputy.

#### **DO's**

- Treat everyone with respect
- Provide an example you wish others to follow
- Operate safe practice at school in relation to any lone working with a child
- Keep records of concerns - complete the 'logging a concern' form, for even the slightest concern
- Ask for further guidance on anything you are unclear about
- Feel confident to challenge any behaviour of colleagues that could compromise them
- Report any inappropriate behaviour of colleagues to your Designated Child Protection Liaison Teacher/Deputy
- Discuss any support or training needs you have with your Headteacher

#### **DON'T**

- Jump to conclusions about others without checking out the facts
- Exaggerate or trivialise child abuse issues

### **Support and Supervision – Who can I Talk to ?**

Child Protection work can be stressful. Get access to advice and support from managers, or designated people as appropriate. Individual practitioners cannot make everything better for a child in distress if they work in isolation.

As stated in the policy you must report concerns and disclosures to a designated person / Child Protection lead person and/or your line manager to act as necessary. It is not necessary for anyone else to know, but it is important that you get any support you need.

## **Training**

- The Designated Teacher must undertake relevant training at least every three years
- This school has a commitment to training and attendance at inter-agency child protection meetings. Time will be given to enable this commitment to be met
- All staff will receive relevant training and up-dating at least every three years
- Training will be accessed via the Designated Teacher following a programme drawn up by the Head in consultation with the Designated Teacher, and agreed by the governing body
- The Designated Teacher will be expected to cascade learning to the wider staff group via meetings and any other appropriate methods

## **Case Conferences and Core Group Meetings**

A member of staff may be required to attend a Child Protection case Conference. Where possible the member of staff will be accompanied by the Designated Teacher but this may not always be possible. The member of staff should prepare a report (**Appendix 3**) to present to the Case Conference chair at the start of the meeting. The chair will gather all information and assess the risks.

If a child's name is placed on the Child Protection Register a Core Group will be agreed in accordance with the All Wales Child Protection Procedures. All core group members meet regularly (at least monthly) monitor and progress the Child Protection Plan and Core Assessment. The school will give priority to attendance at these meetings.

The Designated Teacher will be available to advise and support members of staff.

## **Risk Assessment**

All buildings, events and services risk assessments will consider child protection as a standard item.

Our school is a safe and secure place for pupils to learn and develop learning and social skills. The physical safety of pupils when on school site is of paramount importance. Access to the school site is strictly monitored and reviewed in line with the Local Authority guidance on the Health and safety of school premises. The School's Health and Safety Policy is available to review on request from the Head teacher.

All daily contractors to our site are requested to sign in and out of school premises. They will clearly list the company for whom they work and the reason for their visit. As a daily contractor is unlikely to have a DBS disclosure available to be viewed by the school, an alternative method of risk assessment will be employed. A risk assessment is formulated by the School, using their signing in procedures.

## **Bullying**

Our policy on bullying is set out in (a separate document/the school's behaviour policy) and is reviewed annually by the governing body.

## **Physical Intervention**

Our policy on physical intervention is set out in (a separate document) and is reviewed annually by the governing body.

### **Children with additional needs**

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse.

### **Safer Recruitment**

All members of staff, volunteers and governors will be required to hold an up to date DBS certificate. The school will maintain a record of all staff DBS disclosure dates and ensure that renewals are timely.

A written log of all daily staff will be kept, clearly listing where a DBS disclosure is available or a risk assessment is formulated in lieu of an available DBS Disclosure.

The Headteacher retains responsibility for ensuring that all persons attending school site are appropriately risk assessed. In only extremely rare or exceptional circumstances where current DBS disclosures are unavailable the staff member will have no unsupervised access when working with children.

### **Record Keeping**

A copy of the All Wales Child Protection Procedures 2008 is kept in the headteacher's office and all records are kept securely in a locked cupboard located in the lead teacher's office. Concerns will be shared with relevant professionals involved with the child, but records will not be available without the authority of the CP Designate.

All staff must ensure that any allegation regarding an adult who is working with children, this will include staff, volunteers, governors, occasional workers or contractors, and those staff that are not on school site but come into contact with children ie those who transport children to and from school etc is reported immediately to the CP designate.

### **Monitoring and Review on this Policy**

This Policy is agreed and monitored by the governing body, and will be reviewed on an annual basis or earlier if necessary.

**Signed:**

**Headteacher:**

**Chair of Governors:**

**Date:**

**Date of Review:**

**What to do if you are worried a child/young person is being abused or neglected**

Member of staff has concerns about a child's/young person's welfare

Where a child/young person discloses abuse or neglect, they (and the alleged abuser) **SHOULD NOT** be questioned further, but listened to none judgementally, carefully, respectfully and **a record made of what has been said.**

Consider seeking information from parents/carers.  
 Discuss concerns with designated Child Protection Liaison Teacher/Deputy Child Protection Liaison Teacher/Headteacher/Senior Manager / Principal or Senior Education Welfare Officer  
 You may also wish to discuss informally with a duty Social Worker (listed below)

Still have concerns, refer to social worker

No longer have concerns

Contact Social Worker  
 8.30 – 5.00 Monday – Thursday  
 (Friday 4.30)

01685 724506

[Intake.duty@merthyr.gov.uk](mailto:Intake.duty@merthyr.gov.uk)

Send referral to above email address, with a copy to either the Principal or Senior Education Welfare Officer.

Out of Hours

Contact  
 Emergency  
 Duty Team on

**01443 425012**

No further child protection action

Is this child in need of other support?  
 Consider with family and relevant agencies.

Telephone referrals should be followed up in writing to the Intake Duty Team within 24 hours.

Social Worker and Manager

1. Acknowledge receipt of referral
2. Decide on next course of action (within one working day)
3. Feedback to referrer outcome of referral by 3.00pm that day or following morning.

**This document is intended for use as a guide. Please refer to All Wales Child Protection Procedures.**

**Merthyr Tydfil County Borough Council**  
**Community Services**  
**Multi-Agency Referral Form**

Referrer's Details			
Name of Referrer		Referral Date	
Agency and Role		Tel No	
Email Address			
Postal Address			

Has Consent been Obtained to Make This Referral?			
Parent/Carer(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Child	Yes <input type="checkbox"/> No <input type="checkbox"/> Too Young <input type="checkbox"/>
If consent has not been obtained please state why			
Views of Parent/Carer(s) about making this referral	Views of Child/Young Person about making this referral		

Child/Young Person's Details					
Family Surname(s) including any aliases					
Child's Name	M/F	DoB/EDD	Ethnicity	Religion	Agency ID No
Address					
Tel No(s)			Child(ren)'s Preferred Language		
Does any child have a disability or communication difficulties? If yes please detail below				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Family Details and Household Members						
Name	Relationship to Child(ren)	M/F	DoB	Ethnicity	PR?	
Family's Previous Address (if relevant)						

Other Significant Adults Outside of Household						
Name	Relationship to Child(ren)	M/F	DoB	Address	PR?	

Does any adult have a disability or communication difficulties? If yes please detail below	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Please detail any circumstances which may affect communication and understanding between the family and professional agencies in respect of this referral**

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**Agencies Currently Involved with Child(ren) and Family**

Agency	Name of Worker and Contact Address	Tel No/Email
GP		
Health Visitor		
Midwifery Service		
Commty Paediatrician		
Police		
School		
School Nurse		
Educ Welfare Officer		
Nursery		
Probation		
Youth Offend Service		
CAMHS		
Mental Health Team		
Drug/Alcohol Service		
Adult Services		
Housing		
Womens Refuge		
Dentist		
Voluntary Agency		

**Reason for Referral**

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**Summary of Primary Areas of Concern**

**Child(ren)'s Health Development**

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**Parenting Skills/Capacity**

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**Family & Environmental Factors**

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<b>Any Other Information in Relation to Concerns</b>	
<b>Please Outline Work Undertaken by your Agency with this Child(ren)/Family</b>	
<b>What Services do you feel this Child(ren)/Family Need?</b>	
<b>Is there any information to suggest that there may be a potential risk to a worker visiting this family? If yes please detail below</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SCHOOL REPORT FOR CHILD PROTECTION CONFERENCE**

**PUPIL:** \_\_\_\_\_

**D.O.B.:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**IF TRANSFERRED FROM  
ANOTHER SCHOOL - DATE OF ADMISSION:** \_\_\_\_\_

**PREVIOUS SCHOOL (If transferred):** \_\_\_\_\_

**ATTENDANCE:** \_\_\_\_\_

**PUNCTUALITY:** \_\_\_\_\_

**SPECIAL EDUCATIONAL NEEDS IF ANY:** \_\_\_\_\_

1. **GENERAL CONCERNS** (expressed by staff, school nurse etc.)
  
2. **BEHAVIOUR** (any changes in behaviour, attitude etc.)
  
3. **ACADEMIC ABILITY** (indicate any changes in standard of work produced)
  
4. **SOCIAL SKILLS** (comment on relationships with peers and members of staff)
  
5. **CHILD'S APPEARANCE** (i.e. cleanliness, clothing, is he/she well fed? is development normal? punctuality)

6. **RELEVANT FAMILY HISTORY** (indicate level of co-operation, who brings/collects child to/from school?).
  
7. **CONTACTS WITH PARENTS** (level of co-operation)
  
8. **REFERRALS TO OTHER AGENCIES** (give details including reasons for referral)
  
9. **CONCERNS PASSED ON FROM PREVIOUS SCHOOL(S)**
  
10. **DETAILS OF INCIDENT LEADING TO REFERRAL**
  
11. **ANY OTHER COMMENTS**

**TEACHERS SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**N.B. CONTENTS OF REPORTS PROVIDED FOR CHILD PROTECTION CONFERENCES  
MAY BE USED IN COURT PROCEEDINGS.**