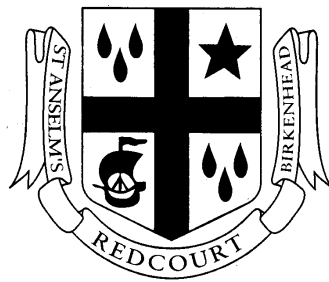


Redcourt - St Anselm's



POLICY AND PROCEDURES FOR CHILD PROTECTION

KD / RJ
Sept 2009

Redcourt – St Anselm's Policy and Procedures for Child Protection

INTRODUCTION

Staff and volunteers must have total commitment to CP.

Staff must recognise and report any concerns, suspicions or allegations to the designated people for CP., who will then follow the Wirral CP procedures and guidelines and those of the Trustees of the CB schools in England.

PRINCIPLES AND AIMS

Redcourt has a policy of partnership between home and school but with issues of Child Protection the well-being of the child is paramount - children must not be put at risk.

Our first responsibility is to protect all our children.

Aims

- To support children's development in ways which will foster security, confidence and independence.
- To raise the awareness of both teaching, non-teaching staff and governors of the need for child protection and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide the necessary training, ie a formal training session every year.
- To provide a systematic means of monitoring children thought to be at risk.
- To emphasise the need for good levels of communication between all members of staff.
- To provide written guidelines for Good Practice and CP procedures to be issued to all staff and volunteers.
- To promote understanding and build relationships with other agencies in order to work together more effectively.
- To adhere to procedures and guidelines proposed by Wirral Area Committee and the Trustees.
- To have at least 2 members of staff as delegated CP co-ordinators and one Governor responsible for CP matters.
- To develop a safe environment for children and to prevent their physical, sexual or emotional abuse.
- To ensure that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account.

- To follow the Home Office Code of Practice 'Safe from Harm' and the recommendations of the Nolan Report 2001.
- The governing body will review the Child Protection Policy annually and the review minuted.
- To promote the Every Child Matters agenda.

New Staff / Volunteers / Job Applicants

The school will be obliged:-

To gain at least one reference from a person who has experience of the applicant's work.

To find out whether an applicant has any convictions for criminal offences against children via enhanced CRB checks.

To keep secure all records of application forms / personal CV details.

To make paid and voluntary appointments conditional on the successful completion of a probationary period.

To explore every applicant's experience of working and contact with children and young people in an interview before appointment.

The school will supply a copy of "Protecting our Children A summary good practice", leaflet to all staff, peripatetic teachers, volunteers and students. A copy is included in this document.

Definitions of Child Abuse

NEGLECT

Neglect is the persistent failure to meet a child's basic physical / psychological needs, likely to result in the impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing. It may involve the failure to protect a child from physical harm or danger or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's emotional needs.

Signs and Symptoms

- Slow growth and development.
- Chronic nappy rash.
- Cold and puffy hands / feet.
- Child's basic needs consistently not met: food, warmth, clothing, hygiene, safety, affection, stimulation.
- Situations where young children are left alone without a carer.
- Children deliberately exposed to grave risk.

- Parent / Carer fail to or refuse to seek medical advice or treatment.
- Frequent lateness or non-attendance at school.
- Destructive tendencies.
- Low Self-esteem.
- Neurotic behaviour.
- Running away.
- Compulsive stealing or scavenging.

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill-health to a child they are looking after. This situation is commonly described as factitious illness by proxy or munchausen by proxy..

Signs and Symptoms:

- Unexplained injuries or burns, particularly if they are recurrent.
- Bruised eyes or ears, multiple bruising or scratches, bruising of different ages, fingertip bruising.
- Grip / Slap marks, bite marks, cigarette burns.
- Linear marks, weal marks.
- Improbable excuses given to explain injuries.
- Admission of punishment which appears excessive.
- Withdrawal from physical contact.
- Fear of medical help.
- Self-destructive tendencies.
- Aggression towards others.
- Poisoning.
- Changes in behaviours / running away.
- Unexplained absences.
- Fear of suspected abuser being contacted.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

The activities may involve physical contact. They may include non-contact activities, eg involving children in looking at, or being involved in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Signs and Symptoms

- Excessive sexual play and masturbation.
- Self-harm / eating disorders / mood changes.
- Nightmare / disturbed sleep.
- Wetting / soiling.
- Significant changes to behaviour / personality.
- Soreness, discharge, unexpected bleeding in the genital area, chronic itching.
- Chronic urinary and vaginal infections.
- Bruising, grazes, bites.
- Anal fissures or scars.
- Details of sexual activity - talk, play or drawings that show inappropriate sexual knowledge for their age.
- Exposure of or pre-occupation with genitalia.
- Overt sexual approaches to other children or adults.
- Fear of situations, eg changing for PE / Swimming.
- Regressing to younger behavioural pattern.
- Being withdrawn / isolated.
- Trying to be 'ultra good' or perfect and over-reacting to criticism.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child which causes severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to frequently feel frightened or in danger or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill-treatment of children though it may occur alone.

Signs and Symptoms

- Physical, mental and emotional development delays.
- Lack of self-esteem, identity and positive self-image.
- Withdrawn aggressive behaviour, self-harm, mutilations, eating disorder.
- Children who appear to be unused to praise / encouragement.
- Children who are rejected by parent / carer.
- Experiencing bullying at school, in the community or by another family member.
- Experiencing racism or other discrimination such as in connection to appearance, gender, sexuality, disability.
- Sudden speech disorders.
- Fear of new situations.
- Inappropriate emotional response to painful situations.
- Neurotic behaviour (rocking, hair-twisting).
- Fear of parents being contacted.
- Extremes of passivity or aggression.

CHILD PROTECTION PROCEDURES for ALL staff at Redcourt - Teachers, Classroom Assistants and ALL other staff who come in to direct contact with the children

If you suspect that a child is being abused or the child makes an *allegation* of abuse, you must contact one of these members of staff IMMEDIATELY -

Miss Jones (Co-ordinator))
Miss Y Gilbert) Child Protection Designated Staff
Mr Davey)

An ***allegation*** is where there is a direct statement by an individual (eg the child) that abuse has taken place. A child alleging abuse should be taken very seriously and reassured that it was right to tell. Let the child know that what has happened is not their fault.

Try not to be shocked or comment about the people involved. It is not necessary to ask questions - but do try to remember the child's actual statement as this will be recorded on the form.

Do not make promises to the child, eg do not say that this 'allegation' will be kept secret. If necessary, reassure the child that you will speak to someone who will be able to help them.

A **suspicion** is where there are behavioural, emotional or physical factors or symptoms which indicate that the child might have suffered significant harm, but there is no direct allegation to confirm this.

Staff must be clear as to what are the facts of the case and not base these concerns on suppositions. Suspicion can be discussed with the child's class teacher.

Allegations and suspicions need to be recorded and dated - please use the form (see over). Extra forms can be obtained from the Staff Room.

Policy for Child Protection - available to staff.

"Protecting Our Children" A Summary of Good Practice - a leaflet available to all staff and volunteers.

A central record is kept of all child protection issues, incidents and occurrences, action taken, including notification to the appropriate authorities in addition to the record kept on pupils individual (red) PSI form.

CHILD PROTECTION REPORT FORM

Child's name

Child's class / age

Person reporting

Date of report

Place and time of incident / conversation

Details of incident / conversation / injury

.....

- *a conversation: an accurate statement of the words said by the child*
- *an injury: what / where , size, shape, colour*

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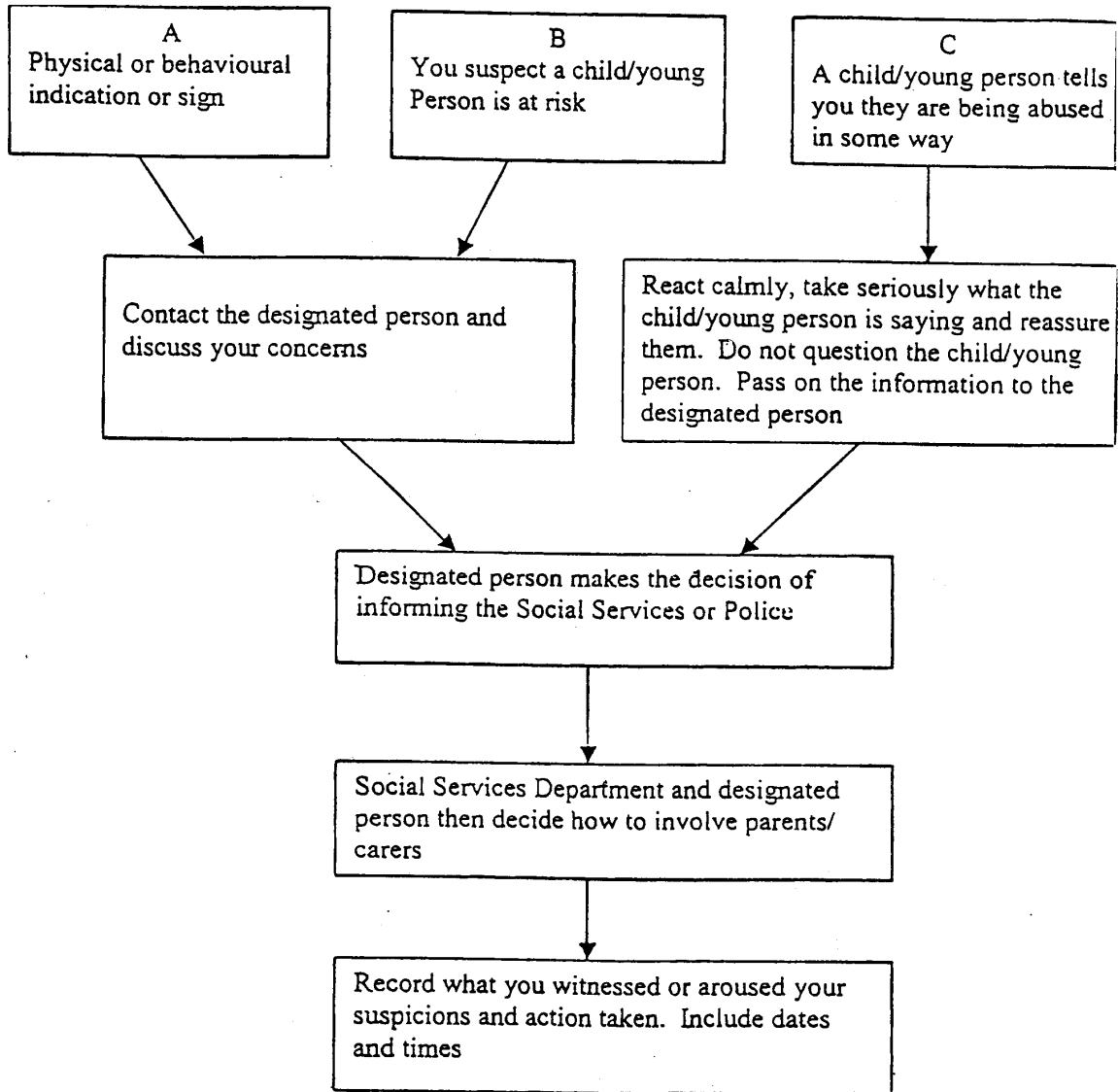
Signature of person reporting Date

Please give this form to -
Miss Jones or
Miss Y Gilbert

These members of staff will help you to complete the form (if necessary).

Action taken

ACTION TO TAKE IF YOU ARE CONCERNED A CHILD/YOUNG PERSON IS AT RISK



Concerns / Allegations of Child Abuse against Staff / Volunteers

The following procedure should be followed by staff / volunteers who are concerned about a child / young person in relation to staff / volunteers.

- a) In every case where there is a reason to suspect that a staff member has abused a child the details should be reported immediately to the designated person in school.
- b) The designated person should consult with Social Services Child Protection Co-ordinators who will advise if child protection procedures apply.
- c) If child protection procedures apply a referral to Social Services Department / Police must be made.
- d) The CP Officer must ensure that any child concerned is immediately removed from possible harm and the staff / volunteer has no access to them.
- e) If the designated person or Headteacher is suspected then the Governors of the school must ensure that correct procedures are put into operation.
- f) Child Protection investigations into abuse requires careful management. They can be complex and require particular experience and expertise and wherever practicable should be undertaken by staff who specialise in such work. The designated person should consult and take the advice of the Police and Social Services before setting up an internal inquiry and take their advice on informing the child's parents / carers.

General Relationships - Staff / Pupils

Employees should ensure that their relationships with pupils are appropriate to the age and gender of the pupils.

- Private interviews / situations with pupils should be avoided.
- Avoid unnecessary physical contact that may be misconstrued.
- Avoid the use of insensitive, disparaging or sarcastic comments.

From time to time it is advisable for all employees to reappraise their teaching styles, relationships with pupils and their manner and approach to individual pupils, to ensure that they give no grounds for any doubts in the minds of colleagues, pupils or parents.

Recording Information

Information to be provided to the Social Services Department or the Police should include:

- Name, address, telephone number of the school and role of the referrer.
- Name, address, telephone number, age/DOB of child whom the referrer is concerned about.
- Name, age, school / place of work of all other family members, GP / Health Visitor.
- The nature of the concern and details of previous concerns.
- A description of any visible bruising or other injury.
- The child's account of what had happened and any witnesses.
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter should not be delayed by attempts to obtain more information.

Wherever possible referrals should be confirmed in writing within 24 hours. A record of the name and designation of the person to whom the referral is made should be noted and a brief record of any messages received on the child's PSI Form. Copies of the referral forms should be kept in the child's individual confidential file.

Photographs

The school obtains the written consent of parents for taking photographs of children.

Confidentiality

"Ethical and statutory codes concerned with confidentiality and data protection are not intended to prevent the exchange of information between different professionals who have a responsibility to ensure the protection of children" - Wirral Area CP Committee Handbook.

A pledge of confidentiality cannot be given to parents as this type of information needs to be shared. However, parents and children should be assured that great care will be taken with personal details - if recorded.

All PSI (Personal and Social Information) forms are kept in confidential files and destroyed when no longer needed. Some information may be shared with the child's secondary school if necessary.

Racial and Cultural Considerations

Redcourt recognises and respects cultural differences and is sensitive to the differences in family lifestyles and parenting patterns. However, any abuse of children will not be tolerated and ALL children have the right to be protected from harm.

Useful Telephone Numbers

Social Services:

- Advice and Duty Team: 0151 666 5262
- Emergency Duty Team: 0151 652 4991
- Fax 0151 606 2600

The Salisbury Centre (CP Register): 0151 639 0761

NSPCC National Helpline: 0800 800 5000

Childline: 0800 1111

Merseyside Police Family Support Unit: 0151 777 2683

Office of CP Diocese of Shrewsbury: 0151 652 9855

Pauline Butterfield: Diocese CP Co-ordinator: 07715 120518

Resources

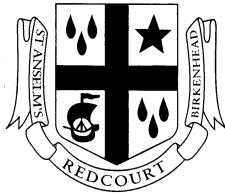
All forms are kept in the Staff Room.

All Staff to have copies of the CP Policy and leaflet "Protecting Our Children".

Spare copies of the policy and leaflets to be kept in the Staff Room.

PROTECTING OUR CHILDREN

A Summary of Good Practice
for ALL Staff,
Voluntary Workers/Helpers
and Students



REDCOURT - ST ANSELM'S

7 Devonshire Place, Oxton, Prenton, Wirral, CH43 1TX

Tel: 0151 652 5228, Fax: 653 5883

E-mail: admin@redcourt.wirral.sch.uk

Child Protection Co-ordinator: Mr Kevin Davey

Governor responsible for Child Protection: Mrs S Holsgrove

The school takes the issue of Child Protection very seriously and adopts the recommendations of the following organisations:-

1. *The Diocese of Shrewsbury*
2. *The Trustees of Christian Brothers' Schools*
3. *The Borough of Wirral Child Protection Committee*

Policies

The health and safety of the children is paramount. If you are working with the children or come into contact with them on a daily basis you are advised to read the following school documents:

1. *The Health and Safety Policy*
2. *The Child Protection Policy*

Copies of these documents are available at school. This leaflet is designed as a reminder of the main procedures and to provide useful contacts and advice.

Acting Responsibly - Some Guidelines

1. Ensure that all children feel equally valued.
2. Provide an example of good conduct you would like others to follow. Be mindful of what is responsible and appropriate behaviour for someone in a trusted position.
3. Avoid situations which could lead to difficulties of embarrassment or accusation. Try to avoid one-to-one situations. When 'off site' ensure that at least two adults are with each group of children. The children need constant supervision - stay with them at all times.

4. Young children need reminding about instructions and acceptable/safe behaviour. Remind them of your expectations when appropriate.
5. Correct unacceptable behaviour with verbal reminders. Seek the help of the group leader / teacher if the situation cannot be resolved.
6. Be meticulous in your instructions for the use of apparatus and equipment. Be mindful of potential risks to health and potential hazards.
7. Photographs may be taken and displayed with parental consent. Most parents at Redcourt give permission for photographs to be taken of their children for educational purposes only. Please seek the advice of the teachers before taking photographs.
8. Be aware of the first aid provision and siting of equipment. Seek the help of qualified staff if necessary. The teaching staff keep a list of children with special medical needs. Emergency contact telephone numbers for parents are kept by the school secretary.
9. Avoid unnecessary risks - especially when 'off site', eg avoid offering the children any food / drink as they may have allergies to certain foodstuffs or additives. Do not 'hand over' a child to another adult / parent without the permission of the child's parents.
10. Praise good behaviour - use this as an example for others in the group.

WHAT TO DO

If you suspect a child is being abused physically, sexually or emotionally you must -

- Share these concerns with the Headmaster or CP co-ordinator or a member of the teaching staff.

If a child discloses to you abuse by someone else -

- Keep calm, try not to be shocked.
- Accept what the child is saying and remember the details. Write down the information at the earliest opportunity, including dates and times. Forms for this purpose are available in the staff room.
- Offer reassurance but do not promise confidentiality. Explain that you will need to share the information with other adults.
- Reassure the child that they have done the right thing by telling you.

Useful Telephone Numbers

Social Services:

- Advice & Duty Team: 0151 666 5262

- Emergency Duty Team: 0151 677 6557

The Salisbury Centre (CP Register): 0151 639 0761

NSPCC National Helpline: 0800 800 5000

Child Line: 0800 1111

Merseyside Police Family Support Unit: 0151 777 2683

Office of Child Protection: Diocese of Shrewsbury: 0151 652 9855

Pauline Butterfield: Diocese CP Co-ordinator: Mobile: 07715 120518

TO BE COMPLETED AND RETURNED

TO

PRINT
NAME

I have received and read the guidelines on Good Practice
(Child Protection).

SIGNED

DATE

About the person who had the accident

Give full name, home address and occupation

FULL NAME

ADDRESS

.....

.....

.....

POSTCODE

OCCUPATION

About you, the person filling in this form

Give full name, home address and occupation

FULL NAME

ADDRESS

.....

.....

.....

POSTCODE

OCCUPATION

REDCOURT ACCIDENT REPORT

This form must be completed for every accident resulting in any of the following injuries, requiring hospital treatment. It must be filled in as soon as possible after the accident.

- (a) Head injury—*must always be treated as a serious matter and pupil taken to hospital*
- (b) Injury to eyes or ears
- (c) Mouth injury, resulting in loss of teeth
- (d) Broken limbs, or the possibility of such
- (e) Any injury requiring hospital treatment

Surname First Name

Form Date of Accident Time

Where the Accident took place

.....

How did the Accident happen?

.....

.....

.....

.....

.....

Signature of person filling in Accident form

Signature of Headmaster or Acting Head

Redcourt - St Anselm's

NAME OF CHILD _____ FORM _____

The above child has been seen by a First Aider at approximately _____
for the following reason:-

and was:-

- Treated and returned to classroom / playground
- Treated and kept near the office for observation
- Treated and parents informed
- It is suggested that he / she visits your GP
- Copy to Form Teacher
- Copy to Parent(s)

(If your child sustains a bump to the head, even if the knock appears to be of a very minor nature, if he/she should then suffer from vomiting, drowsiness, dizziness or double vision, you are advised to contact your doctor or the casualty department of your local hospital immediately).

SIGNED _____ DATE _____

Redcourt - St Anselm's

NAME OF CHILD _____ FORM _____

The above child has been seen by a First Aider at approximately _____

for the following reason:-

and was:-

- Treated and returned to classroom / playground
- Treated and kept near the office for observation
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SIGNED _____ DATE _____

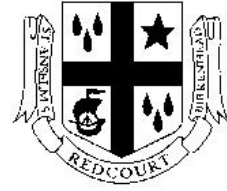
CHILD PROTECTION MONITORING

It would be most helpful if all staff could complete this Questionnaire and return it to SL or YG.

NAME

	YES	NO
I would like to discuss my concerns about a particular child / children	<input type="checkbox"/>	<input type="checkbox"/>
I have a copy of the C P Policy	<input type="checkbox"/>	<input type="checkbox"/>
I have a copy of the leaflet "Protecting Our Children" - guidance for Good Practice	<input type="checkbox"/>	<input type="checkbox"/>
I have a copy of the recent memo re Allegations of Physical Abuse	<input type="checkbox"/>	<input type="checkbox"/>

Many thanks for your help.



APPLICATION AND RECRUITMENT PROCESS

EXPLANATORY NOTE

Application Form

1. Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed Application Forms but may be included along with the application form.
2. Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
3. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
4. The successful applicant will be required to complete a Disclosure from the Criminal Records Bureau at the appropriate level for the post.
5. We will seek references on short listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. References will not be accepted from relatives or from people writing solely in the capacity of friends.
6. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
7. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Invitation to Interview

8. If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
9. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualification must be obtained from the awarding body.
10. All candidates invited to interview must also bring with them:
 - (i) A current driving licence including a photograph and/or a passport and/or a full birth certificate and/or marriage certificate **(two items required)**
 - (ii) A utility bill or financial statement showing the candidate's current name and address
 - (iii) Where appropriate any documentation evidencing a change of name

**Please note that originals of the above are necessary .
Photocopies are not sufficient.**

Conditional Offer of Appointment: Prep-Appointment Checks

11. Any offer to a successful candidate will be conditional upon:
 - (i) Receipt of at least two satisfactory references (if these have not already been received)
 - (ii) Verification of identity and qualification
 - (iii) A check at DfES List 99 and the Protection of Children Act List as Appropriate
 - (iv) A satisfactory CRB Disclosure
 - (v) Verification of professional status such as GTC registration, QTS Status (where required), NPQH

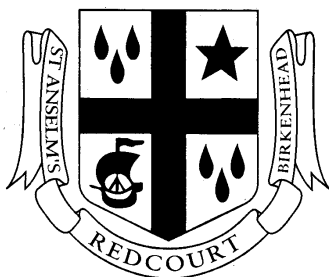
- (vi) For teaching posts only. Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7th May 1999)
- (vi) Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- (viii) Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- (ix) Satisfactory completion of the probationary period.

Warning

12. Where a candidate is:

- (i) Found to be on DfES List 99 or the Protection of Children Act List, or the CRB disclosures shows he/she has been disqualified from working with children by a Court; or
- (ii) Found to have provided false information in, or in support of, his application; or
- (iii) The subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the police and/or the DfES Children's Safeguarding Operation Unit.



DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

The appointment for which you are applying involves access to children and is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment are subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and “spent” convictions.

If you wish to tell us about any criminal record in advance of a Disclosure being sought, this information should be sent under confidential cover to the person inviting you to interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

If you are currently working or have previously worked with children, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be “time expired”, and whether you have been the subject of any child protection concerns.

Providing false information is an offence and could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

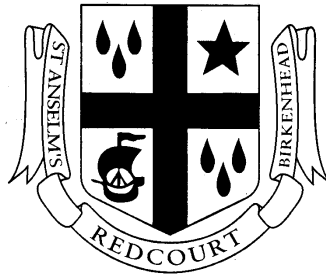
DECLARATION

I declare that I am not disqualified from work with children, or (if a teacher) subject to sanctions imposed by a regulatory body e.g. the General Teaching Council, and either have no convictions, cautions, or bind-overs, or have attached details in a sealed envelope marked confidential.

SIGNED: _____

DATE: _____

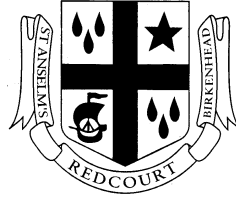
REDCOURT – ST ANSELM'S



REGISTER OF SAFEGUARDING IN CARE

BRIEF GUIDANCE NOTES

1. Enhanced Disclosures are necessary for all individuals who have unsupervised access to our children.
2. Proof of identity / address is necessary before any work with children is undertaken.
3. List 99 clearance is necessary before any work with children is undertaken.
4. All information is confirmed by _____



Name:

Identity and address checked:

Qualification checked:

Date of commencement:

List 99 undertaken:

CRB Enhanced returned:

Nature of work undertaken:

Additional Notes: