



Child Protection Policy

VERY IMPORTANT :

It is essential for all Staff, Parents and Carers to read the Child Protection Policy. The Policy (along with other important Policies) can be found on the school web site. www.oakwoodhighschool.co.uk

It is also essential for all Staff/Carers to read the Guidance for Safer Working Practice for Adults who work with Children and Young people in Educational Settings. This guidance can also be found on the school web site. www.oakwoodhighschool.co.uk

If you need any information for these documents or any concerns please speak to: Mr Heeley or Mrs Nicholson

Table of Contents

RECOGNITION OF NEGLECT OR ABUSE.....	1
IN-SCHOOL PROCEDURES FOR DEALING WITH CHILD PROTECTION	2
DEALING WITH DISCLOSURES	2
IF YOU HAVE A CHILD PROTECTION CONCERN YOU SHOULD:.....	3
Consult About your Concern	3
Making a Referral.	4
Information required when making a referral.....	5
PROCEDURES FOR DEALING WITH ALLEGATIONS OF ABUSE BY PROFESSIONALS.	6
MONITORING & SUPPORTING PUPILS	6
STRATEGIES USED WITHIN THE CURRICULUM TO HELP CHILDREN PROTECT THEMSELVES.....	6
CONFIDENTIALITY.....	7
APPENDIX 1 :	8
PROCEDURES TO FOLLOW FOR CHILD PROTECTION INCIDENTS/ REFERRAL.....	8

The purpose of this Policy is to provide the staff of Oakwood High appropriate procedures for the protection and safeguarding of children and adequately managing them. Any questions regarding its operation should be addressed to the Headteacher (Mrs Nicholson).

As with all schools we have a pastoral responsibility and are legally obliged to pass on concerns about child welfare to Children's Social Care following the local Safeguarding Children's Board.

Immediate action may be necessary at any stage in involvement with children and families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILDREN i.e.:

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

RECOGNITION OF NEGLECT OR ABUSE.

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing 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 basic emotional needs.

Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer pretends to have the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, fabricated illness.

Sexual abuse: Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional abuse: Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

IN-SCHOOL PROCEDURES FOR DEALING WITH CHILD PROTECTION

The procedure for teachers is a simple one. If you are at all worried about a child perhaps an unexplained bruise, a cut, a burn or a sudden change in personality, depression, neglect – **DO NOT WAIT** –see the designated teacher **Mr Heeley**

In this organisation the designated Child Protection Officer is Mr S. Heeley (Deputy Headteacher) who will discuss your suspicions with you. **In Mr Heeley’s absence please contact Mrs Amanda Nicholson (Headteacher)**. The designated person will consult with the Referral and Initial Assessment Team (RIAT) as necessary for advice before making a referral.

For the **Youth Club** the Designated Child Protection Person is **Mr Appleyard (Associate Headteacher)**.

It is good practice to be as open and honest as possible with parents/carers about any concerns. **However, you must not discuss your concerns with parents/carers in the following circumstances:**

- Where sexual abuse or sexual exploitation is suspected
- Where organised or multiple abuse is suspected
- Where fabricated or induced illness (previously known as Munchausen Syndrome by Proxy) is suspected.
- Where contacting parents/carers would place a child, yourself or others at immediate risk.

These decisions should not be taken in isolation. Consult with your designated teacher Mr Heeley /Senior manager.

YOUR PART is to **ACT IMMEDIATELY**

Remember that child has to go home tonight.

DEALING WITH DISCLOSURES

Schools are not an investigative agency. If a child makes a disclosure it is very important to listen carefully without “putting words into the pupil’s mouth”. Allow a child to stop talking when they are ready to do so.

Always refer the information to the Designated Child Protection Person **Mr Heeley: 0161 921 2880**. If Mr Heeley is off school premises and cannot be contacted please contact **Mrs Nicholson: 0161 921 2880**.

Always write up the incident as soon as possible. Please refer to the correct Child Protection Form - page 10 of this Policy (A copy of this form is available in the staff –room and school reception. When completed hand this form to Mr Heeley.

Do not investigate further. Refer to Mr Heeley who will Contact the Referral and Initial Assessment Team (RIAT) as necessary.

RIAT : 8.30 – 4.30pm (0161 603 4500)

Emergency Duty Team – referrals at other times (0161 794 8888)

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations **YOU MUST:**

- Listen carefully to the child. **DO NOT** directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.(Child Protection form – see Mr Heeley – also situated in staff room/ school reception.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared – do not offer false confidentiality.
- Reassure the child that :
they have done the right thing in telling you
they have not done anything wrong
- Tell the child what you are going to do next and explain that you will need to get help to keep him/her safe.
- **DO NOT** ask the child to repeat his or her account of events to anyone.

IF YOU HAVE A CHILD PROTECTION CONCERN YOU SHOULD:

Consult About your Concern

- 1.1. Because of your observations of, or information received you may become concerned about a child who has not spoken to you.
- 1.2. It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.
- 1.3. If you are concerned about a child you must share your concerns. Initially you should talk to one of the people designated as responsible for **Child Protection Officer** within your organisation. In this organisation this person is **Mr Heeley : 0161 921 2880**. If for any reason **Mr Heeley** is not available **DO NOT LEAVE IT** please contact **Mrs Nicholson : 0161 921 2880**.

- 1.4. If either one of these staff members is implicated in the concerns you should discuss your concerns directly with the: **Children's Referral and Initial Assessment Team (RIAT) - tel: 0161 603 4500**
- 1.5. **You should contact your local Children's Referral and Initial Assessment Team (RIAT) 0161 603 4500 in the following circumstances:**
- when you remain unsure after internal consultation as to whether child protection concerns exist
 - when there is disagreement as to whether child protection concerns exist
 - when you are unable to consult promptly or at all internally with your designated Child Protection Person.
 - when the concerns relate to any member of the organising committee
- 1.6. Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to RIAT team or, if the Police should progress.

REMEMBER you should **NEVER** offer confidentiality. If a child makes a disclosure you are **LEGALLY** and **PROFESSIONALLY** obliged to pass this to Children's Social Care Services.

Therefore do not promise something that you cannot deliver.

School can always ask for advice from **RIAT**.

Making a Referral.

A referral involves giving Children's Social Care or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

Parents/carers/SocialWorkers should be informed if a referral is being made except in the circumstances outlined on page 2 of this Policy.

However inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Children's Social Care about how and when the parents should be approached and by whom.

- If the concern is about harm or risk of harm from a family member or someone known to the children, you should make a telephone referral to the Referral and Initial Assessment Team (RIAT) If the concern is about harm or risk of harm from someone not known to the child or child's family, you should make a telephone referral directly to the police and consult with the parents.
- If the concern is about harm or risk of harm from an adult in a position of trust please see notes above.

Always refer the information to the Designated Person.

This is Mr S.Heeley (Deputy Headteacher) and in his absence Mrs Amanda Nicholson (Headteacher)

Information required when making a referral.

Give as much information as possible.

- Your name, telephone number, position and request the same of the person you are speaking to.
- Full name, address telephone number of the family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals' known to be involved with the child/family e.g.: GP, Health Visitor, School.
- The nature of the concern: and foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Action to be taken following the referral

- Ensure you keep an accurate record of your concern(s) made at the time and the action taken.

Making a Lower Threshold Referral (Localities)

It may be necessary to make a referral through the use of a CAF. A CAF should be completed when the threshold is lower level (see CAF booklet for further information) CAF referrals are to be completed on the secure upload to the locality teams. A CAF should always be completed with parents consent. **Please contact Mrs M. Harris (Learning Mentor) 0161 921 2880 for more information.**

Incidents of inappropriate sexualised behaviour within school.

Any incident must be reported to **Mr Heeley (Child Protection Officer)** and must be followed by a written report as soon as possible. This must then be reported to Children's Social Care and parents' (if appropriate) immediately.

The incident will be discussed with the Headteacher who will then decide if further procedures need to follow. (e.g. strategy meeting, exclusion, etc)

PROCEDURES FOR DEALING WITH ALLEGATIONS OF ABUSE BY PROFESSIONALS.

This is in line with ‘Circular 11/95 “Misconduct of Teachers and Workers with Children and Young Persons” and L.A. guidelines (attached).

If you have information which suggests an adult who works with children (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a child.
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child/children in a way that indicated s/he is unsuitable to work with children.

Any allegations made about a member of staff other than the Head teacher must be referred directly to the head who is obliged to pass this information immediately to the Safeguarding Unit. If an allegation is made about the Head teacher then the most senior member of staff must report the allegation directly to **Chair of Governors: Mr Laurence Cooper** and both will then report the allegation directly to the **Local Authority Designated Officer : Roisin Rafferty Tel: 0161 603 4350.**

Under no circumstances should the allegation be discussed with the member of staff concerned until after advice has been given by the Safeguarding Unit.

MONITORING & SUPPORTING PUPILS

Pupils who are the subject of a Child Protection Plan are monitored in line with what has been agreed in the Child Protection Plan. This may include alerting either the child’s key worker or the Education Welfare Officer when such a pupil is absent or to any signs which suggest deterioration in the pupil’s home circumstances.

Staff should be aware that pupils who are victims of abuse often display emotional or behavioural difficulties (Circular 9/94).

In cases of pupils with longer term behavioural problems the school can seek advice from the local Children’s Social Services the Educational Psychology Service or the Child and Adolescent Mental Health Services on the availability of counselling or other systematic therapy.

STRATEGIES USED WITHIN THE CURRICULUM TO HELP CHILDREN PROTECT THEMSELVES.

Issues such as children’s rights over their own bodies, who to talk to if concerned, self esteem, assertiveness skills etc, are covered in Personal Social Health and Citizenship Education and Active Tutorial lessons. This work is covered as a class and not individually.

(see Schemes of Work in Citizenship and PSHE.)

CONFIDENTIALITY.

Any records made in relation to a referral should be kept confidentially and in a secure place.

Confidential records are kept in Deputy Headteacher Mr Heeley's room, in a secure filing cabinet.

Any information in relation to child protection concerns should be shared on a "need to know" basis.

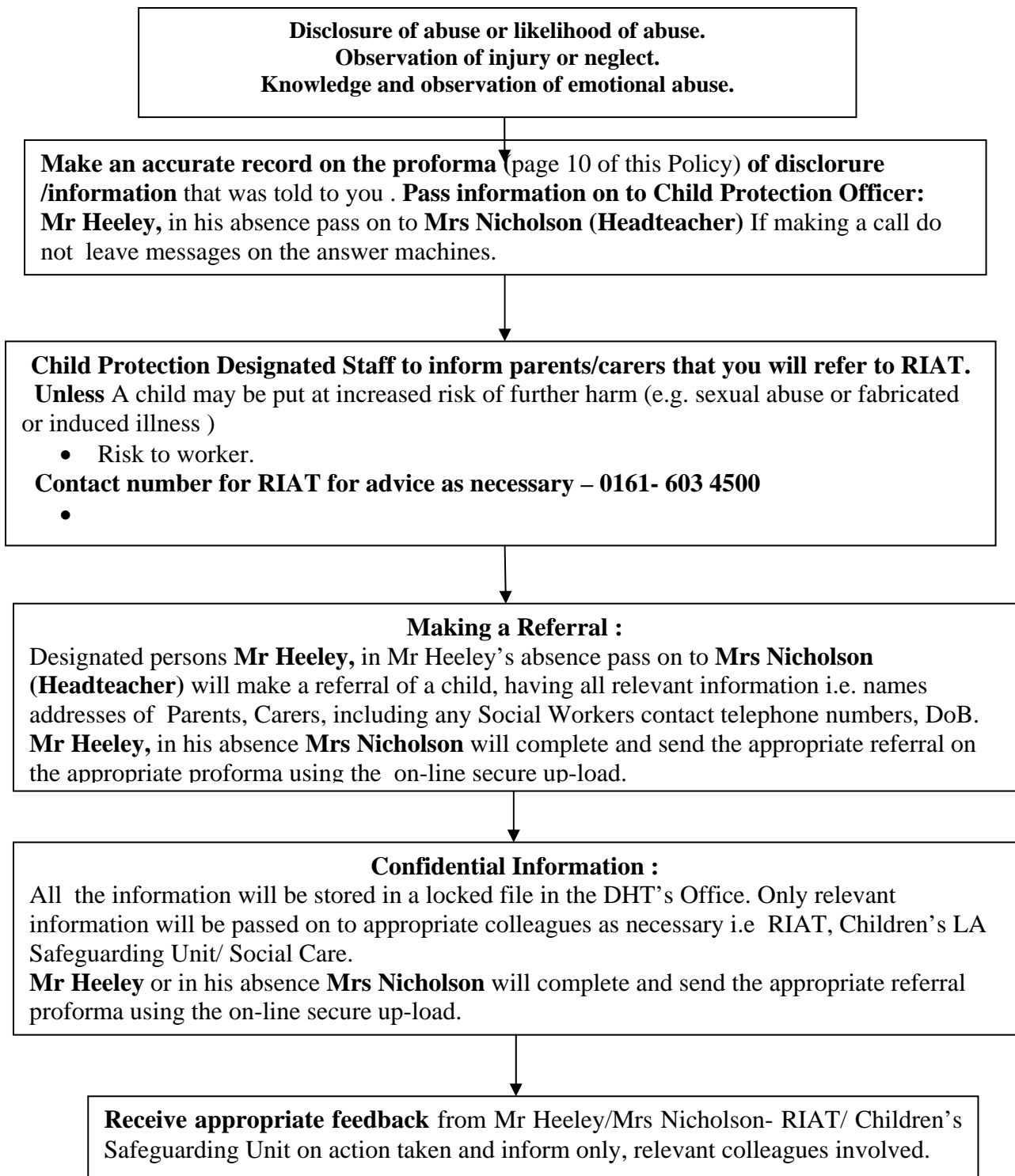
However the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection.

Internal school extension contact Numbers (staff)

Mrs Nicholson Headteacher/Safeguarding)	2888
Mr Heeley (Child protection Person)	2885
Mr Appleyard (Associate Headteacher)	2887
Ms Brookes(Disability Advisor)	2895
Mrs Harris (Learning Mentor/ CAF)	2895

Useful external Telephone Numbers

City –wide: Referral and Initial Assessment Team (RIAT) 8.30am-4.30 Mon – Fri	0161 603 4500
Emergency Duty Team (For referrals at other times	0161 794 8888
CAF coordinator team	0161 921 2284
Salford Safeguarding Children Unit-	0161 603 4350
Police Central Switchboard-	0161 872 5050
North Locality Team – Elaine Duke -	0161 778 8888
South Locality Team - Angela Valley-	0161 921 2280
West Locality Team - Evonne Flint-	0161 975 7377
Central Locality Team – Elaine Bendley -	0161 778 0660
Children with Disability Social Work Team	0161 793 3535

APPENDIX 1 :**PROCEDURES TO FOLLOW FOR CHILD PROTECTION INCIDENTS/ REFERRAL.**

CP form : To be completed and passed directly on to Mr Heeley- if not available pass on to Mrs Nicholson (Headteacher). Copies of this form can be located in the staff room and School Reception

Private and Confidential Information

Child Protection Information ONLY to be passed on to the Child Protection Officer Mr S.Heeley- If not available pass on to Mrs Nicholson.

Please do not discuss this with others.

Name of child/adult

Date of Birth

Address

Disclosure information. Please write down the disclosure in a true and accurate record.

please continue on back of this page as necessary

Staff /Name. Date

Outcome
.....
.....
.....
.....
.....Name Date

Important Contacts and telephone numbers.

**Mrs Nicholson (Headteacher) has overall responsibility for Safeguarding all pupils and staff within school :
0161 921 2880**

Mr Laurence Cooper (Chair of Governors) is the Designated Governor for Child Protection and Looked After Children and Young People : 07905216984

Mr Heeley (Deputy Headteacher) is the Designated Child Protection Officer and Looked After Children and Young People : 0161 921 2880.

In Mr Heeley’s absence- please contact Mrs Nicholson (Headteacher) : 0161 921 2880

Mr Appleyard (Associate Headteacher) is the Designated Child Protection Person for the Youth Club: 0161 921 2880.

Children's Referral and Initial Assessment Team (RIAT) - tel: 0161 603 4500)

Signed (Chair of Governors)

Date