



**Holbrook Primary School**

## **Safeguarding Children: A Child Protection Policy**

### **Introduction**

Holbrook Primary School takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care.

“The welfare of the child is paramount”.  
Children Act 1989

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

- encouraging and supporting parents/carers and working in partnership with them
- listening to and valuing the pupils
- ensuring all staff, both teaching and support, are aware of signs and symptoms of abuse, know the correct procedure for referring concerns or allegations and receive appropriate training to enable them to carry out these requirements
- maintaining a safe school environment for all pupils
- exercising their duty to work in partnership with other agencies and to share information with them

We recognise that members of staff, because of their contact with and knowledge of the children or young people in their care, are well placed to identify abuse and offer support to children in need. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure children know that there are adults in the school who they can approach if they are worried
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse

The school recognises it is an agent of referral and not of investigation.

### **Procedures for Referral**

We will follow the procedures set out by the Local Safeguarding Children Board (formerly the Area Child Protection Committee) and take account of guidance issued and take account of guidance issued by the Department for Children, Schools and Families to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role (see Appendix 2)
- Ensure we have a nominated governor responsible for child protection (see Appendix 2)
- Ensure every member of staff, volunteer and governor knows the name of the designated senior person responsible for child protection and their role
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher responsible for child protection
- 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 prospectus (see Appendix 3)
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences
- Keep written records of concerns about children, even where there is no need to refer the matter immediately (see Appendix 4)
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer (see Appendix 1)
- Ensure safe recruitment practices are always followed

## **Providing Support**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn.

The school will endeavour to support the pupil through:

- The content of the curriculum
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service

- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed

### **The Headteacher's role in reporting to the Governors**

The governors will receive an annual report on child protection. This will include:

- changes to child protection policy or procedures
- training undertaken by the designated person, other staff and governors
- the number of child protection incidents/cases (without detail or name); and the place of child protection issues in the curriculum

The HT will present an annual safeguarding (including child protection) audit and subsequent action plan to the full governing body (FGB) when completed in the autumn term of each year. The action plan will include actions that will contribute to making the school site more secure.

The designated governor for child protection, in liaison with the designated person, will ensure that the school has child protection policy and procedures in place, and that these are known to all members of staff.

### **Conclusion**

To enable us to meet the needs of all pupils in relation to safeguarding children we shall keep all aspects of this policy under review. This policy should be considered alongside other relevant policy documents, in particular: Confidentiality Policy; Feeling Safe to Learn: An Anti- Bullying Policy; PSHE Policy; E-Safety Policy.

This policy was reviewed in July 2010 and will be reviewed again in July 2012 unless there is a requirement to do so earlier.



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### **Appendix 1**

#### **Procedures to follow if concerned about a Child Protection Issue**

1. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated person for child protection, or if unavailable to the deputy designated person. In the absence of either of the above the matter should be brought to the attention of the most senior member of staff.
2. If the school is worried about a pupil's welfare, they must refer this on to a social worker. The school will normally let the pupil's parent(s) know when they do this. However, we will not contact parents if we think that this could put a child or young person at risk of harm. The designated person will immediately inform Social Services by telephone.
3. Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed. All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
4. The school has a duty to share all relevant information about the pupil with social services. Confidentiality must be maintained and information relating to individual pupils and/or families shared with staff on a strictly need to know basis.
4. Within 24 hours of receiving the referral, the social worker, usually in consultation with other agencies, will decide what should happen next.
  - They may decide that no further action is needed
  - They may decide that it needs looking into further. What action is taken will depend on the circumstances. Any of the following may be appropriate:
    - an Initial Assessment
    - Child Protection enquiries. This includes agencies assessing the risks to any children based upon information shared, research and talking to those concerned.
    - If the referral is about an allegation about a member of staff, usually a strategy discussion will take place between the school, the local education authority, social services and the police, to decide what should happen next.

5. Records of all concerns raised under 'Child Protection' issues will be recorded using the Wiltshire County Council forms, (see Appendix 4). All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and are not required to be disclosed to parents/carers except by agreement.

### **Alleged Abuse by Staff**

1. When concerns or allegations involve members of staff, the procedure for referral stated above remains the same. If the concerns or allegations involve the headteacher, they must be reported directly to the designated governor for child protection who will make the referral to Social Services.

2. In addition, the Personnel and Development Service at County Hall, and the designated governor for child protection must be informed.



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Appendix 2

Information provided in poster form for display in staff areas

The designated person for Child Protection at Holbrook Primary School is:

**Roger Whitewick**

The second named designated person is:

**Rose Nunn**

In the absence of both of the above talk to the most senior member of staff available.

The governor with responsibility for Child protection issues at Holbrook Primary School is:

**Margaret Hunt**

Guidance on safeguarding children can be found:

- in the Staff Handbook
- on the staff room notice board
- on line at <http://www.wiltshire.gov.uk/child-protection>
- on line at <http://www.wiltshirepathways.org>

The Safeguarding Children (Child Protection) Policy is available:

- in the policy folder in the meeting room
- in the headteacher's office
- on the school website at <http://www.holbrook.wilts.sch.uk>



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Appendix 3

The statement for inclusion in our school prospectus

“Our first priority is your child’s welfare. Therefore, there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the Wiltshire Safeguarding Children Board. If you want to know more about this procedure, or if you would like to see our Safeguarding Children Policy, please speak to the headteacher”.



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Appendix 4

Recording Format to be used in Child Protection Cases

**FRONT SHEET: CHILD PROTECTION RECORD**

Date file started \_\_\_\_\_

Name of child \_\_\_\_\_

Any other names by which child known, if relevant \_\_\_\_\_

Date of birth \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Other family members (include full name, relationship e.g. mother, stepfather etc. For U18s, include age, if known).

Are any other child protection files held in school relating to this child or another child closely connected to him/her? YES/NO

Relevant Files:  
\_\_\_\_\_  
\_\_\_\_\_

Name and contact number of key worker (Social Services), if known:

Name and contact number of GP, if known:

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<b>Checklist for Recording Child Protection Concerns</b>	
Date (include year) and time of incident	
Name and address of pupil(s) and d.o.b.	
Factual account of the incident or information. attached on separate sheet. (Who? What? Where? When?)	<b>Attached on separate sheet. (Who? What? Where? When?)</b>
Professional opinion (substantiated), if appropriate.	<b>Add to separate sheet.</b>
Your name (printed) and job title	
Names and job titles of any other staff involved	
With whom has the information been shared?	
What action has been taken, and by whom?	
Outcome, including date for review where appropriate	
Your signature	
Date and time of log	
Where is the information to be filed? Any cross-references?	