

Yorkmead Primary School

Summary of Child Protection for Visitors and Volunteers

Yorkmead school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment'.

Yorkmead Primary School will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self assertiveness
- Effectively tackling bullying and harassment

We recognize that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children, are well placed to identify such abuse.

At Yorkmead Primary School in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a child is being harmed, is at risk of harm or you receive a disclosure (intentionally or unintentionally) you must contact the staff member as quickly as possible.

DSP name: Mrs Helen Dunnico (Head Teacher)

If this person is not available please contact:

Deputy DSP name: Mr Alex Newman-Smith (Deputy Head Teacher)

If neither member of staff is available, please contact Mrs Joan Hanson (Assistant Head Teacher)

Everyone working with our children, their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse
- They should not attempt to investigate once the initial concern is raised
- They should involve the Designated Senior Person (DSP) immediately
- If the DSP is not available the Deputy DSP or Assistant Head Teacher should be contacted
- Disclosure of abuse or harm from children may be made at any time.

If anything worries you or concerns you, report it straight away.

Yorkmead School Child Protection Policy

Introduction

Yorkmead School fully recognises its responsibilities for child protection.

Designated Senior Person (DSP) Helen Dunnico

Alex Newman-Smith

Child Protection Governor

Barbara Marsh

This policy applies to all staff, governors and volunteers working in the school.

There are five main elements:

1. Ensuring we have safe recruitment in checking the suitability of staff and volunteers to work with children.
2. Raising awareness of child protection issues and equipping children with the skills they need to keep them safe.
3. Developing and implementing procedures for identifying and reporting cases, of suspected cases of abuse.
4. Supporting pupils who have or are at risk of suffering abuse.
5. Creating and establishing a safe environment where children can learn and develop.

1 Safer Recruitment

Yorkmead School operates a policy of safe recruitment.

- ALL members of staff have been CRB/DBS checked to assess their suitability to work with children.
- Identity checks are carried out.
- Where possible qualifications have been checked.
- In recruiting new members of staff, references are obtained BEFORE an interview where possible. References are checked for suitability before a formal offer of a job is made.
- All members of staff undertake child protection training.

2 Raising awareness of child protection issues and equipping children with the skills they need to keep them safe.

We recognise that some children may be victims of neglect, physical, sexual or emotional abuse and that school staff are well placed to identify signs of abuse and can offer support to children in need. Yorkmead School will support children by:

- Ensuring children know that there are people they can approach if they are worried.
- Listening to children.
- Using the curriculum, particularly PSHE to raise awareness of issues surrounding abuse.

- Building confidence so that they have a range of strategies to support their own protection.
- Ensuring appropriate information about a child about whom there has been a concern is forwarded to relevant personnel if the child leaves the school.

3 Developing and implementing procedures for identifying and reporting cases of suspected cases of abuse.

Anyone in school who suspects that a child may be a victim of abuse has a responsibility to report their concerns to the DSP immediately. All concerns should be recorded on a **yellow** form.

They should:

- Record information verbatim using the actual words of the child and noting any questions the child raises.
- Note dates, times, who was present and positions in the room.
- Note anything factual about the child's appearance.
- Pass this information to the DSP immediately.

They should not:

- Ask leading questions
- Ask the child to write down their account
- Investigate with or without others
- Take photographs of marks
- Attempt any medical judgement
- Arrange a medical examination
- Tape or video an interview
- Ask a child to remove any clothing
- Offer confidentiality

Adults must not keep information about abuse to themselves. They are required by law to pass this on to the DSP. A child cannot tell an adult something in confidence and they must be informed of this at the time of disclosure.

The Role of the DSP

The DSP is responsible for:

- Making any decisions about referring concerns raised by members of staff to external agencies.
- Ensuring that statutory procedures are followed with regard to referring a child if there are concerns about possible abuse.
- Keeping written records of all concerns about a child even if there appears to be no need to make an immediate referral.
- Ensuring that all records are kept confidentially and securely and are separate from a child's records. These records are kept in the Head Teacher's office.
- Ensuring that an indication of further record keeping is marked on a child's records.

- Liaising with Social Care, Health Care and other relevant agencies.
- Ensuring confidentiality. Staff are informed of any issues relating to a child on a need to know basis.

4 **Supporting pupils who have or are at risk of suffering abuse.**

We will endeavor to support children by:

- Ensuring children know that there are people they can approach if they are worried or need help.
- Identify and put in place individual strategies to support pupils dependent on their needs.

5 **Creating and establishing a safe environment where children can learn and develop.**

Yorkmead School recognises that children who are abused or who witness violence may find it difficult to develop a sense of self worth. They may feel helpless or vulnerable and in some cases a sense of blame. School may be the only stable and secure element in their lives. We also recognise that when in school they may present challenging or defiant behaviour, or they may be withdrawn.

We will support these children through:

- Curriculum content to ensure they make good educational progress.
- Promoting a positive, secure environment which values all its pupils.
- Providing the necessary time and space to listen to children when they need it.
- A coherent behaviour policy
- Liaising with external agencies in support of the child.
- Ensuring that all relevant information is passed to a new school if the child leaves.
- Liaise and work with parents and families, where appropriate, to provide a safe and consistent environment for children.

Allegations against Members of Staff

1. All child protection issues relating to a member of staff **MUST** be reported to the Head Teacher only without informing the subject of the concern/allegation.
2. The full evidence will be made available to the subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation.
3. In some cases it may be necessary for the staff member to be suspended whilst and investigation is carried out. It is recognised that any such decision is made without prejudice and on full pay and if not an indication of any proof or any guilt.
4. All staff need to be aware of their vulnerability to allegations and address their practice accordingly. All staff must adhere to the school policy in respect of safe conduct. This includes:
 - Risk assessment
 - Appropriate touch and contact with children
 - Behaviour policy
 - Visibility in any individual contact with children

- Ensuring parental and managerial consent when any individual work is required.
 - Communication and confidentiality procedures.
5. Children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist about the attitude or actions of colleagues.

Allegations against the Head Teacher

1. Any complaint or concern of a child protection nature received by any person and relating to the Head Teacher must be passed in confidence to the LA lead officer who will give advice and support including making contact with the Chair of Governors.

Parents and Carers

1. Parents and carers will be made aware of this policy through published information and meetings. Copies of this policy can be obtained upon request.
2. Parents will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between the LA and Social and Health care. It will be made clear that this is a legal obligation and not a personal decision.

Training

1. All members of staff will receive training of the school's child protection procedures annually, and will receive updates and refreshers from the LA every 3 years.
2. The DSP and other designated staff will be provided with core training in order to carry out their role and will attend refresher training every 2 years.
3. A record of training will be maintained by the DSP.

Yorkmead School adheres to the Birmingham Area Child Protection Committee (ACPC) and Birmingham Child Protection Procedures.

This policy will be reviewed in July 2014.

Signed _____ Chair of Governors

