



Ortu Hassenbrook Academy
Opportunity through learning

Child Protection Policy 2017/18

Reviewed: September 2017
Next Review: September 2018



KEY CONTACTS WITHIN THE SCHOOL

DESIGNATED CHILD PROTECTION CO-ORDINATOR

NAME: Assistant Headteacher - Ms A Scott

DEPUTY DESIGNATED CHILD PROTECTION CO-ORDINATOR

NAME: Senior Pastoral Support Manager – Mrs M Major

NOMINATED GOVERNOR FOR CHILD PROTECTION

NAME: Ms Hayes

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

The **EDUCATION SAFEGUARDING SERVICE** is able to provide advice and consultancy.

CONTACT NUMBER: **01375 652535**

E-MAIL: **nlaurie@thurrock.gov.uk**

REFERRAL TO SOCIAL CARE SERVICES

Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone **01375 652802 / 634**

To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone **01375 652468**

For all **NON – URGENT** referrals and enquiries telephone **0845 603 7627**

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CHILD PROTECTION POLICY FOR HASSENBROOK ACADEMY

“Because of their day to day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop.”

(Working Together under the Children Act 1989)

1. PURPOSE

- A.1 ‘All organisations that work with children and families share a commitment to safeguard and promote their welfare.’ (Working Together to Safeguard Children 2010)
- B.1 Children’s Act 2004 – Section 10 requires co-operation between bodies in a local authority to improve the well-being of children, which include protection from harm or neglect.
- C.1 Section 11 requires organisations to make arrangement for ensuring their functions, and services provided on their behalf, are discharged having regard to the need to safeguard and promote the welfare of children.
 - 1.1 An effective whole-school child protection policy is one which provides clear direction to staff and others about expected behaviour when dealing with child protection issues. An effective policy also makes explicit the school’s commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the student.

2. INTRODUCTION

- 2.1 Hassenbrook Academy takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. “The welfare of the child is paramount” (Children Act 1989).
- 2.2 Section 175 of the Education Act 2002 places a statutory responsibility on the Governing Body to have policies and procedures in place that safeguard and promote the welfare of children who are students of the Academy ‘Safeguarding Children and Safer Recruitment in Education’
<http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/>
- 2.3 There are three main elements to our child protection policy;
 - a) **Prevention** through the creation and maintenance of a positive and safe learning environment, identifying any welfare concerns and taking action to address them.
 - b) **Protection** by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
 - c) **Support** to students who may have been abused.
- 2.4 This policy applies to all students, staff, governors, volunteers and visitors to Hassenbrook Academy.
- 2.5 This Academy recognises it is an agent of referral and not of investigation, although limited information collection will be required in order to complete the referral to Social Care.



3. ACADEMY POLICY

3.1 We recognise that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse.

Our Academy will therefore:

- a) Establish and maintain an environment where students feel safe and secure and are encouraged to talk, and are listened to.
- b) Ensure that students know that there are adults within the Academy who they can approach if they are worried or are in difficulty.
- c) Through the curriculum, develop students' understanding awareness and resilience.
- d) Include in the curriculum activities and opportunities for PHSEE, which equip students with the skills they need to stay safe from abuse. Further information can be obtained from the Academy's PHSEE and citizenship coordinator.
- e) Include curriculum material which will help students develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills. Further information can be obtained from the Academy's PSHEE and Citizenship coordinator.
- f) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

4. FRAMEWORK

4.1 Child protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Thurrock Local Safeguarding Children Board (LSCB) <http://www.shapingthurrock.org.uk/safeguard/>

5. ROLES AND RESPONSIBILITIES

5.1 **All adults** working with or on behalf of children have a responsibility to protect them, to be familiar, and comply with, all relevant child protection procedures.. There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.

5.2 It is the role of the **Designated Child Protection Coordinator** to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals to Thurrock Social Care Services in accordance with school procedures. The **Designated Child Protection Co-ordinator** works in conjunction with the **Deputy Designated Child Protection Co-ordinator** (see key contact sheet p2) who together will be responsible for contacts with Social Care and other CP agencies, attend CP conferences and CIN meetings. Additionally, it is the role of the Designated Child Protection Coordinator to ensure all staff employed including temporary staff and volunteers within the school are aware of the Academy's internal procedures, to advise staff and to offer support to those requiring this.

5.3

5.3.1 Section 175 (2) and (3) of the Education Act 2002 impose an obligation on the **Governing Body** to ensure they make arrangements for ensuring their functions relating to the conduct of the Academy are exercised with a view to safeguarding and promoting the welfare of young people.

5.3.2 The **Governing Body** must also ensure that the Academy has :

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- A child protection policy, reviewed annually and referred to in the Academy Prospectus which conforms to children's Services and LSCB Policy and guidance.
- A policy which includes provision for recruiting and selecting staff and volunteers and for dealing with allegations of abuse against staff and volunteers.
- A member of the leadership team designated to take lead responsibility for dealing with child protection issues.
- The governing body, designated teacher, staff and volunteers who receive regular, appropriate training to equip them to carry out their responsibilities for child protection effectively.
- A nominated Governor for child protection.

5.3.3 The **Governing Body and school leadership team** are responsible for ensuring that the school follows safe recruitment processes. As part of the Academy's recruitment and vetting process the Academy will ensure that an individual will only be employed, whether paid or voluntary (on a regular basis) if registered with the ISA (Independent Safeguarding Authority). The appropriate checks will be sought on all staff that have substantial and/or unsupervised access to children.

5.4 The role of the **Nominated Governor** for Child Protection is to ensure that the Academy has an effective policy, that the LSCB Guidelines are complied with <http://www.shapingthurrock.org.uk/safeguard/> and to support the Academy in this aspect. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

5.5 Other governors – Where allegations are made against the Headteacher, a governor / (other than the Nominated Governor) will be assigned to implement the appropriate procedures. Members of the School Discipline Committee should distance themselves from any investigation or detail related to allegations against members of staff to ensure that they are untainted when it comes to hearing cases that may be brought before them.

5.6 **The Headteacher** is responsible for creating a safe environment, for making sure all staff are aware of child protection procedures and for implementing child protection procedures where allegations are made against members of staff.

5.7 The **Designated Child Protection Co-ordinator**:

- will refer cases of suspected abuse or allegations to the relevant agency
- will provide an annual report for the governing body detailing any changes to the policy and procedures;
- organise training for all staff and governors is responsible for implementing child protection procedures.
- act as a source of advice and support to colleagues.
- to ensure the Academy's child protection policy is reviewed annually and updated.
- keep detailed accurate, secure written records of referrals or concerns separate from main Academy files.
- obtain access to resources and attend any relevant or refresher training.
- to ensure that where a student leaves the Academy roll the students' child protection file is transferred to the new school as soon as possible.

5.8 The **Deputy Designated Child Protection Co-ordinator** is responsible for maintaining the daily contacts with Social Care staff, attending CIN meetings and ensuring the Designated Child Protection Co-ordinator is informed of contact and actions required / taken for new / open cases.

5.9 The Designated Officer for Educational Safeguarding (Tel: 01375 652535) is available to offer advice, support and training to the Academy's Designated Child Protection Co-ordinator.

6 PROCEDURES

6.1 All action is taken in line with the following guidance;

- a) Thurrock Local Safeguarding Children Board (LSCB) Guidelines, the SET (Southend, Essex and Thurrock) Child Protection Procedures, a copy of which is available in Deputy Headteacher's Office and published on <http://shapingthurrock.org.uk/safeguard/>
- b) "Safeguarding Children and Safer Recruitment in Education" <http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/>
- c) "What to do if You're Worried A Child Is Being Abused" (published by Department of Health, DfES, Department of Culture Media and Sports, Home Office, Office of Deputy Prime Minister and the Lord Chancellors Department) - see Information for Professionals / National Guidance and Legislation on <http://shapingthurrock.org.uk/safeguard/>
- d) Working Together to Safeguard Children 2010 <http://shapingthurrock.org.uk/safeguard/>

6.2 Staff are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. There may be other adults in the school who rarely work unsupervised, more usually working alongside members of the school staff. However the Head Teacher will ensure they are aware of the Academy's policy and the identity of the Designated Child Protection Co-ordinator.

6.3 Any member of staff, volunteer or visitor to the Academy who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred **must** report it immediately to the Designated Child Protection Co-ordinator (see cover sheet) or in their absence, the Deputy Designated Child Protection Coordinator (see cover sheet). In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

6.4 The Designated Child Protection Co-ordinator or their Deputy will immediately refer cases of suspected abuse or allegations to Thurrock Social Care Direct by telephone and in accordance with the procedures outlined within module 6 of the SET procedures.

6.5 The telephone referral to Thurrock Social Care will be confirmed in writing within 24 hours. Essential information will include the student's name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral, the name of person who initially received the disclosure plus any advice given. This written confirmation must be signed and dated by the referrer.

6.6 The Academy will always undertake to share our intention to refer a student to Social Care Services with the parents or carers unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from Thurrock Children's Social Care Services or Essex Police.

6.7 A statement in the Academy brochure will inform parents and carers about our Academy's duties and responsibilities under child protection procedures. Parents can obtain a copy of the Academy child protection policy on request.

7 TRAINING AND SUPPORT

7.1 All staff will receive regular training on child protection issues and steps will be taken to ensure that all new staff receive prompt training. In addition to protecting children, the training also enables staff to be more aware of their own vulnerabilities and to take steps to minimise these. All staff should be clear about the circumstances in which physical contact is allowed by law and by any local policy (which may further restrict these).

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- 7.2 The Academy will ensure that the Designated Child Protection Co-ordinator also undertakes training in inter-agency working that is provided by the Children Education & Families and refresher training at two yearly intervals to keep knowledge and skills up to date Temporary staff and volunteers who work with students in the Academy will be made aware of the Academy's arrangements for child protection and their responsibilities.
- 7.3 Support will be available for staff from the Head Teacher in the first instance, and from members of the school's leadership team where there are concerns about queries about child protection.
- 7.4 All staff have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the staff handbook. Further information is available in the Academy's Child Protection Training Pack.

8 PROFESSIONAL CONFIDENTIALITY

- 8.1 Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the student. A member of staff must never guarantee confidentiality to a student nor should they agree with a student to keep a secret, as where there is a child protection concern this must be reported to the Designated Child Protection Co-ordinator and may require further investigation by appropriate authorities.
- 8.2 Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.

9 RECORDS AND MONITORING

- 9.1 Well-kept records are essential to good child protection practice. Our Academy is clear about the need to record any concern held about student's within our Academy, the status of such records and when these records should be passed over to other agencies.
- 9.2 Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.
- 9.3 These file notes are kept in a confidential file, which is separate to other files, and stored in a secure place on the Deputy Headteacher's office. In the same way notes must be kept of any student who is being monitored for child protection reasons.
- 9.4 If a student transfers from the Academy, these files will be copied for the new establishment and forwarded to the student's new school marked confidential and for the attention of the receiving school's Designated Child Protection Co-ordinator.

10 ATTENDANCE AT CHILD PROTECTION CONFERENCES & CORE GROUPS

- 10.1 It is the responsibility of the Designated Child Protection Coordinator to ensure that the Academy is represented or a report is submitted to any child protection conference called for students on the Academy roll or previously known to them. Whoever attends should be fully briefed on any issues or concerns the Academy has and be prepared to make decisions on registration at the end of the conference.
- 10.2 When a student is placed on the Child Protection Register and is, therefore, a student with a plan, it is the Designated Child Protection Coordinator's responsibility to ensure that the child is monitored regarding their attendance, welfare and presentation. If the Academy are part of the core group then the Child Protection Coordinator should ensure that the Academy is represented at these meetings; that there is a record of attendance and issues discussed. All concerns about the child protection plan and / or the student's welfare should be discussed and recorded at the core group meeting unless the student is at further risk of significant harm. In this case the Child Protection Coordinator must inform the student's key worker

immediately and then record that they have done so and the actions agreed. (See SET procedures chapters 8 for conferences and chapter 9.4 for child protection plans)..

11. SUPPORTING STUDENTS AT RISK

- 11.1 Our Academy recognises that student who is abused or who witnesses violence may find it difficult to develop a sense of self-worth or view the world as a positive place.
- 11.2 This Academy may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at school their behaviour may still be challenging and defiant or they may be withdrawn.
- 11.3 This Academy will endeavour to support students through:
- a) The curriculum to encourage self-esteem and self-motivation.
 - b) The Academy ethos which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued.
 - c) The implementation of the Academy's behaviour management policies.
 - d) A consistent approach agreed by all staff which will endeavour to ensure the student knows that some behaviour is unacceptable but s/he is valued.
 - e) Regular liaison with other professionals and agencies who support the students and their families.
 - f) A commitment to develop productive, supportive relationships with parents, whenever it is in the student's best interest to do so.
 - g) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
 - h) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with students with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
 - i) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.
- 11.4 This policy should be considered alongside other related policies in school. These are the policy for the teaching of PSHEE, Behaviour Management Policy (including our policy on physical intervention and our policy on bullying) Child Protection Procedures for managing allegations against staff; Guidance for Safe Working Practice for Adults working with Children and Young People 2009.

12. SAFE ACADEMY, SAFE STAFF

- 12.1 Pre-employment screening – although it affords no guarantees that child protection issues will not arise, the headteacher will ensure that appropriate pre-employment checks are carried out on all staff including voluntary helpers and governors. These procedures outlined by the GTCE and ISA Vetting and Barring Scheme 2009 include screening potential employees and undertaking pre-employment medical screening. It is illegal to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of specific offences and / or is included on lists of people considered unsuitable for such work. The Academy will also ensure that references are taken up from an applicant's last/current employer; any gaps in an employment history will be fully explored and qualifications checked.
- 12.2 It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when members of staff are accused of abuse.

- 12.3 Only authorised agencies may investigate child abuse allegations (Social Care Services, the Police or in some areas, the NSPCC). Whilst it is permissible to ask the student(s) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.
- 12.4 The procedure to be followed in the event of an allegation being made against a member of staff is set out within Section 11 of the SET procedures.
- 12.5 The Head Teacher or another Deputy Headteacher should in the first instance contact the Local Authority Designated Officer (Tel: 01375 652535). Through discussion and consultation, a decision will be made whether to make a referral to Thurrock Children's Social Care Services. Where the allegation is against the Head Teacher, the Chair of Governors will take this action.
- 12.6 If for any reason it is decided that a referral to Thurrock Social Care Services is not appropriate, it will be necessary to address matters in accordance with the Academy's disciplinary procedures in liaison with the Academy's HR Advisor.

13. USE OF THE ACADEMY PREMISES BY OTHER ORGANISATIONS

- 13.1 Where services or activities are provided separately by another body, using the Academy premises, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

14. WHISTLEBLOWING

- 14.1 We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so.
- 14.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the nominated 'whistleblowing' governor or the Lead Officer for Educational Safeguarding.