

**S | E | E | A | T**

SOUTH EAST ESSEX  
ACADEMY TRUST

# **CHILD PROTECTION POLICY**

**July 2016**

# CHILD PROTECTION POLICY FOR SOUTH EAST ESSEX ACADEMY TRUST

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# CHILD PROTECTION POLICY FOR SOUTH EAST ESSEX ACADEMY TRUST

## SEEAT KEY CONTACTS

SCHOOL	WHSG	ROCHFORD	PRINCE AVENUE	HOLT FARM
LA	SOUTHEND	ESSEX	SOUTHEND	ESSEX
<b>DESIGNATED SAFEGUARDING LEAD :</b>	Mrs K Herlock	Mr S Owen	Mr W Hill	Mrs L Wass
<b>DEPUTY DESIGNATED SAFEGUARDING LEAD:</b>	Dr P Hayman	Ms H Geeson	Mrs C Thornton	Mrs N Davis
<b>DESIGNATED SAFEGUARDING GOVERNOR:</b>	Ms M Sood	Ms S Worthington	Mrs Claire Harris	Mrs R Allen
<b>E SAFETY OFFICER</b>	Mr M Moore	Mrs S Watkins	Mr W Hill	Mrs L Wass
<b>LOCAL AUTHORITY DESIGNATED OFFICER (LADO)</b>	Mrs Allison Francis CONTACT NUMBER: <b>01702 534539</b>	INITIAL RESPONSE TEAM <b>0845 603627</b> DUTY LADO CONTACT NUMBER <b>03330 139 797</b>	Mrs Allison Francis CONTACT NUMBER: <b>01702 534539</b>	INITIAL RESPONSE TEAM <b>0845 603627</b> DUTY LADO CONTACT NUMBER <b>03330 139 797</b>

### REFERRAL TO SPECIALIST SERVICES

Where schools have concerns for the safety and welfare of a child or young person during office hours telephone

**ESSEX: 0845 603 627**

**SOUTHEND: 01702 215007**

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

**ESSEX OR SOUTHEND: 0845 606 1212**

# CHILD PROTECTION POLICY FOR SOUTH EAST ESSEX ACADEMY TRUST

## 1. PURPOSE

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children **and it is their duty to work** with Social Care, the police, health services and other services to promote the welfare of children and protect them from harm.

*(Keeping Children Safe in Education – DfE, September 2016)*

The document ‘Keeping Children Safe in Education – DfE, September 2016) **MUST** be read in conjunction with this policy and should be kept as an appendix to the school’s child protection policy.

## 2. INTRODUCTION

2.1 SOUTH EAST ESSEX ACADEMY TRUST 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” (the 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 pupils of the school.

2.3 There are three main elements to our Child Protection policy:

- **Prevention** through the creation of a positive school atmosphere and the teaching, and pastoral support offered to pupils.
- **Protection** by following agreed procedures and ensuring all staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- **Support** to pupils who may have been abused.

2.4 This policy applies to all pupils, staff, parents, governors, volunteers, students and visitors to our school.

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

## 3. SCHOOL POLICY

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

Our school therefore aims to:

- Establish and maintain an environment where pupils feel safe and secure, are encouraged to talk and are listened to.
- Ensure that pupils know that there are adults within the school who they can approach if they are worried or are in difficulty.
- Include in the curriculum activities and opportunities for PHSEE which equip pupils with the skills they need to stay safe from abuse and to develop healthy and safe relationships.

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- Include in the curriculum material which will help pupils develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- Make parents/carers aware of the school policies and practice for safeguarding and ensure that, wherever possible, every effort will be made to establish open and honest effective working relationships with parents and colleagues from partner agencies.
- Support for those who may be vulnerable to being drawn into violent extremist activity and protection from radicalisation
- Protection for children from sexual exploitation ensuring that the needs of children and young people who have been, or may be, sexually exploited and their families are considered<sup>1</sup>

There is also a duty for all professionals<sup>2</sup> to act to safeguard girls at risk of female genital mutilation with four key issues to consider:

1. An illegal act being performed on a female, regardless of age.
2. The need to safeguard girls and young women at risk of FGM.
3. The risk to girls and young women where a relative has undergone FGM.
4. Situations where a girl may be removed from the country to undergo FGM

## 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 both the Essex Safeguarding Children Board (ESCB) and the Southend Local Safeguarding Children Board (LSCB)

4.2 In Essex and within Southend LA , all professionals must work in accordance with the SET Procedures (ESCB, 2015)

4.3 Our school also works in accordance with 'Keeping Children Safe in Education' (DfE, 2016), 'Working Together' (DfE, 2015) and 'Effective Support for Children and Families in Essex (ESCB, 2015)

## 5. ROLES AND RESPONSIBILITIES

5.1 All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those in our school 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 Safeguarding Lead to ensure that all child protection procedures are followed within the school, and to make appropriate, timely referrals to Essex or Southend Children's Social Care in accordance with SET procedures. If for any reason the Designated Safeguarding Lead is unavailable, a Deputy Designated Safeguarding Lead will act in their absence. Additionally, it is the role of the Designated Safeguarding Lead to ensure

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<sup>1</sup> Safeguarding Children and Young People from Sexual Exploitation: Supplementary guidance to Working Together to Safeguard Children, August 2009

<sup>2</sup> Multi-agency statutory guidance on female genital mutilation HM Government April 2016

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all staff employed including temporary staff, volunteers and contractors within the school are aware of the school's child protection procedures, to advise staff and to offer support to those requiring this.

5.3 The Governing Body and school leadership team are responsible for ensuring that the school follows recruitment procedures that help to deter, reject or identify people who might abuse children (*see 'Pre-Employment Checks Procedure' and the 'Recruitment Policy' for further information*)

5.4 The Designated Governor for Safeguarding ensures there is an effective child protection policy in place and that this is updated annually. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

5.5 The Headteacher and / or the Designated Safeguarding Lead provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and governors and other relevant issues.

5.6 The Headteacher/Designated Safeguarding Lead and Designated Governor will undertake an annual Safeguarding Audit in line with their responsibilities under S.175 and S.157 of the Education Act 2002.

5.7 The school will publish its Child Protection policy on its school website alongside 'Keeping Children safe in Education' (DfE, 2016).'

5.8 The school will actively promote online safety on its website and signpost stakeholders to information that will help keep children safe online.

5.9 The school will ensure that pupils, parents and families, school staff and other professionals engaging with schools can have access to personal advice and understand who they can turn to for support in relation to preventing violent extremism issues.

## 6. PROCEDURES

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

- Essex Safeguarding Children Board Guidelines, Southend Local Safeguarding Children Board (LSCB), the SET (Southend, Essex and Thurrock) Child Protection Procedures (2015)
- Keeping Children Safe in Education (DfE, 2016)
- Working Together to Safeguard Children (DfE, 2015)
- 'Effective Support for Children and Families in Essex' (ESCB, 2015).

6.2 When new staff, volunteers or regular visitors join our school they are informed of the safeguarding arrangements in place. They are given a copy of our school's Child Protection policy, told who our Designated Safeguarding Lead (and Deputy) is and is informed how to share concerns with the designated Safeguarding Lead or Deputy.

6.3 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 Headteacher will ensure they are aware of the school's policy and the identity of the Designated Safeguarding Lead and Deputy.

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6.4 Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred **must** report it immediately to the Designated Safeguarding Lead or in their absence, the Deputy Designated Safeguarding Lead. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

6.5 The Designated Safeguarding Lead or the Deputy will immediately refer cases of suspected abuse or allegations to Essex or Southend Social Care Direct by telephone and in accordance with the procedures outlined in the SET procedures and in 'Effective Support for Children and Families in Essex' (ESCB, 2015).

6.6 The telephone referral to Essex or Southend Social Care Direct must be confirmed in writing within 48 hours on the relevant authority social care form. Essential information will include the pupil'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.

6.7 The school will always undertake to share our intention to refer a child to Children's Social Care 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 the Initial Response Team (IRT) and / or Essex or Southend Police.

6.8 If a member of staff continues to have concerns about a child and feels the situation is not being addressed or does not appear to be improving, the staff member concerned should press for re-consideration.

6.9 Safeguarding contact details will be kept prominently displayed in the school to ensure that all staff have unfettered access to safeguarding support.

### **7. TRAINING AND SUPPORT**

7.1 The Designated Safeguarding Lead (and Deputy) will undergo updated child protection training every two years. The Headteacher, all staff members and governors will undergo child protection training which is updated regularly. A record of all Child Protection training will be maintained by the Designated Safeguarding Lead.

7.2 The school will ensure that the Designated Safeguarding Lead (and Deputy) also undertakes training in inter-agency working and other matters as appropriate.

7.3 The Headteacher will provide support and supervision to staff involved in child protection issues.

7.4 All staff should 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 / Code of Conduct.

### **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 child. A member of staff must never guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret as, where there is a

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child protection concern, this must be reported to the Designated Safeguarding Lead 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 and treated confidentially.

## **9. RECORDS AND MONITORING**

9.1 Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school, 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 (if appropriate using a body map to record), 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. This should be presented to the Designated Safeguarding Lead (or Deputy) who will then decide on appropriate action.

9.3 Any file notes are kept in a confidential file in chronological order (which is separate to pupil files) and stored in a secure place in the Designated Safeguarding Lead's Office. All child protection records are stored securely and confidentially and will be retained for 35 years after the last entry (in line with ECC policy).

9.4 If a pupil transfers from the school, these files will be copied and forwarded to the pupil's new educational setting, marked 'Confidential' and for the attention of the receiving school's Designated Safeguarding Lead.

## **10. ATTENDANCE AT CHILD PROTECTION CONFERENCES & CORE GROUPS**

10.1 It is the responsibility of the Designated Safeguarding Lead to ensure that the school is represented at and that a report is submitted to any child protection conference called for children on the school roll or previously known to them. Whoever attends should be fully briefed on any issues or concerns the school has and be prepared to contribute to the discussions at the conference.

10.2 If a child is made subject to a Child Protection Plan, it is the responsibility of the Designated Safeguarding Lead to ensure the child is monitored regarding their school attendance, welfare and presentation. If the school is part of the core group, then the Designated Safeguarding Lead should ensure that the school is represented and contributes to the plan at these meetings; that there is a record of attendance and issues discussed. All concerns about the child protection plan and / or the child's welfare should be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the Designated Safeguarding Lead must inform the child's key worker immediately and then record that they have done so and the actions agreed.

## **11. SUPPORTING PUPILS AT RISK**

11.1 Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.

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11.2 Our school may be the only stable, secure and safe 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 Our school will endeavour to support pupils through:

- The curriculum to encourage our pupils to stay safe, develop healthy relationships, self-esteem and self-motivation.
- The school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- The implementation of the school's behaviour management policies.
- A consistent approach agreed by all staff which will endeavour to ensure the pupil knows that some behaviour is unacceptable but s/he is valued.
- Regular liaison with other professionals and agencies who support the pupils and their families.
- A commitment to develop open and honest and supportive relationships with parents, with the child's best interest as paramount
- The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- Recognition that children with behavioural difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
- 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.
- Although, there are no current instances of young people being exposed to extremist messages within school, this is a risk of which we must all be aware. Risks could arise from:
  - Harmful influence on pupils – for example from staff, parents, external groups or other pupils
  - Inappropriate use of ICT systems
  - External groups using school premises

The school is aware of this risk and will actively monitor the situation.

### **12. ALLEGATIONS INVOLVING A MEMBER OF STAFF**

12.1 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.

12.2 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 child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.

12.3 The procedure to be followed in the event of an allegation being made against a member of staff is set out in the SET procedures.

12.4 Where an allegation against a member of staff has been made, the Head Teacher or another senior manager will immediately telephone the Essex Safeguarding Children Board

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(ESCB) on **03330139797** or Southend Local Safeguarding Children Board (LSCB) on **01702 534539** A Local Authority Designated Officer (LADO) will advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to pupils and parents.

### **13. USE OF THE SCHOOL PREMISES BY OTHER ORGANISATIONS**

13.1 Where services or activities are provided separately by another body using the school 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 All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues in line with the school's Code of Conduct / Whistleblowing policy.

14.2 Any staff member can press for re-consideration of a case if they feel a child's situation does not appear to be improving. They must refer their concerns to Social Care directly if they have concerns for the safety of a child.

### **15. POLICY REVIEW**

15.1 The SEEAT Board is responsible for ensuring the annual review of this policy.

15.2 The Local Governing Bodies are responsible for ensuring that the list of key contacts on the cover sheet is kept up to date.

# CHILD PROTECTION POLICY FOR SOUTH EAST ESSEX ACADEMY TRUST

“WHAT TO DO if you are worried a child is being abused or neglected”

