

## **Child Protection & Safeguarding Policy**

St. John's Catholic School, Trowbridge, fully recognises its responsibilities for safeguarding children.

### **1. Purpose of policy**

The Governors recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. 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 throughout the curriculum, including ICT and PSHE for children to develop the skills they need to recognise and stay safe from abuse.

### **2. Aims**

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with their agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

### **3. Action to be taken by the school (based on s.175 Education Act 2002)**

The Governors will follow the child protection procedures set out by the Wiltshire Local Safeguarding Children Board and available at [www.swcpp.org.uk](http://www.swcpp.org.uk) and take account of guidance issued by the Department for Education to:

- Ensure we have a designated senior person, Mr Frank Toner, for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor, Mrs Clare Farrow, taking a lead role for child protection, including:
  - Championing child protection issues within the school and liaising with the Headteacher.
  - Having an overview of the Child Protection and all related policies.
  - Auditing safeguarding measures annually alongside the Headteacher.
- 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 all staff, governors and volunteers receive and sign a copy of this policy.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection.
- Ensure all staff receive child protection training every three years and that lead people (Head, Designated Child Protection Teacher and Nominated Child protection Governor) are trained every two years (in accordance with Wiltshire Schools Child protection Training guidance).
- Notify the appropriate social care locality team if there is an unexplained absence of more than two days of a pupil who has a child protection plan.
- 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 child welfare and child protection concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Follow local procedures where an allegation is made against a member of staff or volunteer.
- Ensure that staff and volunteers understand their responsibilities for safer

working practices, as outlined in Appendix 1 of this policy.

- Ensure that any allegations against members of staff with a child protection aspect are dealt with following local procedures – concerns about staff to be reported to the Head, but concerns about the Head being reported to the Chair of Governors.
- Ensure safe recruitment practices are always followed.
- Ensure that the school building and site are appropriately secure, with a clear record kept of any risk assessments carried out.
- Carry out an annual child protection and safeguarding audit, and track progress against a safeguarding action plan, to be reviewed mid-year.

#### **4. Support to pupils at risk**

The Governors 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 is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupils know that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adolescent Mental Health Service, Education Welfare service and Educational Psychology Service.
- Ensuring that, where a pupil who is subject to a child protection plan leaves the school, their information is transferred to the new school immediately and the child's social worker is informed.

#### **5. Safer working practice**

The most recent version of the government's Guidance for Safer Working Practice for Adults who work with Children and Young People' is attached as Appendix 1.

This indicates that there must be clear professional reason for all conduct of staff and volunteers.

## **6. Policy review**

This policy will be reviewed annually by the Governing Body.

Date of Policy: 19<sup>th</sup> January 2011

Date policy last reviewed: November 2012

Date of next review: November 2013

## Child Protection Policy

Name: .....

I have read and understood the Policy on Child Protection and agree to adopt its procedure.

Signed .....

Date .....