



RIDGEWAY PRIMARY SCHOOL

Child Protection Guidelines

Ridgeway Primary School fully recognises its responsibilities for child protection.

It is our duty to ensure that all the children in our school are kept safe from harm whilst in our care and when they go home at the end of the day. Any concerns we may have which may mean a child could be subjected to harm must be reported immediately;

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 his/her agreed child protection plan;
- Establishing a safe environment in which children can learn and develop;

We recognise that because of the day to day contact with children; 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 whom 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;

We will follow the procedures set out by the Safeguarding Children Board and take account of guidance issued by the Department for Children and Families to ensure:

- We have a Designated Teacher and a Deputy Designated Teacher for Child Protection who have received appropriate training and support for this role;
- We have a nominated Governor responsible for Child Protection;

- Every member of staff, volunteer and governor knows the name of the Designated Teacher and Deputy Designated Teacher responsible for Child Protection and their role;
- 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;
- 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;
- Social services will be notified if there is an unexplained absence of more than two days of a pupil who is on the Child Protection register or sooner if there is on-going concern;
- Effective links are developed with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences;
- Written records of concerns about children are kept, even where there is no need to refer the matter immediately;
- All records are kept securely; separate from the main pupil file, and in a locked cabinet in the HT office;
- Procedures are developed and then followed where an allegation is made against a member of staff or volunteer;
- Safe recruitment practices are always followed;

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;
- School ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- 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;
- Anti-bullying policy and promise
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service (CAMHS), Education Welfare Service and Educational Psychology Service;
- Passing on of information to the new school immediately and informing the child's social worker, where a pupil on the child protection register leaves;

At Ridgeway Primary School:

The Designated Member of Staff for Child Protection: -

Miss Laura Gray (Acting DHT)

The Deputy Designated Member of Staff for Child Protection: -

Mrs Joanne Jelves (HT)

Mrs Deb Derry (Learning Mentor)

The Designated Governor for Child Protection: -

Mrs Pam Potter

The Designated Governor for Looked After Children: -

Mrs Pam Potter

Procedures to follow

- If a member of staff has any safeguarding concerns about a child based on something they have observed e.g. a physical mark or a change in behaviour; something the child has disclosed e.g. either spoken or through drawing or play; or any event where it is believed that a child may be at risk they must complete an **Initial Concerns form** which can be found in your staff handbook;
- This initial concerns form should then be given to either the DT or DDT for safe keeping – along with a discussion between the member of staff and the DT/DDT;
- Following this discussion the DT/DDT will decide whether to refer the case to First Response or whether to speak to the parents or simply monitor the situation at this time;
- Whatever the decision – this will be recorded on the Initial Concerns Form in the **Actions by the School** box;
- The Initial Concerns form will be kept in a folder containing the child's name in the Headteachers Office in a locked filing cabinet; These forms can only be accessed by the DT/ DTT and HT;
- Any child protection information is confidential and must not be discussed with anyone other than those people directly involved with the child – Class teacher/ Teaching Assistant/ DT/ DDT;

- **If a member of staff is ever in a position where they believe their actions may be misconstrued they must inform the Headteacher about this as soon as possible after the incident e.g. accidentally hitting a child while gesturing – the HT will note the incident and be able to quote it should it be misinterpreted at a later time;**
- If a member of staff has concerns regarding the way another member of staff has dealt with a situation or a child they must report the incident immediately to the Headteacher who will investigate further based on the procedures laid down in the Managing Allegations against staff Policy.

- This policy will be shared with staff annually. It form part of the induction training for new staff.
- A Safeguarding Statement is in the school prospectus and both the safeguarding Policy and Child Protection Guidelines are available on the web site.
- **All staff will receive L1 Child protection Training every 3 years – the last L1 training took place 14th July 2015. This will be updated in 2018**
- DT and DDT will access updated L2 training every 2 years:

These guidelines will be reviewed annually in line with the Safeguarding Policy and be reported on in the Annual safeguarding Report to Governors

Updated June 2016

**Laura Gray
Headteacher**

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