



# **Child Protection Policy**

## **March 2016**

**Child Protection Policy for St Julian's School**

## **Introduction**

1.1 St Julian's School fully recognises the contribution it makes to child protection.

There are three main elements to our policy:-

- a. prevention through the teaching and pastoral support offered to pupils
- b. procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse
- c. support to pupils who may have been abused

1.2 Our policies apply to all staff and volunteers working in the school and governors. Teaching assistants, mid-day supervisors, caretakers, support staff as well as teachers can be the first point of disclosure for a child.

## **Prevention**

2.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

The school will therefore:-

- a. establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- b. ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty
- c. include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know who to turn to for help
- d. include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills

## **Procedures**

3.1 We will follow the All Wales Child Protection Procedures that have been endorsed by Newport Safeguarding Children Board.

3.1 The school will:-

- a. ensure it has a designated senior member of staff, who has undertaken the appropriate training by the Local Authority on an annual basis

- b. recognise the role of the designated person and arrange support and training. The designated person and deputies will maintain a minimum of level 1 CP training, updated annually or when necessary
- c. ensure every member of staff and every governor knows:
  - the name of the designated person and their role
  - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Newport Safeguarding Children Board
  - how to take forward those concerns where the designated person is unavailable
- d. ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse
- e. ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure
- f. provide training for all staff so that they know:-
  - their personal responsibility
  - the agreed local procedures
  - the need to be vigilant in identifying cases of abuse
  - how to support a child who discloses abuse
- g. notify the local social services team if:-
  - a pupil on the child protection register is excluded either for a fixed term or permanently
  - if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend)
- h. work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial review, child protection conferences and core groups and the submission of written reports to the conferences
- i. keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to social services immediately
- j. ensure all records are kept secure and in locked locations
- k. adhere to the procedure set out in the Welsh Government guidance circulars - Staff Disciplinary Procedures in Schools

- l. ensure that recruitment and selection procedures are made in accordance with Welsh Government guidance
  
- m. Designate a governor for child protection who will oversee the school's child protection policy and practice. Identify a designated governor for child protection to:  
Take responsibility for child protection matters; ensure the governing body reviews the school's policies and procedures annually; be the designated governor to maintain contact with the statutory authorities in relation to child protection staff disciplinary cases as set out in Welsh Government guidance Disciplinary and Dismissal Procedures for School Staff (002/2013), and ensure that the governing body/proprietor undertakes an annual review of safeguarding policies and procedures and how the above duties have been discharged.  
  
Other useful information on the role of governors in child protection can also be found on the Governors Wales website.
  
- n. all staff will be updated on CP procedures annually or when they join the school (including temporary staff)

## **Supporting the Pupil at Risk**

- 4.1 We recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this
  
- 4.2 This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, children who are vulnerable and possibly suffering and at risk, may show the following signs:

### **The physical signs of abuse may include:**

unexplained bruising,  
marks or injuries on any part of the body  
multiple bruises - in clusters, often on the upper arm, outside of the thigh  
cigarette burns  
human bite marks  
broken bones  
scalds, with upward splash marks  
multiple burns with a clearly demarcated edge

### **Changes in behaviour that can also indicate physical abuse:**

fear of parents being approached for an explanation  
aggressive behaviour or severe temper outbursts  
flinching when approached or touched  
reluctance to get changed, for example in hot weather  
depression  
withdrawn behaviour

running away from home

**Changes in behaviour which can indicate emotional abuse include:**

neurotic behaviour e.g. sulking, hair twisting, rocking  
being unable to play  
fear of making mistakes  
sudden speech disorders  
self-harm  
fear of parent being approached regarding their behaviour  
developmental delay in terms of emotional progress

**The physical signs of sexual abuse may include:**

pain or itching in the genital area  
bruising or bleeding near genital area  
sexually transmitted disease  
vaginal discharge or infection  
stomach pains  
discomfort when walking or sitting down  
pregnancy

**Changes in behaviour which can also indicate sexual abuse include:**

sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn  
fear of being left with a specific person or group of people  
having nightmares  
running away from home  
sexual knowledge which is beyond their age, or developmental level  
sexual drawings or language  
bedwetting  
eating problems such as overeating or anorexia  
Self-harm or mutilation, sometimes leading to suicide attempts  
saying they have secrets they cannot tell anyone about  
substance or drug abuse  
suddenly having unexplained sources of money  
not allowed to have friends (particularly in adolescence)  
acting in a sexually explicit way towards adults

**The physical signs of neglect may include:**

constant hunger, sometimes stealing food from other children  
constantly dirty or 'smelly'  
loss of weight, or being constantly underweight  
inappropriate clothing for the conditions

**Changes in behaviour which can also indicate neglect may include:**

complaining of being tired all the time

not requesting medical assistance and/or failing to attend appointments  
having few friends  
mentioning being left alone or unsupervised

4.3 The school will endeavour to support the pupil through:-

- a. the content of the curriculum to encourage self esteem and self motivation
- b. the school ethos which:-
  - promotes a positive, supportive and secure environment
  - gives pupils a sense of being valued
- c. the school's assertive discipline is aimed at supporting vulnerable pupils in the school. All staff have agreed on a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred
- d. liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and the Education Welfare Service
- e. keeping records and notifying Social Services as soon as there is a recurrence of a concern

4.4 When a pupil on the child protection register leaves, we will transfer information to the new school immediately and inform Social Services.

### **Bullying**

4.5 Our policy on bullying is set out in the Anti-bullying Policy and is reviewed annually by the governing body.

### **Physical Intervention**

4.6 Our policy on physical intervention is set out in the Restrictive Physical Intervention Policy and is reviewed by the governing body annually

### **Children with Statements of Special Education Needs**

4.7 We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse.

## **E Safety**

- 4.8 The Internet has become part of our everyday lives and is now easier to access than ever before, but using the Internet can also have risks. Children and young people are more at risk of exposure to inappropriate or criminal behaviour if they are unaware of the dangers.

### **These dangers can include:**

- viewing unsuitable content e.g. hate material, adult content, sites that endorse unhealthy behaviour
- giving out personal information
- arranging to meet an online 'friend'
- becoming involved in, or the victim of, bullying, identity theft, or making and sending indecent or illegal images
- spending too much time online which can affect concentration, education, sleep and health
- copying information from the Internet or buying work from other people to use as their own.

### **National Campaigns**

#### **ThinkUKnow**

We recommend the nationally-acclaimed **ThinkUKnow** scheme. The scheme highlights the importance of online safety and promotes use of the "Report Abuse" button to report illegal or inappropriate online behaviour.

#### **Click Clever, Click Safe**

Click Clever, Click Safe is a campaign run by the government and the UK Council for Child Internet Safety (UKCCIS). It helps young people and their families to enjoy the internet safely. To help you and your children avoid common risks online, visit the **Click Clever, Click Safe website**

### **Children with Statements of Special Educational Needs (SEN)**

- 4.9 This school recognises that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. The school's policy on SEN has been set out in (A separate document) this policy/information can be located on the school website under 'Policy Documents'

### **Children who enter the Looked after System**

- 4.10 This school recognises that children who enter the Looked after System are often the most vulnerable and needy. The school's policy on Looked after

Children (LAC) has been set out in (A separate document) this policy/information can be located on the school website under 'Policy Documents'

## Radicalisation

4.11 The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the *Prevent* Duty Guidance) to safeguard pupils at risk of radicalisation. The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person
- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.

## Mandatory reporting of FGM

The school is aware of its duty to report known cases of FGM to the police (*section 74 of the Serious Crime Act 2015*). Where staff *suspect* FGM may have been carried out or think a girl *may be at risk* then the school will follow existing safeguarding procedures in these cases.

## For All Staff

### What to do if a child makes a disclosure -

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:-

Yours is a listening role, do not interrupt the child if he or she is freely recalling significant events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so as not to lead the child. You can ask the child factual questions – Who? What? Where? When? But **never Why?**

You must report orally to the school's **Designated Person for Child Protection** immediately, this is **Ian Cole** (Child Protection Officer), **Sarah Hook** (Deputy Child Protection Officer) and **Louise Paske** (trained Child Protection worker)



Make a note of the discussion, as soon as is reasonably practicable (but within 24 hours) to pass on to the school's designated person for child protection. The note which should be clear in its use of terminology should record the time, date, place and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. Remember, your note of the discussion may be used in any subsequent court proceedings

Do not give undertakings of absolute confidentiality

That a child may be waiting for a case to go to the criminal court, may have to give evidence or may be awaiting care proceedings

Always believe what the child is saying in the first instance – never dismiss a disclosure because of fears of malicious allegations

Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans

## **Confidentiality**

Confidentiality issues need to be understood if a child divulges information they are being abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, education staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to be able to help. They should reassure the child and tell them that their situation will not become common knowledge within the school. Be aware that it may well have taken significant courage on their part to disclose the information and that they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Please remember the pastoral responsibility of the education service. Ensure that only those with a professional involvement, eg the designated senior person (and deputy) and the headteacher, have access to the child protection records. At all other times they should be kept securely locked and separate from the child's main file.

Never cross examine a child or demand evidence. Always say "Tell me what happened" rather than "Are you saying that X did it to you". This is a leading question and might impose the teacher's own assumption.

## **What to do if a child tells you they have been abused by someone other than a member of staff.**

Where the allegation is against a member of staff you should refer to authority's guidance which takes into account the Welsh Assembly Government's guidance circular 45/2004.

The staff can also find guidance in raising concerns via the N.C.C. Whistle Blowing Policy and Procedures these can be accessed by contacting the Civic Centre 01633-656 656 and asking to speak to Human Resources Department. You can remain anonymous in raising concerns.

If an allegation of abuse is made against a member of staff this must be reported to the Head Teacher. If the concern is about the Head Teacher this must be reported to the Chair of Governors. If in doubt you can contact the Authority's CPO for guidance and advice.

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:-

Designated member of staff for child protection is: **Ian Cole**

Contact – 01633 224490  
[ian.cole@stjuliansschool.co.uk](mailto:ian.cole@stjuliansschool.co.uk)

The Deputy Designated Person is: **Sarah Hook**

Contact – 01633 224490  
[Sarah.hook@stjuliansschool.co.uk](mailto:Sarah.hook@stjuliansschool.co.uk)

Designated governor for child protection is: **Catherine Cox**

Contact – 01633 224490  
[catherine.cox@stjuliansschool.co.uk](mailto:catherine.cox@stjuliansschool.co.uk)

The Local Authority information is:

**Duty & Assessment team:** 01633 656656/851423

Completed MARFs should be sent to:

Duty & Assessment team: [children.duty@newport.gov.uk](mailto:children.duty@newport.gov.uk) and copied to education safeguarding: [education.safeguarding@newport.gov.uk](mailto:education.safeguarding@newport.gov.uk)

Remember to complete the consent section of the MARF.

### **Educatiion:**

Nicola Davies, Education Safeguarding Officer

e-mail: [Nic.Davies@newport.gov.uk](mailto:Nic.Davies@newport.gov.uk)

phone: (01633) 235664

mobile: 07817 106758

**Preventions:** 01633 851782/01633235210

[www.familiesfirstnewport.org.uk](http://www.familiesfirstnewport.org.uk)

## **For Parents and Carers**

Parents/Carers should be aware that schools have a responsibility to ensure the well-being of all pupils. This responsibility means that the school:-

- Will have a child protection policy and procedures
- Will make parents or carers aware of its child protection policy through the school website via '*Safeguarding*' and that this may require their child to be referred to the statutory child welfare agencies if they believe that the child or other children may be at risk of significant harm
- Will work with parents/carers regarding the welfare of their child and remain impartial if their child is being, or has been referred
- Will help parents or carers understand that if a referral is made to social services or the police, it has been made in the best interests of the child and that school will be involved in any child protection enquiry or police investigation in relation to their child's welfare and educational progress
- Keep the parents or carers informed of the welfare and educational progress of the child

Where a professional has a concern about a child, they will, in general, seek to discuss this with the family and, where possible, seek their agreement to making a referral to social services. However, this should only be done where such a discussion and agreement will not place a child at risk of significant harm. That advice will be provided by the local Social Services department in consultation, where appropriate, with the police.

The designated child protection person at the school will clarify with these statutory agencies, when, how and by whom, the parents or carers will be told about any referral.

As a parent or carer you may sometimes feel alone but there is usually somebody you can talk to. Caring for children is not always easy and if you're struggling to cope you may need to ask for help and support to protect your child.

- You may find the following helpful:-
- make time to talk and listen to your child
- familiarise yourself with your child's friends and routine

- be sensitive to changes in behaviour
- teach your child to feel confident to refuse to do anything they feel is wrong
- be aware of your child's use of the internet and mobile phone to ensure they don't place themselves at risk

## **For Pupils**

If someone is hurting you or your friends, there are people who can help you and stop people from making you feel scared or hurt.

You should tell someone you trust:-

- you can tell a teacher, your parents, carers, grandparents or other members of your family who may be able to help, or can tell a friend
- let people help to make things better by stopping the person from hurting you or your friends

The people in this school who has special responsibility for helping you if someone's hurting you or your friends is

**Mr Cole (Acting Deputy Headteacher)**

**Miss Hook (Assisitant Headteacher)**

**Mrs Paske (Behaviour and Emotional Support Team)**

**Mrs Catherine Cox (Governor responsible for Child Protection)**

If you can't talk to any of these, you can talk to one of the following organisations that will have someone who will listen to you:-

### **Childline**

A free 24-hour advice line offering counselling and support to young people suffering from abuse. The call won't show up on your phone bill.

0800 11 11

[www.childline.org.uk](http://www.childline.org.uk)

### **NSPCC**

A free phone line offering support and advice to young people in abusive or difficult situations. The lines are open 24 hours a day and the calls won't show up on your phone bill.

0808 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Funky Dragon**

Funky Dragon is a peer-led organisation that aims to make sure the views of 0-25 year olds are heard, particularly by the Welsh Assembly Government.  
[www.funkydragon.org.uk](http://www.funkydragon.org.uk)

### **Children's Commissioner for Wales**

Children's Champion – Independent human rights institution for children.  
0808 801 1000. The lines are open from 09:00-17:00. (Monday – Friday)  
[www.childcom.org.uk](http://www.childcom.org.uk)

### **Clic**

The National Information and Advice Service for young people in Wales 11 to 25.  
[www.cliconline.co.uk](http://www.cliconline.co.uk)

### **Samaritans**

Free and confidential advice and support.  
08457 90 90 90  
[www.samaritans.org.uk](http://www.samaritans.org.uk)

### **Barnardo's**

Barnardo's works with vulnerable children and young people, helping them and their families to overcome problems like abuse, homelessness and poverty.  
020 8550 8822 (national rate, 08:00-18:00 Mon-Fri)  
[www.barnardos.org.uk](http://www.barnardos.org.uk)

### **BBC One Life**

This website provides advice on children and young people's rights, what to do if they are being abused and how to get help.  
[www.bbc.co.uk/surgery](http://www.bbc.co.uk/surgery)

### **Kidscape**

Kidscape works with children and young people under the age of 16, their parents/carers and those who work with them to prevent bullying and child sexual abuse.  
08451 202 204  
[www.kidscape.org.uk](http://www.kidscape.org.uk)

### **Get Connected**

Get Connected provides a free, confidential helpline that gives young people in difficult situations support and information.  
0808 808 4994  
[www.getconnected.org](http://www.getconnected.org)

### **Bullying Online**

Bullying Online is a website that provides information and support for a wide range of parents, pupils, teachers and youth organisations.  
[www.bullying.co.uk](http://www.bullying.co.uk)

### **Wise Kids**

Wise Kids is a website that provides information and support on internet literacy, proficiency and knowledge of the intranet and related technologies.  
[www.wisekids.org.uk](http://www.wisekids.org.uk)

- **This policy was updated on 29/02/2016 by Mr Ian Cole**
- **This policy was presented and accepted by the Governing Body on 07/01/2016**
- **This staff were made aware of this policy and or updates on 14/01/2016**
- **This policy will be reviewed on 28/03/2017**