



Wren's Nest Primary School  
and  
Children's Centre

# Child Protection Policy

January 2009

Written by Mrs Keyes,  
Designated Teacher for Child Protection.

## **Chair of Governors**

Mr Colin Lacey

## **Governor with Responsibility for Child Protection**

Mrs Carol Benson

### **Designated Staff**

Mrs Ruth Wylie - Head Teacher

Mrs Alison Keyes - Pupil and Family Support Co-ordinator/Designated Teacher for Child Protection

Mrs Val Rich - Family Support Co-ordinator/Designated Person for Child Protection - Children's Centre

Mrs Anna Eeles - Children's Centre Manager

### **Staff with Child Protection responsibilities included within their specific roles**

Mrs Karen Lovatt - Child Protection Co-ordinator for Childcare

Mrs Mel Wallace - Child protection Co-ordinator - After School Club

Mrs Kath Armitage - CRB Protocols

Mrs Elaine Pugh - List 99 Checks

Mrs Wylie and Mrs Eeles - Safer Recruitment and Employment



Wren's Nest Primary School and Children's Centre fully recognises and implements its responsibilities for child protection in line with the Dudley Metropolitan Borough Council "Safeguarding Children Procedures" (2007)

*For the purpose of this policy the word "school" shall refer to both Primary School and Children's Centre as one.*

**It is the moral and professional duty of all staff to follow the Wren's Nest Child Protection Policy and Guidelines to protect the children in their professional care from neglect and harm.**

**Our policy applies to all staff, governors and volunteers working in the school.**

**There are five main elements to our policy:**

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

**We 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 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 Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to:**

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body 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 senior person responsible for child protection.

- 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 prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- 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 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.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure 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.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The 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.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

## Roles and Responsibilities

All Governors, Staff, Volunteers and Parents have a duty to safeguard all children attending or visiting Wren's Nest Primary School and Children's Centre.

### The Shared Role of the Designated Staff

- **Mrs Wylie, the Head Teacher, and Mrs Keyes , the Designated Teacher** share the overall responsibility for Child Protection within Wren's Nest School.
- **Mrs Rich** has taken on the role of Designated Child Protection Person within the Children's Centre with responsibility for the 0-3 year olds and shared responsibility with Mrs Keyes for those attending Nursery and Reception.

The role can be briefly summarised as follows:

- To formulate school policy in accordance with Dudley policy and procedures - reviewing and updating annually. (RW AK)
- To ensure all staff are aware of policy and procedures. (RW AE)
- To attend training as required. (RW AK VR AE)
- To organise training for staff including induction for new staff. (RW AE)
- To receive suspicions of abuse and determine an appropriate response in accordance with agreed policy. (AK VR)
- To forward suspicions or allegations of abuse to the appropriate agency.(AK VR)
- To attend or report to case conferences and other interagency meetings as required. (AK VR)
- To implement relevant aspects of Child Protection Plans and liaise with the "Keyworker".(AK VR)
- To ensure effective channels for communication are in place within school and with outside agencies. (AK VR)
- To monitor children on the Child Protection Register and other children about whom the school may have concerns, to ensure the appropriate provision for their needs is made. (AK VR)
- To ensure that when a child on the Child Protection Register transfers school, the receiving school is informed of that fact. (AK VR)
- To develop the personal safety aspects of the school curriculum. (RW)
- To ensure that support mechanisms are in place for staff distressed by/involved in cases of abuse. (RW AE)
- To ensure that all internal recording systems are consistent and meet Data Protection requirements. (AK VR)
- To have and share clear guidelines on acceptable staff behaviour towards pupils. (RW)
- To have systems and procedures in place to protect staff from malicious allegations (RW)
- To know the procedures for allegations against staff. (RW )

## Governors

Governors have a duty to safeguard and promote the welfare of children:-

- To take all reasonable measures to ensure the risk of harm to children's welfare are minimised.
- To take all appropriate action to address concerns about the welfare of children in accordance with local policies and in partnership with other agencies.
- Governors should ensure that :
  - The Child Protection Policy and Guidelines are in accordance with DCSB Guidelines
  - The school operates a "Safer Recruitment and Employment" procedure.
  - The school has procedures for dealing with allegations against staff and volunteers.
  - A member of the SLT is designated to take lead responsibility for dealing with Child Protection issues, including advice, support and liaison with the Local Authority and other agencies.
  - The Designated Teacher and Head Teacher receive refresher training every 2 years and the other staff every 3 years.
  - Any weaknesses or deficiencies in regard to Child Protection are remedied as swiftly as possible.
  - That the policy is reviewed and updated annually.

The Chair of Governors, Mr Lacey, has an executive role in managing allegations made against the Head Teacher.

## DATA PROTECTION

Information kept in school is held in compliance with the Data Protection Act 1998. :

- Adequate, relevant and not excessive for the purposes for which they are held
- Accurate and kept up to date
- Not kept longer than for its purpose - see guidance NSPCC 2007
- Child Protection records are kept in a locked cabinet in Mrs Wylie's office. Current casework files are maintained by Mrs Keyes or a Family Support Worker and Mrs Rich. They are kept in locked cabinets in their rooms.
- Mrs Armitage is responsible for carrying out the CRB Protocols and Mrs Pugh (Bursar) for initiating the List 99 Checks as required. This information is contained in a secure, password protected Excel document and can only be accessed by Mrs Wylie and Mrs Armitage.
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## Wren's Nest Practice

(Please refer to flowcharts - in Appendix)

Whenever a member of staff or a Parent or a member of the community has a concern about a child, or a child discloses information regarding abuse or neglect that concern must be shared with one of the Designated Child Protection Staff **IMMEDIATELY**.

Where a child is known or thought to be at risk of significant harm, the relevant information needs to be shared with the Designated Person immediately and then followed up in writing on the CONFIDENTIAL YELLOW Proformas. (See Flow Chart for Child Protection at Wren's Nest - Appendix 1). The Designated Person will then take responsibility for that information and for referring it on to Social Services, following Dudley's Safeguarding Children Procedures.

If a welfare concern is identified regarding a child, the BLUE CAUSE FOR CONCERN sheet needs to be completed and handed to one of the Designated Staff. (See Flow Chart for Sharing a Concern at Wren's Nest. ) The Designated Person will then take responsibility for that information and share the information with the other Designated Staff and Staff working with siblings where appropriate. The concern highlighted may require an immediate discussion with Parents or it may be logged and filed in the Child Protection Files. If a third Cause for Concern is recorded for a particular child or family, then the Designated Person will share the concerns with Parents.

Where staff become aware of an issue relating to a child e.g. infected cut, toileting accidents, or are aware of an issue that perhaps doesn't warrant a cause for concern, but feel the information needs to be passed on, this can be written into the Additional Notes Book, kept in the Pupil Support Room next to the computer. Mrs Keyes will initial every entry and may, on reading the information shared just monitor the situation, or with her knowledge of other concerns speak to Parents or follow the Child Protection/Child in Need Route. This information may be shared at the 'Learning for All' SLT and may also be shared with the Learning Mentors as appropriate.

The immediate sharing of information with the Designated Staff is the responsibility of the person who sees, over hears or is informed about the concern. **CHILD PROTECTION IS PARAMOUNT**. If a child's health, safety or welfare are at immediate risk of significant harm, one of the Designated Staff should be contacted immediately. (Even if they have to leave, postpone or cancel a meeting, return to school from a visit etc.)

**If in doubt SHARE: It is better that a piece of information is shared, logged and no further action needed , than not passed on and a child put at risk.**

## **Information for Staff, Parents and Carers**

All staff have access to a copy of the Child Protection Policy in the Staff Shared Area - Policies. In addition all staff have been given a copy of the following documents:

- Code of Conduct for Staff
- Listening to Children Guidance
- Flow Charts
- "Our Practice"

Appendix 3 "What to do if you're worried a child is being abused-" is available in the Staff Shared Area and in the staffroom. In addition to the formal Child Protection Training delivered every 3 years to all staff, Child Protection is briefly revisited by Teaching and Support staff when the Policy is reviewed/updated.

Parents are informed annually via the school newsletter of the school's duty for Child Protection and the names of designated staff. Parents are also advised that they may request a copy of the Policy from the School Office. This information is also recorded in the school's prospectus.

Copies of the Child Protection Policy and Guidelines are also kept in the School and Children's Centre Reception, as well as in the offices of the Head Teacher and the Designated Teacher for Child Protection.

The Designated Governor also has a copy.

### **Alison Keyes**

### **Designated Teacher for Child Protection**

This policy needs to be read in conjunction with the following policies  
Local Authority - Dudley's Safeguarding Children Procedure 2007

Wren's Nest Policies:

PSHE, Behaviour, Restraint, Recruitment, Attendance, SEN, Health and Safety, Race Equality, Sex Education, Staff Discipline, Conduct and Grievance Procedures.

## Appendix

1. Wren's Nest Child Protection Flow Chart
2. Wren's Nest Cause for Concern Flow Chart
3. Code of Conduct for Staff
4. Listening to Children/Dealing With Disclosure
5. What to Do if You're Worried a child is Being Abused (Summary) (DFES 2006)
6. Training Log
7. Self Review Tool (IRSC /DFES 2004 "A Self Review Tool for Safeguarding and Child Protection in Schools)
8. Current Action Plan
9. Wren's Nest -Yellow Confidential Reporting Form
10. Wren's Nest - Blue Cause for Concern Sheet
11. Interagency Referral to Social services
12. Initial Child Protection Conference Reports (Dudley Safeguarding Board - personalised for Wren's Nest)
13. Review - Child Protection Conference Reports
14. Child Protection Register of Concerns (Updated termly)
15. Categories of Abuse/Possible Signs
16. NSPCC Guidance on Child Protection Records Retention (Nov 2007)
17. Dudley Safeguarding Procedures -Flow Charts
18. Dudley Safeguarding Children Board Policy and Guidelines.  
<http://safeguardingchildren.dudley.gov.uk>
19. Contact Numbers