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Academy Trust

Willow Primary School

Child Protection Policy

Version 8.0

Updated June 2018

Summary

All schools have a legal duty to work with other agencies in protecting children from harm and responding proactively to alleged abuse. This policy explains the procedures we follow to keep children safe at Willow Primary School.

Designated Child Protection Officers for the Trust are the Executive Headteacher and Deputy Headteachers in her absence and the Trust Child Protection Lead, Carol Conlon who is also the designated Governor.

Further advice can always be sought from the Slough LA website, or Local Authority Designated Officer (LADO). The Local Authority Designated Officer (LADO) for Child Protection is Nichola Johnstone, who can be contacted on 01753 474 053 or via the Slough website.

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1 Statutory Duty

Willow School has a legal duty to work with other agencies in protecting children from harm and responding proactively to alleged abuse. Abuse falls into four categories, but abused children may be the victim of more than one type of abuse simultaneously:

- Physical abuse – non-accidental cuts, bruises, fractures, bites etc
- Neglect – chronic inattention to a child’s basic needs for warmth, shelter, food, clothing, health care etc
- Emotional abuse – extreme denial of love, attention, security and well being
- Sexual abuse – the involvement of children in sexual activity for the sexual stimulation of one or more adults, ranges from touching to penetration. Child on Child sexual violence and sexual harassment.
- Complex (organised and multiple) abuse, including County Lines

Children at Willow are valued individuals and both schools are open and accepting places in which all staff are prepared to listen to children’s fears and worries. Children are encouraged to have open positive relationships with all adults in school and converse openly with those adults they work most closely with. All children are free to seek out a trusted adult to talk to at any point during the school day. Indeed, the school prides itself on the strength of their relationship and care for all members of their community and it is rare that a child with a problem of any sort does not share it with an adult

All staff at Willow Primary School follow DfE and LA **Child Protection Procedures**. We operate within the scope of :

Keeping Children Safe in Education 2016 (updated from 03/09/2018),
Slough Local Safeguarding Children Board Child Protection Procedures,
What To Do If You’re Worried a Child is Being Abused

Copies of which are kept in the Executive Headteacher’s office at both schools. These documents and the practices described within it cater for all staff and pupils whilst in the care of Willow Academy Trust. So, for example it could be that Child Protection procedures may need to be followed because an incident occurs in after school club, before school, on a school journey or outing.

These procedures apply to all pupils in school including all those in Early Years and those with special need.

The designated person for child protection is the Executive Headteacher, Mrs G Denham and the designated Governor is Mrs C Conlon. In their absence, the Deputy Headteachers are Level 3 Child Protection trained and will undertake the role of child protection officers. Child Protection Procedures:

1. Any member of staff, who has a concern about a child, however small, should enter it on an CPOMS.
2. Any injuries observed should be marked on a body map, included on the CPOMS system, showing the size, nature and position of the injury.
3. Please note that accounts must be factual and concise as they may be made available to parents. If you believe that the child is at imminent risk, the incident should be reported to the Executive Headteacher or Lead Child Protection Officer immediately, and before the child goes home from school. Even if the child asks for the information to be kept secret, a report must be made to the Executive Headteacher or Lead Child Protection Officer.
4. The Executive Headteacher, or Lead Child Protection Officer, will then decide what further action to take. There are four possibilities:
 - Monitor the situation in cases where concerns are minor and no physical evidence or verbal disclosure has been made.
 - Meet with the parents to try and resolve a situation within the home which is causing distress to the child.
 - Provide support from within school for the family to work through a problem or crisis together.
 - Involve external agencies with parental consent, or in cases where we believe a child is risk of immediate harm,
 - Make an immediate referral to social services.

A decision about what action to take in a particular case will be made either immediately in urgent situations, or at the next ECM meeting for less pressing concerns.

ECM meetings happen every week at school and the black book and CPOMS are reviewed. The team are formed of representatives from each phase and year group. The meetings are chaired by the Trust Inclusion Co-ordinator or Deputy Headteacher.

At each meeting, minutes are taken showing follow up actions and the lead member of staff responsible. This can be anyone on the ECM team, but is usually someone who has a good relationship with a particular family. The minutes are reviewed half termly to ensure minor concerns are not forgotten or ignored.

The system that we use to record, track and organise child protection information is called CPOMS, which ensures that all records are held in a secure manner in accordance with Data Protection Standards. This programme also facilitates information sharing between agencies such as social care and education psychology.

5. Any staff member can make a referral to social care. However, in practice the Executive Headteacher or Lead Child Protection Officer in her absence should be made aware and have responsibility for the referral. The parents will be informed of this referral, unless we believe to do so would put the child at greater risk.

6. School staff **are not responsible** for carrying out an investigation, and should not attempt to do so. Staff should report only the facts and must not ask leading questions.
7. The Executive Headteacher or Lead Child Protection Officer will meet with the parents to inform them of our concerns in most cases. Even in difficult circumstances we continue to liaise with parents, and try to maintain a positive and supportive relationship with them.
8. Level 3 trained Child Protection staff are required to attend a child protection case conference. This may be during a holiday, but case conferences should be considered a priority, for the protection of children.
9. **All staff must respect confidentiality and not discuss any child protection case.**

2 Resources

Both schools make the necessary budget decisions to ensure all staff are kept up to date with child protection procedures and receive regular training.

3 Children with Special Educational Needs

Some children may have Special Educational Needs and may have difficulty in explaining events to an adult. It is important that teachers make other agencies aware of this if this is the case.

Child Protection within School

Willow Primary School has a robust anti-bullying policy which is reviewed bi-annually. The School Council and the children in school helped to write a revised version in 2011. All incidents of suspected bullying must be taken seriously, investigated and parents informed.

Whenever possible we work in partnership with parents to help a child who has been bullying change their behaviour. We also support the victims of bullying, by providing a secure environment and adults they can talk to openly.

According to the School Council, Willow Primary School is a bully-free zone and we intend to keep them that way, by upholding the three Diamond Rules:

- Show good manners at all times.
- Care for everyone and everything.
- Follow instructions straight away.

In fact, our Simply Behave (Behaviour Plan) provides a framework for our management of all positive and negative behaviour, including bullying. Please refer to the Behaviour Plan, Anti- Bullying Policy, and other related policies

4 Visitors

A leaflet is given to all visitors to our schools outlining our safeguarding procedures and how they should respond regarding fire evacuation procedures, safeguarding and health and safety matters. A copy of the leaflet is attached to this policy.

In the foyer of Willow Primary School there is an on-screen safeguarding presentation, which identifies all Child Protection Officers. This illustrates clearly our commitment to child protection.

5 Staff Issues and Complaints Procedures

All staff who work within either school are interviewed following the Safer Recruitment procedures and have a DBS criminal records check before they are employed. Both schools have implemented all procedures recommended for safer recruitment and senior staff have regularly updated training in this area. It is good practice for all adults working in school to leave doors open and if you need to have a confidential conversation with a child, ideally you should do this in public view, just out of earshot of others. All staff are regularly trained on procedures relating to child protection.

Concerns about any staff member's conduct in relation to child protection should be reported to the Executive Headteacher. These will be dealt with through the Governors' agreed procedures, for dealing with formal complaints. Advice will be sought from the Local Authority Designated Officer (LADO). Any concerns that arise about the Executive Headteacher, in relation to child protection should be referred to the Local Authority Designated Officer (LADO).

6 Restraint

A member of staff may use reasonable restraint when they are at risk of being attacked by a pupil, or if a pupil is endangering themselves or another pupil. Both schools follow the procedures of Team Teach and ensure that training is available on a regular basis for staff. If physical restraint is used, then it must be recorded in the Physical Restraint book (in the Headteacher's office), and the Headteacher must be informed. The record must include the reason for the restraint, the length of time of the restraint and the parents must be informed that a pupil has been restrained.

Further advice can always be sought from the Slough LA website, the Executive Headteacher or Local Authority Designated Officer (LADO). The Local Authority Designated Officer (LADO) for Child Protection is Nichola Johnstone, who can be contacted on 01753 474053 or via the Slough website.

7 Revision History

Version	Date	Author(s)	Comments
1.0	June 2011	HT	
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5.0	June 2015	CP team	
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8 Approval History

Version	Approved	Comments
1.0	July 2011	Next review June 2012
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This policy is brought to the Strategic Board annually for approval and before it is ratified it is reviewed by School Council, all staff and governors.