

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS CHILD PROTECTION

KEY CONTACTS WITHIN THE SCHOOL (JAN 2014)

DESIGNATED CHILD PROTECTION CO-ORDINATOR

NAME: MR GEOFF TURNER

CONTACT NUMBER: 01206 576973

DEPUTY DESIGNATED CHILD PROTECTION CO-ORDINATOR

NAME: MRS WILLA JACKSON

CONTACT NUMBER: 01206 576973

NOMINATED GOVERNOR FOR CHILD PROTECTION (Whistleblowing Governor)

NAME: MISS EMILY BROWN

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

The **Initial Response Team (IRT)** is available for advice and consultation on Child Protection matters, including **URGENT** concerns in daytime hours: **0845 603 7627**

The **ESSEX SAFEGUARDING CHILDREN BOARD** is also able to provide advice and consultancy to educational settings: **01245 435167**

Email: IRT@essex.gov.uk

SAFEGUARDING CONCERNS REGARDING EMPLOYEES: 01245 436744

OUT OF HOURS REFERRAL TO ESSEX SAFEGUARDING CHILDREN BOARD

To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone **0845 606 1212**

Fax: 0300 123 0779 or 01206 851844

Email: EmergencyDutyTeam.OutofHours@essex.gov.uk

For all other referrals and enquiries telephone **0845 603 7627**

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS CHILD PROTECTION POLICY
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COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS CHILD PROTECTION POLICY

“Education staff have a crucial role to play in helping identify welfare concerns, and indicators of possible abuse or neglect, at an early stage.”

(Working Together to Safeguard Children, 2010)

PURPOSE

Colchester County High School takes seriously its responsibility to protect and safeguard the welfare of young people in its care. “The welfare of the child is paramount” (Children Act 1989). An effective whole-school child protection policy is one which provides clear direction to staff and others about expected behaviour when dealing with child protection issues. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

POLICY – STATUTORY RESPONSIBILITY

Section 175 of the Education Act 2002 places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are students of the school ‘Safeguarding Children and Safer Recruitment in Education’ (DCSF 04217-2006bkt-EN)

RATIONALE

An effective policy makes explicit the school’s commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

GUIDING PRINCIPLES

The Governing Body recognises that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse. Our school will therefore:

- Establish and maintain an environment where students feel safe and secure and are encouraged to talk, and are listened to.
- Ensure that students know that there are adults within the school who they can approach if they are worried or are in difficulty.

Policy No A3

- Include in the curriculum activities and opportunities for PHSCE, which equip students with the skills they need to stay safe from abuse. Further information can be obtained from the school's PHSCE coordinators.
- Include in the curriculum material which will help students develop realistic attitudes to the responsibilities of adult life. Further information can be obtained from the school's PSHCE coordinators.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

EXPECTED OUTCOMES

Staff will have a good understanding of the procedures that need to be followed when dealing with child protection issues. The school environment will be one in which students feel safe and secure and are encouraged to develop realistic attitudes to the responsibilities of adult life.

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS CHILD PROTECTION & SAFEGUARDING PROCEDURES

“Because of their day to day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop.”

(Working Together under the Children Act 1989)

1. INTRODUCTION

There are three main elements to our child protection policy;

- a) Prevention through the creation of a positive school atmosphere and the teaching, and pastoral support offered to students.
- b) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- c) Support to students who may have been abused.

This policy applies to all students, staff, governors, volunteers and visitors to Colchester County High School for Girls

This school recognises it is an agent of referral and not of investigation.

2. FRAMEWORK

Child protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Essex Safeguarding Children Board (ESCB) <http://www.escb.co.uk/>

3. ROLES AND RESPONSIBILITIES

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.

It is the role of the Designated Child Protection Coordinator to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely

referrals to Essex Children's Social Care in accordance with school procedures. If for any reason the **Designated Child Protection Co-ordinator** (see cover sheet) is unavailable, a **Deputy Designated Child Protection Co-ordinator** has been identified who will act in their absence (see cover sheet). Additionally, it is the role of the Designated Child Protection Coordinator (DCPC) to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.

The Governing Body and school leadership team are responsible for ensuring that the school follows safe recruitment processes. As part of the schools recruitment and vetting process, enhanced Criminal Records Bureau (CRB), DfE List 99 and other statutory lists and local intelligence checks will be sought on all staff that have substantial and unsupervised access to children.

The role of the Nominated Governor for Child Protection is to ensure that the school has an effective policy, that the ESCB Guidelines are complied with <http://www.escb.co.uk/> and to support the school in this aspect. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

The DCPC and the Headteacher provide an annual report for the governing body detailing any changes to the policy and procedures, training undertaken by all staff and governors and other relevant issues.

Representatives from the Essex Safeguarding Children Board (Tel: 01245 435167) & Children's Safeguarding Service (Chelmsford Office Tel: 01245 436744, Colchester Centre 01206 852156) are available to offer advice support and guidance to the school's DCPC.

4. PROCEDURES

All action is taken in line with the following guidance;

- a) Essex Safeguarding Children Board (ESCB) Guidelines, the SET (Southend, Essex and Thurrock) Child Protection Procedures 2011, a copy (electronic) is available on Staff 'T' Drive and published on <http://www.escb.co.uk/>
- b) "Safeguarding Children and Safer Recruitment in Education" (DCSF 04217-2006BKT-EN)
- c) "What To Do If You're Worried A Child Is Being Abused" (published by Department of Health, DfES, Department of Culture Media and Sports, Home Office, Office of Deputy Prime Minister and the Lord Chancellors Department) - see Information for Professionals / National Guidance and Legislation on <http://www.escb.co.uk/>

- d) Working Together to Safeguard Children (2010, Department of Health) - see Information for Professionals / National Guidance and Legislation on <http://www.escb.co.uk/>

Staff are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. There may be other adults in the school who rarely work unsupervised, more usually working alongside members of the school staff. However the Headteacher will ensure they are aware of the school's policy and the identity of the DCPC.

Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred **must** report it immediately to the DCPC (see cover sheet) or in their absence, the Deputy DCPC (see cover sheet). In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

The DCPC or their Deputy will immediately refer cases of suspected abuse or allegations to Essex Social Care Direct by telephone (see front sheet) and in accordance with the procedures outlined within modules 4 and 5 of the SET procedures 2011.

The telephone referral to Essex Social Care Direct will be confirmed in writing within 24 hours. Essential information will include the student's name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral, the name of person who initially received the disclosure plus any advice given. This written confirmation must be signed and dated by the referrer. Where possible the Inter-agency Referral Form (ECC999) should be used (published on "How to refer" on <http://www.escb.co.uk/>)

The school will always undertake to share our intention to refer a child to Children's Social Care with the parents or carers unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from the Initial Response Team (IRT) or Essex Police.

A statement in the school prospectus will inform parents and carers about our school's duties and responsibilities under child protection procedures. Parents can obtain a copy of the school child protection policy on request.

5. TRAINING AND SUPPORT

The Headteacher and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at a minimum of

three yearly intervals as set out in Safeguarding Children and Safer Recruitment in Education (04217-2006BKT-EN).

The school will ensure that the DCPC also undertakes training in inter-agency working that is provided jointly by the ESCB and the Children's Safeguarding Service and attend refresher training at a minimum of two yearly intervals to keep knowledge and skills up to date. Temporary staff and volunteers who work with children in the school will be made aware of the school's arrangements for child protection and their responsibilities (04217-2006BKT-EN).

Support will be available for staff from the Headteacher in the first instance, and from members of the school's leadership team where there are concerns or queries about child protection.

All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the staff handbook / code of conduct.

6. PROFESSIONAL CONFIDENTIALITY

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a student nor should they agree with a student to keep a secret, as where there is a child protection concern this must be reported to the DCPC and may require further investigation by appropriate authorities.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.

7. RECORDS AND MONITORING

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.

These file notes are kept in a confidential file, which is separate to other files, and stored in a secure place in DH (Staff & Students) Office. In the same way notes must be kept of any student who is being monitored for child protection reasons.

If a student transfers from the school, these files will be copied and forwarded to the student's new educational setting marked confidential and for the attention of the receiving school's Designated Child Protection Co-ordinator. When students transfer to CCHS the school office will check that we have received all transfer documentation from the student's previous school and pass to the DCPC any items marked confidential.

8. ATTENDANCE AT CHILD PROTECTION CONFERENCES & CORE GROUPS

It is the responsibility of the DCPC to ensure that the school is represented and a report is submitted to any child protection conference called for children on the school roll or previously known to them. Whoever attends should be fully briefed on any issues or concerns the school has and be prepared to contribute to the discussions at the conference.

If a child is made subject to a Child Protection Plan, it is the DCPC's responsibility to ensure that the child is monitored regarding their school attendance, welfare and presentation. If the school are part of the core group then the Child Protection Coordinator should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed. All concerns about the child protection plan and / or the child's welfare should be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the Child Protection Coordinator must inform the child's key worker **immediately** and then record that they have done so and the actions agreed. (Refer to the SET procedures chapters 8 for Conferences and chapter 9.4 for Child Protection Plans)

9. SUPPORTING STUDENTS AT RISK

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at school their behaviour may still be challenging and defiant or they may be withdrawn.

This school will endeavour to support students through:

- a) The curriculum to encourage self-esteem and self-motivation.
- b) The school ethos which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued.
- c) The implementation of the school's behaviour management policies.
- d) A consistent approach agreed by all staff which will endeavour to ensure the student knows that some behaviour is unacceptable but s/he is valued.
- e) Regular liaison with other professionals and agencies who support the students and their families.
- f) A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
- g) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- h) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
- i) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

This policy should be considered alongside other related policies in school. These are the policy for the teaching of PSHCE, the policy for the management of student behaviour (including our policy on physical intervention and our policy on bullying) and our health and safety policy.

10. SAFE SCHOOL, SAFE STAFF

It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when members of staff are accused of abuse.

Only authorised agencies may investigate child abuse allegations (Social Care Services, the Police or in some areas, the NSPCC). Whilst it is permissible to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.

The procedure to be followed in the event of an allegation being made against a member of staff is set out within Chapter 11 of the SET procedures.

The Headteacher or another Senior Manager will in the first instance contact the Children's Safeguarding Service (Tel: 01245 436744). Through discussion and consultation, a decision will be made whether to make a referral to Essex Children's Social Care Services. Where the allegation is against the Headteacher, the Chair of Governors will take this action.

If the allegation is substantiated and the member of staff is dismissed or the school ceases to use the services of the member of staff, or the member of staff resigns or otherwise ceases to provide her/his services, the local authority designated officer (or nominee) will advise the school whether a referral to the Independent Safeguarding Authority POCA List or DfES List 99 is required, or advisable, and the form and content of such a referral.

If for any reason it is decided that a referral to Essex Social Care Services is not appropriate, it will be necessary to address matters in accordance with the school's disciplinary procedures in liaison with the school's HR Advisor.

11. USE OF THE SCHOOL PREMISES BY OTHER ORGANISATIONS

Where services or activities are provided separately by another body, using the school premises, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

12. WHISTLEBLOWING

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the nominated 'whistleblowing' governor or the Children's Safeguarding Service.

13. POLICY REVIEW

- a) The Governing Body is responsible for ensuring the annual review of this policy.
- b) Ensuring that the list of key contacts on the cover sheet is kept up to date.

Policy Date: November 2011

Review Date: November 2012 Next Review Nov 2013

APPENDIX I CHILD PROTECTION PROCEDURES – STAFF GUIDANCE

Colchester County High School for Girls is committed to helping students acquire relevant information, skills and attitudes both to resist abuse in their own lives and to prepare them for the responsibilities of parenthood as part of their adult lives.

Mr Geoff Turner (Mrs Willa Jackson in his absence) is the nominated member of staff who will:

- a. be available to discuss concerns about suspected child abuse with a member of staff;
- b. take responsibility for following SET Procedures if a child protection issue is reported or suspected;
- c. arrange training for all staff in the school and to make them aware of the procedures to be followed;
- d. ensure that appropriate courses are developed within the PSHCE Programme
- e. ensure that policies and procedures for child protection are understood by the governors and parents.

PROCEDURES

All staff at Colchester County High School for Girls should comply with the following procedures where child abuse is disclosed, alleged or suspected:

- a. **listen** to the child and record the conversation. **DO NOT** ask questions (or investigate the allegation) as this may interfere with a social service/police investigation at a later date;
- b. **immediately** notify the nominated person;
- c. **never** tell the child that your concerns or their disclosures can be kept confidential;
- d. **never** misinform them about possible outcomes in order to allay fears;
- e. **never** offer opinions about the alleged abuser(s);
- f. **do not** contact the parents;
- g. **never** give media interviews or statements.

If it is decided that a referral is appropriate, the nominated person will:

- a. immediately inform the Essex Social Care Duty Officer by telephone;
- b. notify the Headteacher;
- c. in the case of alleged abuse by a member of staff, inform the Headteacher;
- d. ensure all documentation is collated;
- e. confirm in writing the telephone referral in detail within 24 hours to the local Essex Social Care.

- f. be available for follow up strategy discussions/meetings and identify the most appropriate member(s) of staff to attend Child Protection conferences.

This can be a distressing time for all concerned. Staff may need support and possibly counselling. It is the responsibility of the nominated person to ensure this is available if required.

GUIDANCE FOR STAFF

1. *What is abuse/'significant harm'?*

(The Children's Act does not use the concept of abuse but introduces the concept of 'significant harm').

Child abuse can take many forms, but is usually divided into four categories:

- Physical abuse;
- Neglect;
- Sexual abuse;
- Emotional abuse.

Physical Abuse

This can range from over chastisement, slapping with the hand, a belt, a stick or other object, to shaking, punching or throwing a child across a room. Children have died as a result of deliberate physical injury caused by parents or other 'carers'. This may also take the form of induced or fabricated illness (Munchausen's Syndrome by proxy).

1. Physical Indicators – *unexplained bruises, welts, lacerations, abrasions:*

- on face, lips, mouth;
- on torso, back, buttocks, thighs;
- in various stages of healing;
- clustering forming regular patterns;
- reflecting shape of article used (e.g. belt, buckle, electrical flex);
- on several different surface areas;
- regularly appear after absence, weekend or holiday;
- bite marks or fingernail marks.

Unexplained burns:

Policy No A3

- cigar, cigarette burns, especially on soles, buttocks, palms or back;
- ‘immersion’ burns where hands, feet or body have been forcibly immersed in very hot water;
- patterned like electrical burner, iron, etc;
- rope burns on arms, legs, neck or torso.

Unexplained fractures:

- to skull, nose, facial structure;
- in various stages of healing;
- multiple or spiral fractures.

2. Behavioural Indicators

- flinching when approached or touched;
- reluctance to change clothes for PE lessons;
- wary of adult contact;
- difficult to comfort;
- apprehension when other children cry;
- crying/irritability;
- frightened of parents/carers;
- afraid to go home;
- rebelliousness in adolescence;
- behavioural extremes – aggressiveness, withdrawal, impulsiveness;
- regresses to child-like behaviour;
- apathy;
- depression;
- poor peer relationships;
- panic in response to pain.

Neglect

This can range from ignoring a child’s developmental needs to not feeding or clothing her adequately and/or not supervising her adequately.

Neglect is not always easy to recognise, but the following may give cause for concern when considered in relation to the age of the child:

- constant hunger;
- poor hygiene;
- inappropriate dress;
- consistent lack of supervision, especially in dangerous activities or for long periods;
- unattended physical problems or medical needs;

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- abandonment;
- weight problems;
- stealing food;
- constant fatigue, listlessness;
- problems in relationship with care-giver;

Sexual Abuse

This is the involvement of a child or adolescent in sexual activities they may not understand, to which they cannot give their consent and which are not acceptable by our society. This includes inappropriate touching, obscene photographs, child pornography as well as attempted or actual sexual intercourse.

1. *Possible Physical Indicators*

- difficulty in walking/sitting down;
- stained or bloody underclothing;
- pain or itching in genital area;
- bruising, bleeding, injury on external genitalia, vaginal and/or anal areas;
- vaginal discharge;
- bed-wetting;
- excessive crying;
- sickness;
- pregnancy.

2. *Possible Behavioural Factors*

- bizarre, sophisticated, or age-inappropriate sexual behaviour or knowledge;
- promiscuity;
- sudden changes in behaviour;
- running away from home;
- wary of adults;
- feeling different from other children;
- unusual avoidance of touch;
- reporting of assault;
- substance abuse (e.g. glue sniffing);
- emotional withdrawal through lack of trust in adults;
- over-compliance with requests of others;
- frequent complaints of unexpected abdominal pains;
- eating problems;
- sleep disturbances;
- poor peer relationships;
- possessing money or 'gifts' that cannot be adequately accounted for.

Emotional Abuse

This may include rejecting a child, refusing to show a child love or affection or deliberately making a child unhappy by continually belittling him/her or verbally abusing him/her.

1. Physical Indicators

- failure to thrive;
- delays in physical development or progress.

2. Behavioural Indicators

- sucking, biting, rocking;
- anti-social, destructive;
- sleep disorders, inhibition of play;
- compliant, passive, aggressive, demanding;
- impairment of intellectual, emotional, social or behavioural development;
- behaviour which seems to be too grown up or too young for the age and stage of development of the child.

Although divided into four categories, these forms of abuse are often found together.

The full SET Procedures are available online at <http://www.escb.co.uk/> and on Staff T Drive under Child Protection. The full Child Protection Policy should be in the Staff Handbook.

November 2012

Approved by the Governing Body December 2012

Reconfirmed by Governing Body February 2014

APPENDIX II
BODY MAP FOR IDENTIFYING POSSIBLE ABUSE

