



"Inspiring a love of lifelong learning"

Child Protection Policy

Policy date: Autumn 2018
Review date: Autumn 2019

Learning at Charville is underpinned by our Core Values

Respect
Independence
Self-belief
Honesty
Caring

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1. Scope

The school recognises that it has an explicit duty to safeguard and protect students from abuse as defined in the Children Act 2004 and the Education Act 2002. The overall intention and purpose behind the school's child protection policy is underpinned by the fundamental principle of the Children Act 1989 and Keeping Children Safe in Education – September 2018)

The legislation places on us a duty to safeguard and promote the welfare of our pupils. When considering Child Protection issues, regard should be taken to linked Charville Academy Policies: Anti-bullying, Equal Opportunities, Educational Trips Guidance, Health & Safety and Behaviour Policies. **'The welfare of the child is paramount'**

2. Aim

Everyone in our school shares an objective to help keep students safe by:

- Providing a safe environment for students to learn in.
- Fostering a school environment, in which every student feels valued.
- Students are able to articulate their wishes and feelings in their preferred method of communication and in an atmosphere of acceptance and trust.
- Identifying and responding to students in need of support and/or protection.

3. School Commitment

- Establish and maintain an ethos where students feel secure and are encouraged to talk, and are listened to.
- To include in the curriculum activities and opportunities for students to acquire skills and attitudes, to both resist abuse in their own lives and to prepare themselves for responsibilities, including parenthood, in their adult lives.
- To make known a clear model of management of suspected or disclosed abuse.

4. Roles and Responsibilities

The designated person for child protection is Nicola Kelly and in her absence, it will be Rena Madar (Deputy Head) and Louise Innes (Assistant Head). They and the nominated governor for child protection will receive training every two years.

The Child Protection lead for the authority will be Suzi Gladish (as from 1st December 2018) and Rob Wratten (LADO) (01895 250975) rwratten@hillingdon.gov.uk

All adults working with or on behalf of students have a responsibility to safeguard and promote the welfare of students.

All staff and volunteers will be informed of their responsibilities in being alert to the signs of abuse and the procedures for referring concerns to the Designated Person.

All new staff, volunteers and regular supply staff will receive induction training and all staff will have refresher training every three years.

Statistically students with behavioural difficulties and disabilities are more vulnerable to abuse. Staff need to be particularly sensitive to signs of abuse.

We will support staff by providing an opportunity to talk through their anxieties with the Designated Senior Person. Staff can find the telephone numbers for Social Services in the school office.

All staff, volunteers and support staff who work with children will have access to advice on the boundaries of appropriate behaviour. The DFE provide guidance on safe working practice.

We will investigate any absence of two days, and will ensure without satisfactory explanation, of a pupil currently on the child protection register is referred to their Education Welfare Officer and /or Social Worker/pastoral team.

The Attendance Manager will ensure that a named teacher is designated for Looked After Children (LAC) and the list of students is regularly reviewed and updated.

The Governing Board of our school is responsible for ensuring the annual review of the child protection policy and completing the monitoring form of child protection activity within the school. The designated governors for Child Protection are Said Hassan and Lorraine Newbey.

5. Female Genital Mutilation

Please see Appendix 1 for further information

Prevent Agenda: At Charville Academy we believe all children should be kept safe. In accordance with this all staff will receive training with regard to the HM Gov script for Awareness of **Prevent Agenda**.

6. Procedures

Where it is believed that a student is suffering from, or is at risk of, significant harm, we will follow the procedures set out by the Local Safeguarding Children Board (LSCB) and take accounts of guidance issued by the DFE. Concerns are recorded on CPOMs (secure portal).

A flow chart of the procedure is displayed in the staff area.

Parents/carers may access the school's child protection procedures via the school prospectus / website. A copy is also displayed on the school noticeboard.

Telephone referrals to Social Care will be followed up in writing within 48 hours.

Written records of any concern regarding a child's safety will be kept in a file in a locked cabinet in the school office. This is separate from the main pupil file.

The school recognises that it does not have the responsibility to investigate cases of suspected child abuse.

We will co-operate with relevant external agencies in any enquiries regarding child protection matters, including representation at child protection conferences, core groups and multi-agency planning meetings.

Parents will be advised of the intention to refer to Social Care and their views and co-operation sought, unless we have good reason to believe that to do so would place a child at greater risk of harm.

All staff will make it clear to any child disclosing information that they cannot guarantee confidentiality, but they will only pass the information on to the people that can help them.

Information concerning students at risk will be shared with all members of staff on a "need to know" basis. The Designated Person will make a judgment in each individual case about who needs and has a right to access particular information.

Where there are concerns about a student, a teacher may be asked to keep a log of observations. This will be kept securely, separately from generally accessible pupil and class records.

All records are subject to the Freedom of Information Act (2000) and the Data Protection Act (1998). If there is any doubt as to the rights of any party to access information, we may seek legal advice prior to releasing any information.

7. Allegations against staff

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues.

If a student makes an allegation against a member of staff, the Head teacher should be immediately informed.

The Head teacher/senior teacher will discuss the allegation with the Lead Officers for Child Protection for the Local Authority at the earliest opportunity and before any actions are taken.
Rob Wratten (LADO) (01895 250975) rwratten@hillingdon.gov.uk

If the allegation concerns the behaviour of the Head teacher the chair of governors should be immediately informed.

Our lettings agreement for other users requires that the organiser will manage the suspension of adults where necessary from the school premises following an allegation against someone they employ.

Staff have a duty to report any concerns about their own lives i.e. if own child is subject to a Child Protection Plan or if they are arrested.

8. Safer recruitment practice

All staff will have enhanced DBS checks. Checks will be accurately recorded on a single central record.

At least one person on every interview panel will be trained in safer recruitment practices.

9. E-safety

Children will be taught about E-Safety and learn how to keep themselves safe whilst in online environments and using new technologies.

Staff should not have contact with pupils and keep their privacy setting set to high.

Appendix 1

Female Genital Mutilation

Female Genital Mutilation occurs mainly in Africa and to a lesser extent, in the Middle East and Asia. Although it is believed by many to be a religious issue, it is a cultural practice. There are no health benefits.

Communities particularly affected by FGM in the UK include girls from: Somalia, Kenya, Ethiopia, Sierra Leone, Sudan, Egypt, Nigeria, Eritrea, Yemen, Indonesia and Afghanistan.

In the UK, FGM tends to occur in areas with larger populations of communities who practice FGM, such as first-generation immigrants, refugees and asylum seekers. These areas include: London, Cardiff, Manchester, Sheffield, Northampton, Birmingham, Oxford, Crawley, Reading, Slough and Milton Keynes.

At Charville Academy we believe that all our pupils should be kept safe from harm. Female Genital Mutilation affects girls particularly from North African countries, including Egypt, Sudan, and Somalia.

‘It is illegal in the United Kingdom to allow girls to undergo female genital mutilation either in this country or abroad. People guilty of allowing FGM to take place are punished by fines and up to fourteen years in prison.’

At Charville Academy we have a duty to report concerns we have about girls at risk of FGM to the police and social services.

Key Points around Female Genital Mutilation:

- Not a religious practice
- Occurs mostly to girls aged from 5 – 8 years old; but up to around 15
- Criminal offence in UK since 1985
- Offence since 2003 to take girls abroad
- Criminal penalties include up to 14 years in prison **Reasons for this cultural practice include:**
- Cultural identity – An initiation into womanhood
- Gender Identity – Moving from girl to woman – enhancing femininity
- Sexual control – reduce the woman’s desire for sex

Appendix 2

MEETING WITH PARENT(S) OR CARER(S)

Pupil Name:		Class:	
Present:		Date:	
Purpose of Meeting:			
Meeting notes:			
Action:		Date action required by:	
Signed:		Date:	
Position:			
Counter signed:		Date:	
Position:			

Word/Forms/Meeting with parent form



MEETING RECORD

Meeting:		Chairperson:	
Date:		Notes by:	
Present:		Apologies	
Purpose of meeting:			
Item:	Notes:	Action:	Date action required by:
Date and Time of Next Meeting:			

Misc/Forms/meeting with parent form



Name of Child:

DOB:

Class:

Date:

Time:

CONCERNS:

ACTION:

OUTCOME:

Name of staff member:

Role and sig of staff member:

Date:

Counter Signed:

Role:

Date:

Has the parent been notified of the concerns? Yes/No

FORMS / CONCERN FORM

Appendix 5



School:			
Details of Employee			
Name			
Designation			
Date of Employment			
Is the employee aware of the Guidance?			
Has the employee signed a declaration stating that they have read and understood the Guidance?	Yes/No	If Yes, provide date declaration signed:	Is this up to date?
		If No, state action to be taken	
Details of person reporting the concerns			
Name			
Designation			
Date of the event			
Who was the concern reported to?			
Details of Child (where relevant)			
Name			
Date of Birth			
Details of Meeting with Employee			
Date of Meeting			

Name of person conducting the meeting	
Designation	

Behaviour(s) in which area of the Guidance has/have been breached		
Duty of Care		Behaviour Management
Confidentiality		Use of Control and Physical Intervention
Making a Professional Judgement		Children and Young People in Distress
Power and Positions of Trust		Intimate Care
Propriety and Behaviour		Personal Care
Dress and Appearance		First Aid and Administration of Medication
The Use of Personal Living Space		One to One Situations
Gifts, Rewards and Favouritism		Home Visits
Infatuations		Transporting Pupils
Communication with Pupils (including Use of Technology)		Educational Visits and After-School Activities
Social Contact		Photography and Videos
Sexual Contact		Access to Inappropriate Images and Internet Usage
Physical Contact		Overnight Supervision and Examinations
Other Activities that require Physical Contact		Curriculum

Details about event?

What behaviour was observed?

What were the concerns around the behaviour?

In what way did the behaviour breach the standards set out in the Guidance?

Employee's explanation around the circumstances of the event and the suggested behaviours displayed

What would have been a reasonable response to the event?

Outcome of any fact finding investigation into the event

Details of any subsequent action to improve handling of similar event



Flow chart 1: Action taken when a child is referred to local authority children's social care

