

# THE LATYMER SCHOOL

Founded 1624



**HEADTEACHER**  
M E Garbett MA M.Ed NPQH

**CHAIRMAN OF GOVERNORS**  
I L Pilsworth LLB

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# POLICY ON SCHOOL-CHILD PROTECTION

Approved by Governors

**JUNE 2009**

## **The school will follow LEA/ACPC procedures when dealing with all child protection issues**

This policy was written and adopted on January 2005.

This policy will be reviewed in June 2009.

The Child Protection designated members of staff are: Michael Kernan, Chris Wakefield, and Julia Bodles (Head of Learning Support)

Child Protection is everybody's responsibility.

All disclosures made by pupils relating to a child's welfare, neglect, well being or mental health and any concerns about a student, including suspicions about emotional abuse/self harm/eating disorders regardless of whether a disclosure has been made will be passed on to the above staff.

### **RECORD KEEPING**

The school follows Enfield schools' recommendations about record keeping.

All staff will

- Make a record of all information and concerns within 24 hours of a disclosure. Records will be timed and dated and signed
- Include nagging doubt and hearsay
- Pass information on to designated staff
- Information will be accurate and relevant and differentiate between opinion, judgement, fact and hypothesis.
- Records will be kept separately and securely not on pupils files.

The school follows the Enfield schools' action on Child Protection Concerns flow chart of action.

The school follows the DH/Home Office flow chart for referral in cases where there are concerns about abuse.

### **DESIGNATED TEACHER TRAINING**

The designated staff receive training in appointment, and every two years thereafter. The school is committed to delivering whole staff training about child protection and all new staff receive training in their first year. Training will cover procedures, definitions and indicators of abuse, talking/observing and listening to children.

### **HOW TO RESPOND TO A CHILD WHO IS DISCLOSING ABUSE**

Be aware of non verbal messages, e.g. body language /eye contact	Keep responses short, simple, slow, quiet, and gentle	DON'T stop child who's freely recalling abuse DON'T judge the abuser	DON'T interrogate the child: Observe and listen
Say' What happened next/how did that make you feel/you're very brave	Say' You're not the only person, I believe you, It's not your fault, Well done	Say you will be asked to share this with someone else	Say 'I'm worried about you/I will need to talk to someone else about what I can do next

**Always fill in a logging form and pass it on to the designated CP teachers immediately**

**Child Protection Policy**

This policy was written and adopted on 1/05 .....

The policy to be reviewed in 6.09.....

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**1.0 Introduction**

1.1 The governors and staff of the Latymer School fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

1.2 All staff and Governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.

1.3 The aims of this policy are.

1.3.1 To support the child's development in ways that will foster security, confidence and independence

1.3.2 To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

1.3.3 To provide a systematic means of monitoring children known or thought to be at risk of harm.

1.3.4 To emphasise the need for good levels of communication between all members of staff

1.3.5 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.

1.3.6 To develop and promote effective working relationships with other agencies, especially the Police and Social Services

1.3.7 To ensure that all adults within our school who have access to children have been checked as to their suitability.

**2.0 Procedures**

2.1 Our school procedures for safeguarding children will be in line with LEA and ACPC procedures. We will ensure that:

2.1.1 We have, designated member of staff who undertakes regular training.

2.1.2 We have a member of staff who will act in the designated teacher's absence.

- 2.1.3 All members of staff develop their understanding of the signs and indicators of abuse.
- 2.1.4 All members of staff know how to respond to a pupil who discloses abuse.
- 2.1.5 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- 2.2 Our procedures will be regularly reviewed and up-dated
- 2.3 All new members of staff will be given a copy of our child protection procedures as part of their induction into the school.

### **3.0 Responsibilities**

3.1 The designated teacher is responsible for:

- 3.1.1 Adhering to the ACPC, LEA and school procedures with regard to referring a child if there are concerns about possible abuse
- 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral
- 3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records
- 3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records
- 3.1.5 Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to Social Services

### **4.0 Supporting Children**

- 4.1 We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.
- 4.2. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4. Our school will support all pupils by:
  - 4.4.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
  - 4.4.2 Promoting a caring, safe and positive environment within the school.

4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children

4.4.4 Notifying Social Services as soon as there is a significant concern.

4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

## **5.0 Confidentiality**

5.1 We recognise that all matters relating to Child Protection are confidential.

5.2 The Headteacher or Designated Teacher will disclose any information about a pupil to other members of staff on a need to know basis only.

5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

5.4 All staff must be aware that they **CANNOT promise a child to keep secrets.**

## **6.0 Supporting Staff**

6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

6.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support as appropriate.

## **7.0 Allegations against staff**

7.1 We understand that a pupil may make an allegation against a member of staff.

7.2 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

7.3 The headteacher on all such occasions will discuss the content of the allegation with the LEA Lead Officer for Child Protection.

7.4 If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LEAs Lead Officer for Child Protection.

7.5 The school will follow the LEA procedures for managing allegations against staff, a copy of which will be readily available in the school.

## **8.0 Whistleblowing**

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

8.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

## **9.0 Physical Intervention**

9.1 Staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

9-2 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10.0 Bullying**

10.1 Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

## **11.0 Racist Incidents**

11.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

## **12.0 Prevention**

12.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

12.2 The school community will therefore:

12.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

12.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

12.2.3 Include in the curriculum opportunities for PSHCE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

### **13.0 Health & Safety**

13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits

### **14.0 Visitors to the School**

Please be aware that all visitors to the school need to have prior vetting as follows: All classroom observers need a List 99 check. So at least 2 days in advance please email the following information to the Secretary to the Governors:

Full name / Any previous surnames / Date of Birth / Nature of Activity / Date(s) of Activity.

Regular visits by one person, volunteers or work experience students require a full CRB check. This costs £70 and takes approximately 6 weeks to process. Again please let the Secretary to Governors have the details in good time.

Such a visitor would not normally be permitted to start before the documentation has been completed. Any queries please see the Assistant Headteacher responsible for teacher training (ITE) or the Governors' Secretary.

### 5.1.5 ENFIELD SCHOOLS' ACTION ON CHILD PROTECTION CONCERNS

