



# Child Protection (Safeguarding) Policy

**Definition** – At Biggin Hill Primary School, we recognise that abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect.

## 1 Introduction

**1.1** The health, safety and well-being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, language, racial origin, religious belief, sexual identity, culture or disability. They have a right to be safe in all environments.

**1.2** In our school we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.

**1.3** Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

## 2 Aims and objectives

**2.1** This policy informs staff in our school about the actions necessary with regard to a child protection issue. Staff training sessions will also support the implementation of this policy, as appropriate. The policy aims:

- to raise the awareness of all staff and identify responsibility in reporting possible cases of abuse;
- to ensure effective communication between all staff when dealing with child protection issues;
- to lay down the correct procedures for those who encounter an issue of child protection.

## 3 Procedures

**3.1** The Headteacher is the Designated Child Protection Officer (CPO) at Biggin Hill Primary School. There is, in addition, a named Child Protection (CP) Governor with whom the CPO will liaise in the event of a CP issue arising. In the event that the Headteacher is not available, the Deputy Headteacher is the designated CPO.

**3.2** The booklet 'What to do if you're worried a child is being abused' is on display in the school's staff room and staff have been made aware of its contents during staff training sessions.

**3.3** If any teacher suspects that a child in his/her class may be a victim of abuse, they immediately inform the CPO about their concerns.

**3.4** Any action that the CPO takes when dealing with an issue of child protection must be in line with the procedures outlined in the booklet 'What to do if you're worried a child is being abused'.

**3.5** Our CPO works closely with the Social Services department and the Area Child Protection Committee (ACPC) when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but the interest of the child is of paramount importance.



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**3.6** If a child alleges abuse, after initial investigation by the CPO, the CP Governor and, if necessary, social services would be contacted. All 3 parties would then agree the appropriate course of action.

**3.7** If a child protection referral is made, a case conference is held within eight working days of the decision. The case conference offers the opportunity to share information and formulate a plan of action. The relevant staff member/s is/are expected to attend and participate in all case conferences and meetings held under the LA guidelines.

**3.8** We regard all information relating to individual child protection issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. Where appropriate, we inform the child of what action has been taken.

**3.9** We require all adults employed in school to have their application vetted through CRB checks in order to ensure that there is no evidence of offences that would have an impact upon their ability to work in a school environment.

**3.10** There may be times when adults in our school, in the course of their duty, use physical intervention to restrain children. The Headteacher requires the adult involved in any such incident to report this to him/her immediately, and to record it in the 'Incidents and misbehaviour' book.

### 4 Monitoring and review

**4.1** The pupil discipline committee of the Governing Body will review any incidents detailed in the 'incidents and misbehaviour' book. A named governor participates in the school's training with regard to the child protection procedures.

**Signed:**

**James Ellis Headteacher**

**Date: January 2014 (to be reviewed summer 2015)**

\* NB – this policy should be read in conjunction with the Looked After Children policy.



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### APPENDIX: Biggin Hill Primary WHISTLE-BLOWING POLICY (safeguarding)

This guidance is written for staff, paid or voluntary, working with children in education settings, including maintained schools and are in line with Bromley Council's 'Raising Concerns - Something Wrong? - How To Report It!'

All staff should be aware of the school's child protection/safeguarding procedures and financial good practice procedures, including procedures for dealing with allegations against staff, which are informed by the NEOST/Joint Union Guidance. Staff must acknowledge their individual duty to bring matters of concern to the attention of senior management/ headteacher and/or relevant agencies. Although this can be difficult this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young person who are targeted. These children need someone like you to safeguard their welfare.

### **Don't think what if I'm wrong -Think what if I'm right**

#### **Reasons for whistle-blowing:**

- each individual has a duty for raising concerns about unacceptable practice or behaviour;
- to prevent the problem worsening or widening;
- to protect or reduce risks to others;
- to prevent becoming implicated yourself.

#### **What stops people from whistle-blowing:**

- starting a chain of events which spirals;
- disrupting the work or project;
- fear of getting it wrong;
- fear of repercussions or damaging careers;
- fear of not being believed.
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#### **How to raise a concern:**

- you should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken;
- try to pinpoint exactly what practice is concerning you and why;
- approach your immediate manager, Head Teacher, or the Designated Child Protection/Safeguarding Officer;
- if your concern is about your immediate manager/Head Teacher, or you feel you need to take it to someone outside the school, contact the Lead Officer for Education Safeguarding on 020 8461 7669;
- make sure you get a satisfactory response - don't let matters rest;
- you should then put your concerns in writing, outlining the background and history, giving names, dates and places where you can;
- a member of staff is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

#### **What happens next?**



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- You should be given information on the nature and progress of any enquiries.
- Your employer has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Allegations made frivolously, maliciously or for personal gain will be seen in a different light and disciplinary action may be taken.

### **Self-reporting:**

There may be occasions where a member of staff has a personal difficulty, or perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most situations, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

### **Further advice and support:**

It is recognised that whistle-blowing can be difficult and stressful. Advice and support is available from your line manager, HR department and/or your professional trade union.