



# NOWER HILL HIGH SCHOOL

## CHILD PROTECTION POLICY

### 1. Introduction

- 1.1 The governors and staff of Nower Hill High 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 on a regular basis of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
  - 1.3.3 To support pupils.
  - 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. Procedures

- 2.1 School procedures for safeguarding children will be in line with Local Authority (LA) and Harrow Local Safeguarding Children Board (HLSCB) procedures. We will ensure that:
  - 2.1.1 We have designated members of staff, Deputy Headteacher Pupil Support and two Assistant Headteachers Pupil Support and Head of Sixth Form, who undertake regular training.
  - 2.1.2 We have a member of staff, the Headteacher, who will act in the designated teachers' 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 updated.
- 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. Responsibilities

- 3.1 The designated teachers are responsible for:
  - 3.1.1 Adhering to the HLSCB, LA 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. Supporting Children**

- 4.1 It is accepted 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.
- 4.2 Nower Hill High School will support all pupils by:
  - 4.2.1 Encouraging self-esteem.
  - 4.2.2 Promoting a caring, safe and positive environment within the school.
  - 4.2.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 4.2.4 Notifying Social Services as soon as there is a significant concern.
  - 4.2.5 Providing continuing support to a pupil who is currently on the Child Protection Register who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school/college.

#### **5. Confidentiality**

- 5.1 It is recognised that all matters relating to Child Protection are confidential.
- 5.2 The Headteacher or Designated Teachers will disclose any information about a pupil to other members of staff on a need to know basis only.

#### **6. Supporting Staff**

- 6.1 It is recognised that staff working in a 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. Child Protection Allegations against Staff**

- 7.1 It is understood that a pupil may make a Child Protection allegation against a member of staff.
- 7.2 If such an allegation is made, the member of staff receiving the allegation will inform either of the designated members of staff as soon as is possible, if they are unavailable, the Headteacher should be informed.
- 7.3 The Headteacher will be informed by the designated member of staff.
- 7.4 The Headteacher on all such occasions will discuss the content of the allegation with the appropriate person at LA.
- 7.5 If the allegation made to a member of staff concerns the Headteacher, the designated teachers will immediately inform the Chair of Governors who will consult with a designated Office for Child Protection at the LA.
- 7.6 The school will follow the LA procedures for managing allegations against staff.

#### **8. Prevention**

- 8.1 It is recognised 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.
- 8.2 The school community will therefore:
  - 8.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
  - 8.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

#### **9. Health & Safety**

School Health and Safety procedures reflect 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.

#### **10. Physical Intervention**

- 10.1 School policy on physical intervention by staff is set out within our Physical Intervention policy and acknowledges that 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.
- 10.2 It is understood that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.



## NOWER HILL HIGH SCHOOL

### Summary Guidance for School Staff regarding Child Protection Referrals

It is important to be familiar with the definition of child abuse and the definitions of child protection categories.

1. **Child protection concern may have come from:**
  - something the child has said or done;
  - an injury that is apparent;
  - the appearance of the child;
  - behaviour that is observed;
  - concerns that have accumulated over time;
  - the attitude or behaviour of parents or carers;
  - comments made by others about the child or parent.
2. **The information should be recorded immediately** by the person directly involved, and also information regarding anyone else who was present or witnessed it. It is important to record the time and date and sign it.
3. The member of staff concerned should **seek out one of the designated teachers**, John Richardson, Deputy Headteacher Pupil Support, Gill May, Assistant Headteacher Pupil Support, Louise Voden, Assistant Headteacher Head of 6<sup>th</sup> Form immediately, or if not possible Howard Freed, Headteacher. This should be done without delay and to give Children's Services time to take appropriate action, if required, before the end of the school day.
4. **The designated teacher will make a referral to Children's Services (Referral & Assessment Team (020 8863 5544) (emergency 8863 8801 and fax 8861 1816)** if there are serious concerns about the welfare or safety of a child (the parent does not need to give consent to this referral). Any telephone referral will be followed with a written report. Referrals about stranger abuse will be made to the Police.
5. The referrer should be prepared to discuss or **provide information about the following:**
  - the evidence basis for the referral;
  - details of the child and family background;
  - accurate information regarding the child's name, language spoken at home, ethnic origin and any disabilities s/he may have;
  - information regarding whether contact has been made with the parents.
6. A social worker will then make further enquiries about your concerns and will probably come to school to see the child.
7. Only minimum discussion should take place with the child and this should be to establish sufficient information to be able to make a referral. Bear in mind the following when having this discussion:
  - leading questions should not be asked;
  - consideration as to their age and understanding;
  - consider what additional information the child may offer;
  - the child should be informed of what action is being taken and **should not be assured about confidentiality** when this cannot be guaranteed.
  - the child should be assured of continued support from staff.
8. If the child protection concerns are evidenced by further enquiries, there will be a strategy discussion or meeting about what should happen next. The school will be kept informed, as will the child's parents or carer.
9. Following a referral, further enquiries and an assessment of the child's circumstances and the risk to the child will be made, if necessary, and key decisions may then be made at a child protection case conference about how the child can be protected in future and how, if possible, his/her parents can be supported to look after him/her.
10. A social worker will probably ask the school to contribute information for an initial assessment child protection investigation. This information should be given promptly as the timescale for this is very short (i.e. 7 working days from the referral).

#### Categories of Child Abuse

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect