



**HAUTES CAPELLES PRIMARY SCHOOL  
CHILD PROTECTION POLICY 2015**

## Aim

Whilst the prime focus of Hautes Capelles Primary School is to secure the best educational provision for the child, we recognise that the safety, welfare and care of the children are paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We will ensure that arrangements are in place for;

- All reasonable measures to be taken to minimise the risk of harm to the children's welfare
- All appropriate actions to be taken to address concerns about the welfare of a child, or children working to agreed local policies and procedures in full partnership with other local agencies
- All persons working at this school to be made aware of this policy

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff at the school will often, by virtue of their day to day contact and knowledge of the children, be well placed to identify such abuse and offer to support children in need.

In order to support our children we aim to;

- Create an atmosphere where all children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly and effectively to causes of suspected abuse
- Monitor and support children at risk
- Use the curriculum to raise children's awareness, build confidence and skills
- Work closely with parent/carers and support external agencies
- Ensure that all adults within our school who have access to children have been checked as to their suitability

Hautes Capelles Primary will support all children by;

- Encourage self esteem and appropriate self assertiveness whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within the school
- Liaising and working together within all other support services and those agencies involved in the safeguarding of children
- Notifying Children's Service as soon as there is a significant concern
- Providing a continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to a child's new school

### **Designated personnel**

- Designated senior person for child protection – Sue Coughlin
- Head Teacher – Sue Coughlin

In the absence of the Head Teacher, the following staff are fully trained to step up as designated senior person

- Mrs Joanne Ballentine
- Mrs Karen Fyfe

### **The role of all staff and persons within the school**

All staff have a duty to safeguard children. This policy outlines how staff can meet this duty and their need to be:-

- Trained and aware of potential indicators of abuse
- Open to hearing concerns from children and others, without seeking to investigate these concerns
- Informed on how to report any concerns to their designated senior person for child protection
- Informed on how to report any concerns relating to staff to their head teacher
- Informed on how to report any concerns relating to their head teacher

Listening to children. Staff as Hautes Capelles should:

- Create the opportunity and environment for children to be able to talk about their concerns
- Establish systems to enable cover for that member of staff listening to a child's concerns

#### **Always**

- Report on as soon as you have a concern
- Record information verbatim using the actual words of the child and noting any questions the child raises
- Note dates, times, who was present, positions in the room, anything factual about the child's appearance
- Pass these notes to the DSP
- If possible use a silent witness

#### **Never**

- Ask leading questions
- Ask the child to write down their account
- Investigate with, or without others
- Take photographs of marks
- Attempt any medical judgement

- Arrange a medical examination
- Record an interview
- Ask a child to remove any clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child

We recognise that all matters relating to child protection are confidential. The head / DSP will disclose any information about a pupil to other members of staff on a need to know basis only. These matters must not be shared with any other member of the school community / pupils or parents.

### **Supporting Staff**

We recognise that staff working within 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.

We will support such staff by providing an opportunity to talk through their anxieties with the Designated Senior Person and to seek further support as appropriate.

### **The role of the DSP**

The Designated Senior Person is responsible for;

- Adhering to the Guernsey Children's Law procedures with regard to referring a child if there are concerns about possible abuse
- Keeping written records of all concerns about a child even if there appears to be no need to make an immediate referral
- Ensuring that all such records are kept confidentially and securely and are separate from child records
- Ensuring that an indication of further record keeping is marked on the child records
- Liaison and joint working with Children's Services, and other relevant agencies

### **Reporting Procedures**

All concerns must be passed to the DSP who will seek advice/make a judgement as to whether a referral to Children's Services or the need for any other action to be taken.

### **Staff Allegations**

All child protection allegations relating to staff must be reported directly to the Head Teacher (and not the DSP) without informing the subject of the concern/allegation.

The full evidence will be made available to the member of staff subject of the allegation as soon as it is agreed appropriate within the ongoing needs of any investigation by the Police, Social care Services, or by any disciplinary procedures.

In some cases it may be necessary for the member of staff to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt.

All staff need to be aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to Hautes Capelles Primary guidance on safe conduct. (Staff Handbook)

At Hautes Capelles, to protect our staff from allegations or misunderstanding, staff are advised to not have;

- Inappropriate touch or contact
- Out of hours contact with children
- Use of letters / mobile phones/ text/ email or MSN messenger outside of school

Within day to day contact with the children, staff are reminded to take heed of;

- School behaviour policy
- Care and control policy and team teach training
- Risk assessment
- Use of Internet Code of Conduct
- Visibility in any individual contact with children
- Ensuring that parent and managerial consent where individual work with children is concerned
- Communication and confidentiality guidance

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, where they exist, about the attitude or actions of colleagues.

### **Procedure**

Hautes Capelles primary adheres to the Child protection Procedures laid down in Guernsey Law.

The head teacher will act as the designated senior Person (DSP) for Child protection coordination in the school. The head will identify clearly who will deputise in the absence of the head teacher/DSP and ensure that any such deputy is appropriately trained.

### **Parents and Carers**

Parents and carers will be made aware of the school policy through published information and in initial meetings with parents and carers of new children. Parents and carers will be

informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Children's Services. It will be made clear that this is a legal obligation and not a personal decision.

A copy of this policy is available to all parents, carers and children upon request.

### **Teaching and Learning**

The curriculum will be used to raise children's awareness and build confidence so that they have a range of strategies to support their own protection and understanding of protecting others.

### **Training**

All members of staff will receive training on child protection procedures and will receive updates and refreshers every 3 years.

Senior leaders in school will be provided with Education Services core training in order to carry out their role and will attend refresher training updates.

Child protection training will be clearly cross referenced and supplemented by other areas of staff training including appropriate touch, care and control (including safe restraint), behaviour management and risk assessment.

### **Visitors and Volunteers**

A summary of the Hautes Capelles's procedures and the name of the DSP should be displayed for the information of visitors to the school.

### **Review**

This policy will be reviewed annually by the DSP.



## **SUMMARY OF CHILD PROTECTION INFORMATION** **FOR VISITORS AND VOLUNTEERS**

Hautes Capelles Primary is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by;

- Promoting a caring, safe and positive environment within the school.
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Hautes Capelles Primary in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to causes of suspected abuse.

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following member of staff as quickly as possible

DSP name – Mrs S Coughlin

If this person is not available please contact

Mrs J Ballentine

Everyone working with our children their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse

- They should not attempt to investigate once the initial concern has been raised
- They should involve the DSP immediately
- If the DSP is not available the deputy DSP should be contacted
- Disclosures of abuse or harm from children can be made at any time

***If anything worries you or concerns you, report it straight away.***