



Beech Hill J & I School

**Protecting and Safeguarding Children Policy
and Procedures**

December 2009

Beech Hill J & I School
Protecting and Safeguarding Children Policy

1. Introduction

2. Aims of the Policy

3. Roles and Responsibilities

3.1 Support Staff

3.2 Teaching Staff, Higher Level Teaching Assistants, Teaching Assistants and Learning Mentors

3.3 The Designated Teacher for Child Protection

3.4 Options to be considered by the DSTCP / DTCP

4.4. Action to be taken in the event of concerns:

4.1 Monitoring Child Welfare Concerns

4.2 What to do if you have concerns or a child discloses abuse

4.3 Recording

4.4 Making a Referral to Care Services

4.5 Child Protection Conferences

4.6 What to do if there is information which you do not feel should be shared with parents / carers at CPCC

4.7 Core Groups

4.8 Review Conference

5. Whole School Framework for Safeguarding Children

5.1 Staff Training

5.2 Safer Recruitment and Retention

5.3 Managing allegations against Staff

5.4 Monitoring and Evaluation of our effectiveness

5.5 Review framework

6. Procedures

6.1 The Designated Teacher for Child Protection

6.2 Reporting Procedures

6.3 Questioning Children

6.4 Physical Examination/treatment

6.5 Volunteers

6.6 'One Off' Helpers

6.7 Individuals / organisations delivering services in school

6.8 Contractors working in school

6.9 Governors

6.10 Health and Safety

Beech Hill J & I School
Protecting and Safeguarding Children Policy

1. Introduction

This policy is a statement of the aims, principles and strategies relating to safeguarding children. Our policy applies to all staff, governors and volunteers working in Beech Hill J & I School.

The health, safety and well-being of all the school community is of paramount importance to all the adults who work in the school. Our children have the right to protection regardless of age, gender, race, culture or disability. Beech Hill J & I School is committed to providing a secure and supportive environment in which children can develop and grow into mature and responsible people.

Safeguarding children is a central part of our whole school approach to ensure that:

- Every child reaches their full potential
- Children are protected from abuse and neglect

The main elements of this policy are:

- To establish a safe environment in which children can learn and develop
- To work in partnership with parents and carers, offering support, information and advice about their child's learning and development and being clear about what they can expect from the school and what is expected from them
- To fulfil our pastoral and statutory duties as set out in the Children Act 1989 and 2004, Working Together to Safeguard Children Guidance (2006), Education Act 2002 and Safeguarding Children and Safer Recruitment (2006)

By:

- a. Creating an environment whereby high standards of work, effort and behaviour are expected and rewarded with praise and encouragement.
- b. Providing a curriculum, which will enable all children to develop to their full potential and meet the Every Child Matters 5 Outcomes to Stay Safe, Be Healthy, Enjoy and Achieve, Make a Positive Contribution and Achieve Economic Well Being.
- c. Developing a school community whereby everyone feels valued and secure, show understanding of others, respect for diversity and promoting equality of opportunity and encouraging a sense of pride in our school.

2. Aims of the Policy

- To ensure all staff are aware of their roles and responsibility to safeguard the welfare of children and provide a framework for them to report anything that might indicate that a child is at risk of or suffering significant harm (child protection).
- To make all staff aware of and how to operate the Calderdale Safeguarding Children Board Policies and Procedures which are available on www.calderdale-scb.org.uk and ensure that all staff have the skills and knowledge to enable them to effectively support children who are at risk of significant harm.
- To inform all staff of the named Designated Senior Teacher for Child Protection and the named designated teacher for Child Protection at Beech Hill J & I School.
- To ensure that there is effective and appropriate communication between all staff in relation to Child Protection matters.

Beech Hill J & I School
Protecting and Safeguarding Children Policy

- To provide information to parents (through this document being available in full to parents) of our roles and duties to safeguard children.
- To ensure that a safe environment is created through the robust recruitment of staff and volunteers, in line with DCS guidance 'Safeguarding Children and Safe Recruitment in Education' 2006.
- To ensure that allegations against teachers and other staff are dealt with fairly, quickly and consistently so providing effective protection of the child.

3. Roles and Responsibilities

Schools (including independent and non-maintained schools) and further education institutions have a duty to safeguard and promote the welfare of pupils under the Education Act 2002. They should create and maintain a safe learning environment for children and young people, and identify where there are child welfare concerns and take action to address them, in partnership with other organisations where appropriate." Working Together to Safeguard Children (2006).

All Staff must be CRB checked in line with the LA guide lines and receive Safeguarding Children training every year.

3.1 Support Staff

Staff who have contact with children and young people and parents who are carers e.g. support staff should have access to **What To Do If You're Worried A Child Is Being Abused**.

All staff will be advised that they should raise any concerns directly with their line managers or the Designated Senior Teacher for Child Protection.

3.2 Teaching Staff, Higher Level Teaching Assistants, Teaching Assistants and Learning Mentors

All action taken to safeguard children will be in accordance with Calderdale Safeguarding Children Board which can be accessed on www.calderdale-scb.org.uk. All staff should access the following:

- **Section 1:** Policy Framework
- **Section 4:** Managing Individual Cases – Flowcharts
- **Section 5:** Children in Specific Circumstances (in particular Abuse of Disabled Children, Bullying, Children and Families who go missing and missing from Education, Children Moving Across Boundaries, impact of Domestic Violence Parental Mental Health and Substance Abuse, Race and Racism and other areas as required)
- **Section 6:** Allegations Against Persons who Work with Children

In addition staff are required to access the following chapters in Working Together to Safeguard Children (2006)

- **Chapter 1:** Introduction: working together to safeguard and promote the welfare of children and families (Statutory)
- **Chapter 2:** Roles and Responsibilities – relevant section (Statutory)

Beech Hill J & I School
Protecting and Safeguarding Children Policy

- **Chapter 3:** Lessons from research and inspection (Guidance)
- **Chapter 9:** Implementing the principles on working with children and their families (Guidance)

3.3 The Designated Teacher for Child Protection

The Designated Teacher for Child Protection is responsible for the management and co-ordination of the school's response to all matters related to child protection.

It is the role of the Designated Teacher for Child Protection to:

- Implement and follow statutory guidance as set out in **Safeguarding Children and Safer Recruitment in Education (2006)**
- Recognise how to identify signs of and abuse and to provide support and advice to staff on matters relating to the welfare of children including referring cases to Care Services
- Administer child protection procedures within the school including maintaining confidential child protection files, monitor child welfare concerns and where children are subject of child protection plan to ensure all actions relating to Beech Hill J & I School are carried out
- Work in partnership with parents/carers to address concerns and seek clarification from the parent/carer unless:
 - To do so would place the child at significant risk
 - There is a justifiable fear of violence
 - There is a need for immediate action i.e. a need of immediate medical attention
- Ensure all staff have access to and understands this policy
- Ensure all staff access safeguarding training commensurate with their roles and responsibilities
- The DTCP will check school records and obtain information from other staff as appropriate.

The DTCP has a range of options available and in consultation with DTCP team should make a decision as to the most appropriate action based on the information they have. **NOTE:** The DTCP may seek advice as to the most appropriate course of action by contacting either of the following:

- i) Team Manager, Initial Response (tel. 01422 361757)
- ii) Veronica Mellor, Child Protection Co-ordinator, Children and Young People's Services Directorate (Tel. 01422 394108, e-mail: veronica.mellor@calderdale.gov.uk)

3.4 Options to be considered by the DSTCP / DTCP

1. Child Protection Referrals – E.g. allegations of physical or sexual abuse, where contacting the parent/ carer may put the child at increased risk of harm.
 - Refer the matter to Care Services, as a child protection matter, without informing the parent or seeking the consent to the referral.
 - A referral should be made that day by telephoning the duty social worker – Initial Response Team. A written referral **MUST** be followed up within 24 hours.
 - A copy of the referral should be kept on the child's file.
 - Advice should be sought from Initial Response as to the most appropriate means of obtaining consent.
2. Child Protection Referral – E.g. unexplained injuries or injuries inconsistent with explanation.

Beech Hill J & I School
Protecting and Safeguarding Children Policy

- The parent should be contacted and the concerns discussed with them and the decision to refer to Care Services shared with them. Their consent to sharing information should be sought, although refusal does not prohibit the referral being made.
- Difficulty in contacting a parent should not delay the referral being forwarded to Care Services. The referral should clearly indicate that attempts to discuss the referral with the parent/ carer have been unsuccessful.
- The DSTCP should consider writing to the parent/carers to advise them of the decision to refer to Care Services and that efforts were made to contact them to discuss the matter first. It would be appropriate to include a copy of this letter in the referral to Care Services.
- A referral should be made that day to the Initial Response Team in writing.
- A copy of the referral should be kept on the child's file.

3. Child Wellbeing Concerns

- Discuss the concerns with a parent/ carer and agree a course of action such as referral to a Learning Mentor, Home School Liaison Officer, School Nurse, Voluntary Organisation, Education Welfare Officer. It may be appropriate to seek consent to undertake a Common Assessment Framework (CAF) or a referral to Care Services for an assessment of need.
- Place the child on the Vulnerable Pupil's Register with the parent/carers knowledge. Consent is not required to place a child on the school's vulnerable children's register.
- Regular meetings of the Vulnerable Pupil's Team (VPT), consisting of DTCP, Learning Mentors, EWO, HSLO to discuss children on the Vulnerable Pupil's Register and determine appropriate action to support them.
- Monitor the child's wellbeing within the school over an agreed period of time. It would be at the Head Teacher's discretion as to how/what concerns are shared with parent/carers, however the school is fully committed to informing parent/carers of concerns regarding their child's welfare.
- All such discussions with parent/carers should be recorded on the child's file.

The DTCP will be responsible for ensuring that other staff, where appropriate, are aware of concerns and any need to monitor a child.

Any concerns raised by any member of staff or volunteer should be carefully recorded. This should be recorded on the Learning Mentor's Referral Form Proforma (Appendix 7) and should include the nature of the concern, date discussed, action agreed. This will be kept with the child's records.

This information should be kept confidential, accessible by DTCP.

4. Action to be taken in the event of concerns:

4.1 Monitoring Child Welfare Concerns:

Not all situations will require a referral to Care Services for statutory intervention but may require staff to monitor the child within the school and/or a referral to specialist services within Children and Young People's Services e.g. Education Welfare Service, Behaviour Support Services, Educational Psychologist Service.

Consideration should be given to completion of a Common Assessment Framework (CAF) which is designed to help schools to identify problems early on and to establish quickly which other practitioners are working with a child and engage other services earlier and more reliably thereby addressing issues or problems early.

4.2 What to do if you have concerns or a child discloses abuse:

1. Stay calm and seek support and advice for yourself at an appropriate juncture

Beech Hill J & I School
Protecting and Safeguarding Children Policy

2. Ensure that interactions with children are child centred, appropriate and professional
3. Listen, believe, and take seriously what the child is saying to you
4. Be honest and clear about confidentiality boundaries. Children need to know that staff may not always be able to uphold confidentiality where there are child welfare concerns and will need to share them with the DTCP.
5. Allow children time and space to talk to you, avoid interrogating, investigating or examining children in your care
6. If you see a child with an injury, always ask them how they sustained the injury
7. Seek an explanation from their parents/carers unless you consider, in consultation with the DTCP that the injury is so serious to warrant immediate medical treatment and/or a referral to Care Services
8. Record details including what the child said to you, in their own words, and any parental explanation i.e. explanations for injuries etc. Ensure that the record is dated and signed (with your name and position printed underneath) – see below
9. Discuss any concerns with the DTCP and agree what action if any is to be taken.
10. If you have serious child protection concerns, do not delay in seeking advice.

4.3 Recording

Recording is essential to ensure that we safeguard the welfare of children in our care. If you have any concerns or suspicions it is important that you:

- Date and wherever possible record the time on all records. This includes the date and time that you obtained the information, and the date and time of writing the record (there is often a delay in between the two events). (Appendix 6 – Logging Your Concerns About a Child).
- Include the nature of your concerns; what gave rise to them, where, when and how.
- If a disclosure is made you must thoroughly record the context and content of your involvement. All recording must be factual. Distinguish between fact and opinion.
- Discuss these with the DTCP.
- Remember that a child's welfare and protection is paramount.

4.4 Making a Referral to Care Services

It is the responsibility of the Designated Senior Teacher for Child Protection to manage any referrals to Care Services, they will;

- Obtain Consent for a referral to Care Services unless to do so would place the child at increased risk of Significant harm
- Undertake appropriate enquires to ascertain whether
 - The child has previously been on the Child Protection Register or is subject of a Child Protection Plan
 - There have been previous concerns

Beech Hill J & I School
Protecting and Safeguarding Children Policy

- A Social Worker or other services have been or are currently involved with the child and family
- Retain a copy of the Referral and Initial Information Record on the child's file

In the absence of all of the Designated Senior Child Protection Teacher then it is the responsibility of another Designated Child Protection Teacher. In their absence a member of the Senior Leadership Team will undertake the role of the Designated Senior Person for Child Protection. Should all members of staff be absent then support and advice is available from the Child Protection Co-ordinator (Learning Services) – Veronica Mellor, Child Protection Co-ordinator, Children and Young People's Services Directorate (Tel. 01422 394108, e-mail: veronica.mellor@calderdale.gov.uk)

4.5 Child Protection Conferences

The decision to convene a child protection conference is made by Care Services, either following a Child Protection Investigation or as a result of an accumulation of concerns over time.

Once the decision has been reached to convene a CPCC Care Services have a maximum of 15 days in which to hold a meeting.

The DTCP will attend all initial CPCC's on children who attend Beech Hill J & I School. A written report must be provided for each CPCC. The following information should be included in the report.

- Attendance history
- Any concerns about the child from the school files – including dates and times of such concerns.
- Any actions and outcome of concerns within school
- Information about Parent/School communication and relationship, including the parent/carer's response to any specific concerns identified.
- The child's presentation and behaviour
- The child's academic progress
- Comments/observations made by other staff who have significant contact with the child (e.g. support staff, class teacher)
- Any other information known about the family
- Any strengths or positive attributes that the child and his/her parents/carer have.
- Any other relevant information.

The report should be shown and discussed with the parent/ carer prior to the CPCC. It will be shared with them at the conference and it is helpful for them to have had the opportunity to read and discuss it prior to the conference.

A copy of the report must be forwarded to the conference chair no less than one working day prior to CPCC.

A copy of the report to CPCC should be retained on the child's school file.

When received, a copy of the minutes and any agreed protection plan will be kept on the school CP file.

4.6 What to do if there is information which you do not feel should be shared with parents / carers at CPCC.

The DTCP must contact the Chairperson of the CPCC prior to the meeting. They will discuss the appropriateness of keeping information confidential and if necessary, the Chairperson will make arrangements to manage this. The decision rests with the chairperson of the CPCC.

4.7 Core Groups

All children whose names are placed on the Local Safeguarding |Children's Board list of children subject to a Child Protection Plan will have a Core Group of professionals who are responsible for safeguarding their wellbeing and implementing the Child Protection Plan.

Beech Hill J & I School Protecting and Safeguarding Children Policy

The Core Group will meet regularly, (approximately every 6 weeks) and it is the responsibility of the Key Worker (within Care Services) to convene and co-ordinate these meetings.

Where a representative from the school is a member of the Core Group they should ensure that all reasonable efforts are made to attend meetings.

4.8 Review Conference

A Review Conference is a meeting which is held to review the child protection plan and to decide whether or not a child should remain subject to a child protection plan. The DTCP should attend such meetings for any child that attends Beech Hill J&I School.

A written report will be required (See Child Protection Conferences).

5. Whole School Framework for Safeguarding Children

5.1 Staff Training

All staff will be made aware of this policy part of the school's induction process and will be required to undergo training in order to raise their awareness and understanding of safeguarding children and child welfare issues. In addition child protection training will form part of the whole school staff training in the autumn term of each year.

The monitoring and evaluation of staff training will form part of the report to governors in the summer term and will be published in the Head's end of year report to Governors.

5.2 Safer- Recruitment and Retention

Beech Hill J & I School is committed to adopting recruitment and selection procedures and other human resources management process that help to deter, reject or identify people who might pose a risk to children or are otherwise unsuited to work with them.

Two of the most important features of safer recruitment are **deterrence** and **prevention**. Deterrence is about ensuring that the rigour of the process and the determination of the selectors to do all in their power to avoid the appointment of unsafe people are so apparent that unsuitable applicants will not apply for posts. Prevention is about ensuring that as much information as possible is gleaned beforehand to prevent those unsafe people, should they apply, from gaining access to children.

Beech Hill J & I School will implement statutory guidance as set out in **Safeguarding Children and Safer Recruitment (2006)** and to follow the Council's **Schools Personnel Guidelines**.

5.3 Managing allegations against Staff

It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with fairly, quickly and consistently, in a way that provides effective protection for the child, and at the same time support the person who is the subject of the allegation.

Whereby an allegation or concern has been expressed regarding the actions or in-action of staff including situations where it is alleged that a person who works with children has:

- Behaved in a way which has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way which indicates that he/she is unsuitable to work with children

all allegations will be managed in accordance with Appendix 5 of Working Together to Safeguard Children (2006), Calderdale Safeguarding Children Board procedures and Chapter 5 of Safeguarding Children and Safer Recruitment in Education (2006).

Beech Hill J & I School
Protecting and Safeguarding Children Policy

The Local Authority Designated Officer (LADO) will be informed and involved in the management and oversight of individual cases from all partner agencies of the Calderdale Safeguarding Children Board.

In the event of an allegation or an expression of concern being made about the DSTCP, the allegation will be managed by the Deputy Head and the Chair of Governors.

5.4 Monitoring and Evaluation of our effectiveness

Section 175 of the Education Act 2002 sets down that “the governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school”. This section of the Act came into effect from 1st June 2004.

Therefore the Governing Body shall:

- Support and assist the Designated Senior Teacher for Child Protection in their role, including regular training in order to fulfil their responsibilities
- Ensure that this policy is kept up to date and consistent with Calderdale Safeguarding Children Board procedures and government guidance
- Have in place systems to identify any deficiencies or weaknesses with regard to safeguarding children arrangements and seek ways to remedy these
- Ensure that safeguarding children is a collective responsibility for the whole school and an integral part of the corporate and strategic role of the governing body
- Ensure that all staff receive child protection training commensurate with their roles and responsibilities
- Undertake an annual review of child protection activity within the school, including allegations against staff

5.5 Review framework

The policy should be reviewed annually (or sooner in the event of revised legislation or guidance) in relation to the aims and content of other relevant school policies.

Signed.....Head Teacher Date.....

Signed.....Chair of Governor Date.....

Review Date:

Copy to: Child Protection Co-ordinator (Learning Services)
Heath Training and Development Centre, Free School Lane, Halifax HX1 2PT

Beech Hill J & I School
Protecting and Safeguarding Children Policy

Procedures

1. The Designated Teacher for Child Protection

The school has three Designated Teacher – Child Protection (DTCP). These are Jonathan Moss (Headteacher), Shameem Hussain (Deputy Headteacher), Sue Leaper (INCO). Jonathan Moss (Headteacher), is the Designated Senior Teacher – Child Protection (DSTCP). These people are responsible for the management and co-ordination of the schools response to all matters related to Safeguarding Children. All DTCPs will meet on a regular basis to share information and discuss possible action.

2. Reporting Procedures

Refer to Appendix 4 – Safeguarding Flow Chart

Refer to Appendix 5 – What to do if you have concerns or a child discloses abuse.

Refer to Appendix 6 – Logging a concern about a child

Refer to Appendix 7 – Refer to Learning Mentor

3. Questioning Children

Do not question the child in any detail as this is a specialist role and inappropriate questioning may be detrimental to the child and/or to any legal case which may be brought. However, if a child wishes to talk then listening and providing reassurance to the child is appropriate followed by immediate referral to the DTCP.

4. Physical Examination/treatment

Observe as much as you can of the injury without making a detailed physical examination. Make a record using the appropriate body map. **Do not examine the child intimately in any way. Where you feel immediate treatment is necessary follow the school's First Aid Policy or refer to the DTCP and record action as appropriate.**

5. Volunteers

Although there will not be a formal recruitment process, the Head Teacher will be responsible for ensuring that all volunteers are suitable for that role. This will be achieved by:

- All volunteers must complete a Personal Details and Declaration Form – see Appendix 1 (Part 1 & 2)
- Informal discussion with the volunteer to assess suitability
- Verification of identity and consideration of the need for references
- Completion of Enhanced Disclosure –CRB check
- Once these checks have been completed satisfactorily the Head Teacher will approve the Volunteers Application.

NOTE: The Head Teacher has the discretion to allow volunteers to work within the school once the Application form is completed and the CRB references applied for. This discretion should only be used when the volunteer is already known to the school and when verbal references have been satisfactorily completed. In such instances the Head Teacher should also make a verbal check of List 99 by contacting the Personnel and Recruitment Section in Schools and Children's Services, Northgate House. Any such action and the results of verbal checks should be documented with the volunteers application form.

6. 'One Off' Helpers

The only exception to the procedures outlines in Section 5 are when the volunteer's role is 'one-off' assistance and does not require them to be left alone with children. This is at the discretion of the Head Teacher.

Beech Hill J & I School
Protecting and Safeguarding Children Policy

Safeguarding Children and Safe Recruitment In Education 2006 states ‘ that volunteers who do not have regular contact – regular meaning less than once a month and less than three times are not required to be CRB checked. However they will not be left unsupervised or have unsupervised direct contact with a child.’

In such circumstances, helpers will be asked to complete Part 1 of the Personal Details and Declaration for volunteers.(Appendix 1)

The Head Teacher should also consider the appropriateness of checking List 99 via Personnel as outlined in Section 5.2

7. Individuals / organisations delivering services in school

The individual or representative of a company delivering a service within school must complete ‘Details of Organisations / Individuals Delivering Services Within School’ Form (Appendix 2). External sport’s coaches / tutors / instructors will be asked to complete Part 1 of the Personal Details and Declaration for volunteers. (Appendix 1)

8. Contractors working in school

A representative from the contracting company must complete ‘Standards expected of contractors within Beech Hill J & I School’ Form (Appendix 3)

9. Governors

All Governors must be CRB checked.

The named governor with designated responsibility for Safeguarding Children is **Ben Lewis**. He is responsible for attending the relevant training provided by Calderdale. The Designated Governor is responsible for ensuring that the governing body are familiar with the school’s policy and procedures.

10. Health and Safety

In accordance with the school’s Health and Safety Audit it is the responsibility of all adults working within school to report any concerns they have regarding any aspects of children’s safety to the designated person.

At Beech Hill School the designated member of staff for Health and Safety is Jonathan Moss (Headteacher), assisted by John Gilling (Site Manager).

**Beech Hill J & I School
Protecting and Safeguarding Children Policy**

APPENDIX 1: PART 1

**Beech Hill J & I School: Volunteers and Helpers / Temporary Lunchtime Supervisors
Personal details and declaration**

First Name: Date of Birth:.....

Family Name:

Address:

.....

.....

.....

I understand that as a “one off” volunteer / helper and or temporary lunchtime supervisor in school I will not be responsible for the supervision or care of children without a member of staff being present.

I confirm that I have never been convicted or cautioned for an offence against a child.

Signed:

Date:.....

Record of “one off” helping sessions

A MAXIMUM of three visits is allowed, thereafter a CRB MUST be completed:

Date	Name	Activity

Approved by Headteacher:

**Beech Hill J & I School
Protecting and Safeguarding Children Policy**

APPENDIX 1: PART 2

**Beech Hill J & I School: Volunteers and Helpers / Temporary Lunchtime Supervisors
Personal details and declaration**

Please give details below of the names of two people (not relatives) who are able to provide references for you:

Reference One	Reference Two
Name: Address: Tel No: How do you know this person? 	Name: Address: Tel No: How do you know this person?

Please also complete the application for a CRB check, this pack will be given to you by Claire Bickle in the school office.

You cannot commence volunteering until all references have been received and approved by the Headteacher.

Headteacher's Authorisation:

I confirm that I have read and approved the two references and CRB check for the above named and that they are approved to work in school as a volunteer.

Signed:

Date:

(To be completed by school office)

Please tick if CRB Check underway / completed

**Beech Hill J & I School
Protecting and Safeguarding Children Policy**

**APPENDIX 2
Details of organisations / individuals delivering services within school**

Name of Organisation:

Name of Manager / Owner:

Address:

.....

.....

.....

Tel No:

Details of service to be delivered:

Relevant Qualifications:

Details of staff delivering the services:

Name	DOB	Address	Date CRB checked

**Beech Hill J & I School
Protecting and Safeguarding Children Policy**

**APPENDIX 3
Standards expected of contractors**

1. All contractors working within Beech Hill J & I School will be expected to show ID that confirms their employer
2. The organisation must have Public Liability Insurance
3. The organisation must have a child protection policy; or agree to work within the CP policy of Beech Hill j & I School
4. The organisation will ensure that all staff and volunteers used understand their role and responsibilities with regard to Child Protection and as such, any concerns about a child / staff / volunteer will be referred to the designated teacher with overall responsibility for Child Protection

DECLARATION:

I confirm that the standards set out above will be adhered to at all times.

Name of Organisation:

Name of Manager / Owner:

Company Address:

.....

.....

.....

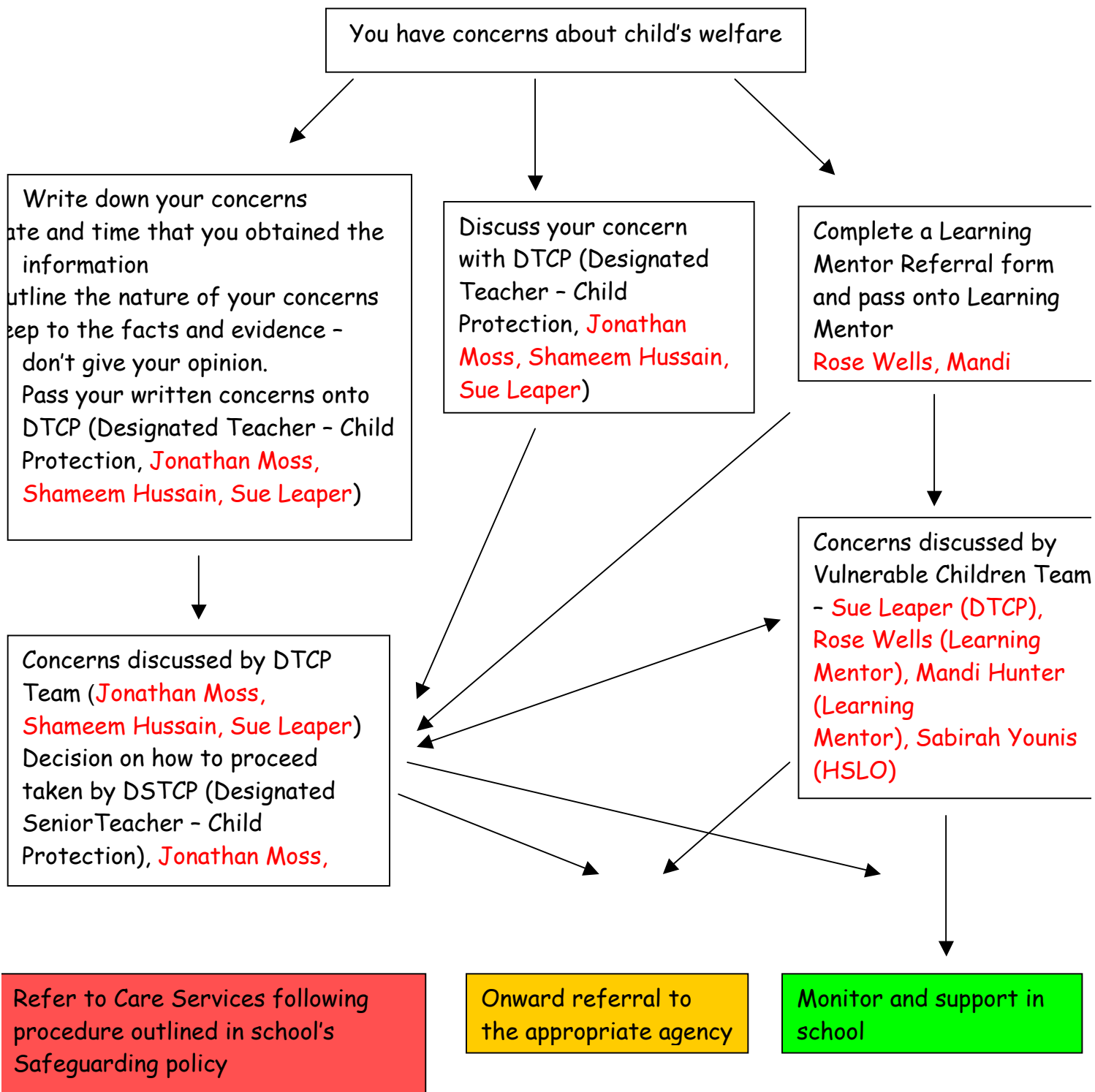
Tel No:

Signature: Date:

Beech Hill J & I School
Protecting and Safeguarding Children Policy

Appendix 4

What to do if you have concerns about a child's welfare at Beech Hill School





Appendix 5

What to do if you have concerns or a child discloses abuse:

- 1 Stay calm and seek support and advice for yourself at an appropriate juncture
- 2 Ensure that interactions with children are child centred, appropriate and professional
- 3 Listen, believe, and take seriously what the child is saying to you
- 4 Be honest and clear about confidentiality boundaries. Children need to know that staff may not always be able to uphold confidentiality where there are child welfare concerns and will need to share them with the DTCP.
- 5 Allow children time and space to talk to you, avoid interrogating, investigating or examining children in your care
- 6 If you see a child with an injury, always ask them how they sustained the injury
- 7 Seek an explanation from their parents/carers unless you consider, in consultation with the DTCP that the injury is so serious to warrant immediate medical treatment and/or a referral to Care Services
- 8 Record details including what the child said to you, in their own words, and any parental explanation i.e. explanations for injuries etc. Ensure that the record is dated and signed (with your name and position printed underneath) – see below
- 9 Discuss any concerns with the DTCP and agree what action if any is to be taken.

If you have serious child protection concerns, do not delay in seeking advice

**Beech Hill J & I School
Protecting and Safeguarding Children Policy**

**APPENDIX 6
Logging a concern about a Child's Safety and Welfare**

Pupil's Name:		DOB:	
Date:		Time:	
Name:		Signature:	
Position:			
Note the reason(s) for recording the incident			
Record the following factually		Who?	
		What?	
		Where?	
		When?	
Offer an opinion where relevant (how and why might this have happened?)			
Substantiate the opinion. Note action taken, including names of anyone to whom your information was passed.			

Check to make sure your report is clear now – and will also be clear to a stranger reading it next year. Ensure dates are in full.

PLEASE PASS THIS FORM TO YOUR DESIGNATED TEACHER FOR CHILD PROTECTION – JONATHAN MOSS, SHAMEEN HUSSAIN OR SUE LEAPER