

Beechlawn School

'Raising Standards through Excellence'
www.beechlawnschool.org.uk



Child Protection Policy

Parental Copy

Revised October 2012, reviewed September 2013 and adopted by the Board of Governors on 12th November 2013

CHILD PROTECTION POLICY & PROCEDURES

BEECHLAWN SCHOOL SAFEGUARDING TEAM

Mr A Corrigan	Designated Teacher
Ms J Holmes	Deputy Designated Teacher
Mrs B Green	Principal & Board of Governors Child Protection
Mr D Nightingale	Board of Governors Child Protection
Mr M Busch	Board of Governors Child Protection

INTRODUCTION

- The staff and governors of Beechlawn School recognise that we have a primary responsibility for the care, welfare and safety of the pupils in our charge. We recognise that all staff including volunteers will have a full and active part to play in safeguarding our pupils. One way in which we seek to protect our pupils is by helping them learn about the risks of possible abuse, helping them to recognise unwelcome behaviours in others and acquire the confidence and skills they need to keep themselves safe.
- **The welfare of each child is our paramount consideration.**

AIMS OF THE POLICY

- To ensure that all members of staff are aware of the great need to safeguard pupils from harm, significant risk of harm or any level of abuse.
- To ensure that all members of staff are aware of their responsibilities in being alert to, and reporting their concerns about any, possible instances of abuse.
- To emphasise the need for clear communication.
- To ensure that members of staff are familiar with the established procedures for the protection of children and the reporting of concerns.
- To ensure the monitoring of children known or thought to be at risk through Pastoral Care.
- To develop and promote effective working relationships with other agencies, especially Social Services and the P.S.N.I.
- To ensure that all staff and volunteers within Beechlawn that have access to children have been checked as to their suitability.

DEFINITION OF CHILD ABUSE

Children may be abused by a parent, a sibling or other relative, a carer, someone known to them or by a stranger, who may be an adult or a young person. The abuse may be the result of a deliberate act or of a failure on the part of a parent or carer to act or to provide proper care, or both.

Abuse may include any or all of the following;

Neglect

Physical Abuse

Sexual Abuse

Emotional Abuse

Domestic Abuse

Any disclosure of domestic violence will result in an immediate referral to the Gateway Team (Social Services).

PROCEDURES

- Our school procedures for safeguarding children will be in line with S.E.E.L.B and Department of Education procedures (**see appendices A, B & C**).
- **The Designated Teacher for Child Protection is Mr Corrigan.** In his absence **Ms Holmes Deputy Designated Teacher**) will assume responsibility for Child Protection matters. In the absence of the **Designated Teacher and Deputy Designated Teacher Mrs Green, Principal** will have responsibility for Child Protection.
- Our procedures are regularly reviewed and up dated.
- All staff will receive child protection awareness training annually.
- All new members of staff are given a copy of our child protection procedures as part of their induction into the school.
- Parents will be given a parent friendly copy of our Child Protection Policy annually.
- **If a child makes a disclosure to a teacher or other members of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff must act promptly.**

RECORDING/REPORTING

- Where a member of staff becomes aware of signs which cause concern, or where a pupil discloses information he/she will:-
 - * Talk to the pupil with tact and sympathy.
 - * Listen carefully, but not to enquire too deeply or carry out an investigation.
 - * Maintain factual notes. When? Where? Who? What? Record the words the child used.
 - * Make sure all notes are dated and signed.
 - * Make concerns known to the **Designated Teacher for Child Protection (Mr Corrigan)** or to the **Deputy Designated Teacher (Ms Holmes)**.
 - * Ensure the pupil understands that confidentiality cannot be guaranteed – that you will have to pass the information on to the Designated Teacher.
- The Designated Teacher will discuss the matter with the Principal and Deputy Designated Teacher as a matter of urgency to plan a course of action, and ensure that a written record is made.
- The Designated Teacher in consultation with the Principal will decide whether, in the best interests of the child, the matter needs to be referred to Social Services. **If there are concerns that the child may be at risk,**

The Designated Teacher or DDT will make a referral by telephone to the Duty Social Worker Gateway Service (0300 1000 300) in the first instance. This will be followed up with a completed UNOCINI to South Eastern Health & Social Care Trust, Stewartstown Road Health Centre, 212 Stewartstown Road, Dunmurry, BT17 0FB

Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.

A copy of the UNOCINI will be sent to (CPSSS) S.E.E.L.B Designated Officer for Child Protection.

A copy of the UNOCINI will be kept in the pupils file.

The Designated Teacher may seek clarification or advice and consult with S.E.E.L.B, Designated Officers for Child Protection or Social Services before a referral is made. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. **The safety of the child is our first priority.**

Where there are concerns about possible abuse, the designated teacher will inform :

- * The Gateway Team
- * S.E.E.L.B Designated Officer for Child Protection.

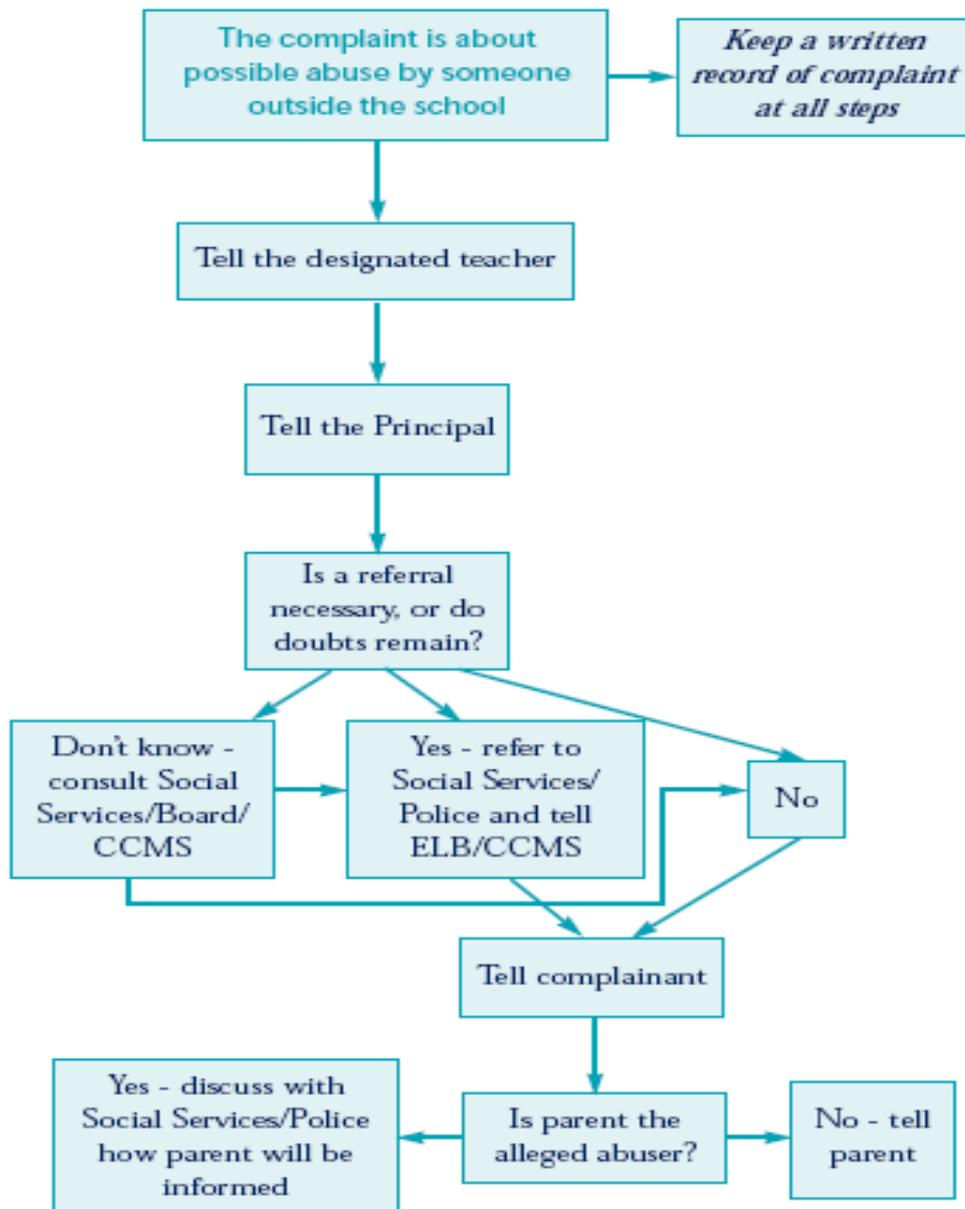
CONFIDENTIALITY

- We recognise all matters relating to Child Protection are confidential.
- The Principal and Designated Teacher will only disclose any information about a pupil to other members of staff on a need to know basis. Staff may need to share this information with other professionals in order to safeguard the child.
- All staff are aware that they cannot promise confidentiality.

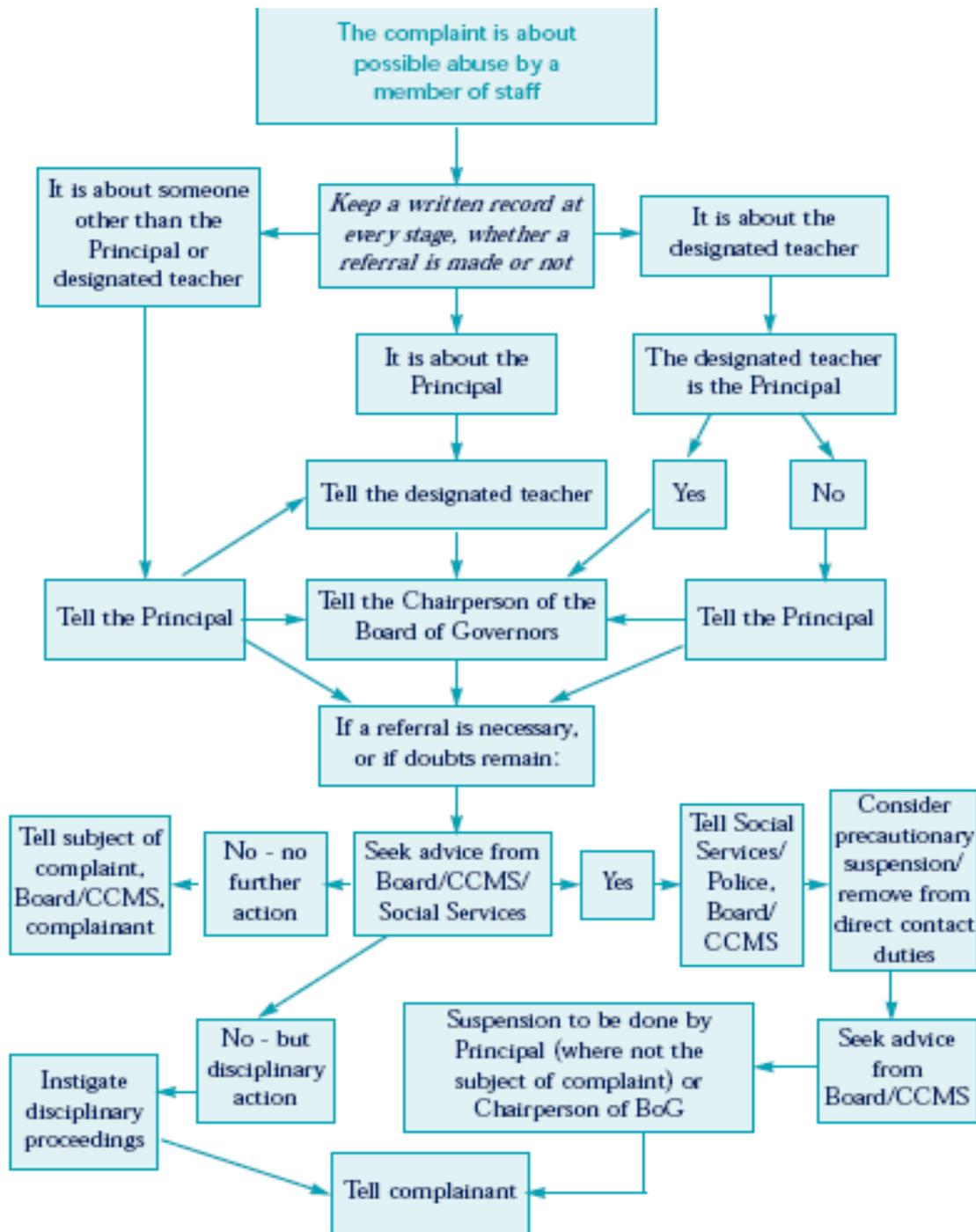
MAINTAINING RECORDS

- If Social Services inform the school that the child's name has been placed on the Child Protection Register, the school will maintain a record of this fact, and associated documentation from Social Services, in the Child Protection file while the pupil continues to attend Beechlawn.
- If a child changes school, we will pass on all notes of a child protection nature recorded in Beechlawn School, to the receiving school.

Procedure where the school has concerns, or has been given information, about possible abuse by someone other than a member of the school' staff.



Procedure where a complaint has been made about possible abuse by a member of school's staff.



How a parent can make a complaint.

