



### **Child Protection Policy (Primary)**

**This policy applies to all staff, governors and volunteers working in, or on behalf of, the Academy.**

At Isaac Newton Primary Academy our aim is to equip every student with the knowledge, learning power and character necessary for success at university and beyond. We are committed to safer recruitment and to the welfare and protection of young people in order to ensure that all students thrive and reach their potential.

Every person working at the Academy shares the objective of helping to keep children safe by:

- ensuring that the Academy provides a safe environment, free of bullying and other forms of harassment, in which children can learn and develop
- identifying children who are suffering or likely to suffer abuse and taking appropriate action with the aim of making sure they are kept safe both at home and in Academy
- teaching children to act safely in and outside of the Academy and on the internet.

We recognise that some children may be especially vulnerable to abuse. We are committed to doing our best to identify such students and to working with the appropriate authorities to support and safeguard them.

All members of staff are expected to follow the Child Protection Policy. All staff are inducted in Child Protection procedures on arrival at the Academy and re-trained at least every three years to ensure that they understand the role they play in this key area of the safeguarding of young people. A record of each member of staff's most recent training is kept alongside the Academy's single central record.

All guidance throughout the policy has been taken from the All London Child Protection Guidelines.

#### **Background information.**

N.S.P.C.C. statistics show that 1 in 5 girls and 1 in 10 boys suffer sexual abuse during childhood (i.e. 5 or 6 per class group on average).

Three quarters of the 11 million children in the UK are considered to be vulnerable. There were 46,000 children on the Child Protection Register in 2010.

## **What is child abuse?**

Child abuse is the repeated maltreatment or neglect of a child by parents/carers or other persons, resulting in significant injury or harm.

It may be:

physical	beating; shaking, burning
emotional	shouting, belittling, teasing
neglect	failure to provide warmth, attention
sexual	incest, rape, indecent sexual activity

Female genital mutilation (FGM) and forced marriages are also considered forms of child abuse and must be treated as such if they are suspected.

Domestic violence is considered to be a form of child abuse and should be treated as physical or emotional abuse as appropriate.

The effects of child abuse are severe and may result in an inability to love or trust, crippling injuries, violent or criminal lifestyle and death. Abused children often become abusers in adult life and a chain of abuse is set up.

## **Common signs of child abuse**

The following list is not prescriptive and many of the signs listed will not necessarily indicate abuse. They can only act as a guide.

- Repeated injuries - bruises, welts, burns – parents / carers may seem unconcerned or deny anything is wrong.
- Neglected appearance - badly nourished, inadequately clothed, wandering the streets at all hours.
- Disruptive behaviour - aggressive, negative behaviour is a cry for help.
- Passive, withdrawn - shy and friendless - may be problems at home.
- Highly critical parents - disciplining children when unrealistic standards are not met.
- Isolated families - don't share in school or community activities - resent friendly contact and offers of help.

Potential indicators of sexual abuse:

- Loss of self esteem
- Significant lack of self-care e.g. dirty clothing
- Inappropriate use of sexual talk or sexualised behaviour
- Wetting/soiling
- Fearful of physical contact
- Eating disorders, substance/drug abuse, cutting etc.

## **Responsibilities of Staff at Isaac Newton Academy**

It is not the responsibility of Academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. They have a duty, however, to recognise concerns and maintain an open mind. Accordingly, all concerns regarding the welfare of students must be recorded and discussed with the Child Protection Officer prior to discussion with parents/carers.

Issues that require immediate reporting by staff:

- any suspicion that a student is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a student may have suffered harm (e.g. worrying drawings or play)
- any concerns that a student may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a student is presenting signs or symptoms of abuse or neglect
- any significant changes in a student's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to students (e.g. living in a household with children present).

## **Responding to disclosure**

Disclosures or information may be received from students, parents/carers or others. The Academy recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff should handle disclosures with sensitivity. Such information cannot remain confidential. Every member of staff at Isaac Newton Academy must pass on any concerns they may have about a student to the Child Protection Officer. Staff must be aware that they cannot promise a student to keep secrets which might compromise the student's safety or well-being, or that of another student. They also have a professional responsibility to share information with other agencies in order to safeguard students.

It is recognised that dealing with a disclosure from a student and with child protection cases in general is likely to be a stressful experience. Staff are supported by being provided with an opportunity to talk through their anxieties or concerns with the Child Protection Officer. In cases of serious abuse or trauma, the support of a counselling service will be sought for the member of staff concerned. The Child Protection Officer also has access to support, as well as access to appropriate workshops, course and meetings.

## **Child Protection Procedures**

### Procedures to follow if a student discloses to a member of staff that he/she is being abused

The member of staff should:

- a) Believe the child, no matter how hard it is. It is NOT the member of staff's role to decide if the child is telling the truth. The member of staff should under no circumstances promise confidentiality. The disclosure cannot be kept a secret, so he/she should not agree to this but should tell the student that the information will have to be passed on to the CP Officer
- b) Control his or her emotions and stay calm. Fear and anger can frighten the child. The student should not be blamed, punished or made to feel embarrassed. The member of staff should try not to appear shocked and remain calm for the child's sake
- c) Give the pupil emotional support by reinforcing that he/she is not to blame and is right to tell someone. They should reassure the student that he/she is safe and let him/her ask questions. The member of staff should not ask the child any questions. If the child is questioned, this could be seen as 'leading' if the case goes to court
- d) Write up an account of the disclosure on the appropriate form, where possible using the actual words spoken by the student. This should be passed immediately to the Child Protection Officer
- e) Contact the Child Protection Officer immediately for advice on how to proceed.

The Child Protection Officer will contact, take advice from the Local Area Designated Officer (LADO) and make a written referral to social services or Education Welfare Service, where appropriate. These agencies will deal with examination and treatment of injuries, psychological and emotional support for the student and where appropriate, family protection from the abuser. A member of staff who makes a CP referral is unlikely to get feedback about the progress of the referral as all information is confidential.

### Procedures to follow if there is suspicion of abuse but no disclosure

- a) The member of staff should make a brief record of everything, including times and dates of all discussions with the student, and inform the Child Protection Officer immediately. Any notes taken should be kept safe and confidential.
- b) The Child Protection Officer will take advice from the local authority and a decision will be made whether to make a referral as above or to hold the matter as a 'school concern'.
- c) If a suspicion arises again about the same student, a referral will be made as above.

### **Disclosure by a Third Party**

If a third party eg. a parent, neighbour or a member of the public discloses information, he/she should be encouraged to report their concerns directly to social services or the police. This can be done anonymously if necessary. The school also has a duty to pass such concerns onto the appropriate agency. This will be done by the Child Protection Officer.

### **Children who Sexually Abuse**

Children can pose a threat to other children either physically or sexually. Any such behaviour of this nature from one student to another must be reported and followed up by the Child Protection Officer according to the Academy's child protection procedures. In such a circumstance, both the perpetrator and the victim may need specialist support. The Academy's Anti-Bullying Policy will also be referred to, if appropriate.

If in doubt about any of the CP procedures, the member of staff should discuss the matter with the Child Protection Officer. It is best to err on the side of caution when concerned with child abuse. ALL concerns about CP issues should be reported. The Child Protection Officer and the LADO will decide on the next stages of intervention.

### **Adults who are abused**

At Isaac Newton Academy we are committed to providing a safe environment, free of bullying and other forms of harassment, for every member of the school community. We are aware that adults can be the victims of abuse and will take seriously any disclosures of abuse of adults. The abuse may be from adult to adult or from child to adult. Any concerns should be reported to the CP officer who will consult the relevant agencies before deciding on the most appropriate form of intervention. The Academy's Anti-Bullying Policy will also be referred to, if appropriate.

### **Responsibilities of the Child Protection Officer**

This role is undertaken by a member of the Leadership Team, either the Vice Principal, Primary Headteacher or the SENCO, and is key to ensuring that the correct procedures and policies are in place and are followed with regard to Child Protection issues. All matters relating to child protection are confidential. The Child Protection Officer will only disclose information to other staff on a need-to-know basis.

Following any information raising concern, the Child Protection Officer will consider:

- any urgent medical needs of the child
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. Local Area Designated Officer
- the student's wishes.

In accordance with the procedures or advice of the local safeguarding children's board, he/she will:

- talk to parents/carers, unless to do so may place a student at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- make a child protection referral to children's social care because a student is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately, or not to make a referral at this stage
- decide whether further monitoring is necessary, or
- decide whether it would be appropriate to undertake an assessment and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. Any referrals to social services will be accompanied by a standard referral form.

### **Action following a child protection referral**

The Child Protection Officer will:

- inform ARK Schools (Head of Operations)
- make regular contact with the social worker involved to stay informed
- attend strategy discussion meetings
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences if the child or children are placed on the Child Protection Register,
- inform the key worker in the social care department immediately when a child on the child protection register moves from the Academy or goes missing
- record and maintain accurate records as soon as practicable and clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated.
- Retain all Child protection documentation in a Child Protection file, separate from the child's main file. This will be locked away and only accessible to the Principal/Child Protection Officer.

### **Responsibilities of the Principal**

The Principal is responsible for ensuring that the procedures are in place for handling cases of suspected abuse which involve allegations made against members of staff. These must be consistent with the procedures agreed by ARK Schools. All allegations of a CP nature made against a member of staff must be reported directly to the Principal, the Primary Headteacher or in her absence to the Vice Principal or the Chair of Governors.

The Principal is responsible for ensuring that the Child Protection Officer is able to discharge their duties and receives regular appropriate training and support to enable them to fulfil their

role within the school. The Principal is required to support the Child Protection Officer in raising staff awareness, parental awareness.

The Principal will make reference to the staff disciplinary policy where appropriate.

### **Responsibilities of the Governing Body**

All Governors are familiar with the content of the CP policy. The Governing Body has a requirement to ensure that safer recruitment procedures and effective disciplinary procedures are in place, both of which should be guided by Education Regulations 2003.

### **Safeguarding and Child Protection Training for Staff**

All staff at Isaac Newton Academy are trained in safeguarding and child protection. Induction for new staff includes CP training, and any staff who join the school mid-year, are given CP training following their appointment. All staff at Isaac Newton Academy receive child protection training at least every three years, delivered by the Child Protection Officer. The Child Protection Officer receives regular CP refresher training, at least every three years. The Child Protection Officer has a duty to keep up to date with the latest guidance and has access to appropriate workshops, course or meetings. All temporary staff and volunteers are given guidance by their line managers about their safeguarding responsibilities. They will be directed to familiarise themselves with the relevant policies and where to access them. The Principal, the Primary Headteacher, the Vice Principal and FRD have undertaken Safer Recruitment training. The Educational Visits Co-ordinator receives relevant training on safeguarding children. All leaders of educational visits have a duty to be familiar with the Educational Visits Policy and are guided by their Line Manager with particular elements of Health, Safety and Welfare.

### **Awareness Training for Students**

We recognise that it is important to make students aware of behaviour towards them that is not acceptable and how they can keep themselves safe. Opportunities for pupils to learn about safekeeping, who to ask for help if their safety is threatened and how to develop a safer lifestyle are provided through:

- assemblies
- outside speakers
- health and Safety training in practical subjects
- issues raised through content in other curriculum areas, such as Sex and Relationship Education in Science, safe use of digital technology in ICT
- daily contact with form class lessons
- e-Safety Policy.

## **Inter-Agency Procedures**

We ensure that effective working relationships are developed with all external agencies involved in safeguarding and Child Protection. The Child Protection Officer contacts the LADO/Social Services or other relevant agencies for advice where there are sufficient concerns regarding a student's safety and welfare. If a referral to Social Services is accepted, a written referral, together with any disclosure reports, is faxed and sent within one working day, but preferably on the day of the disclosure if possible. It is agreed with the recipient of the referral, what the student and parent/carer will be told, by whom and when. Social Services decide on the next course of action within one working day and feed back to the referrer. If Social Services make an initial assessment which confirms concerns about the student's safety, a Social Worker and/or Child Protection Police may interview the student. If no emergency action is necessary, an initial assessment will be completed by Social Services within 7 working days and fed back to the referrer. The Child Protection Officer keeps relevant staff informed on a need to know basis. This is likely to include the Primary Headteacher and the Principal. Students who have been identified as "at risk" are monitored by the Designated Senior person, and further action is taken if necessary. The Child Protection Officer or appropriately informed member of staff attends a strategy meeting or case conferences or other multi-agency planning meetings and written reports are produced for these meetings. If a student is the subject of a Child Protection Plan, the assigned Social Worker is informed of any concerns, exclusions or changes in the child or their circumstances. If a student subject to a Child Protection Plan is absent for 2 days without a satisfactory explanation, the EWO is informed. Confidential Safeguarding and Child Protection records are transferred securely to a student's new school within 5 working days of their starting there. Ark Schools is kept up-to-date annually with information about Child Protection issues at the Academy

## **Looked After Students**

The member of staff i/c looked after students has a responsibility to ensure that:

- they attend appropriate training or meetings as organised by the Local Authority or ARK Schools and keep up-to-date with the latest legislation and guidance
- a register is kept of all Looked After Students (LAS)
- their progress is reported on annually to the Local Authority
- relevant information and documentation is prepared for a Personal Education Plan (PEP) Meeting co-ordinated every 6 months by the student's Social Worker
- the assigned Social Worker is informed of any concerns, exclusions or changes in the student or their circumstances
- the Academy is represented at Looked After Students' Reviews
- excluded Looked After Students are offered alternative arrangements for their education from the first day of an exclusion and the Social Worker and Local Authority are informed
- the agency appointed with responsibility for checking the attendance of Looked After Students is given accurate daily information by the admin team member i/c attendance
- the Local Authority Children's Service is notified if it is believed that a child is living with someone in a private arrangement.



## **Students with Special Needs**

We recognise that children with special needs may be especially vulnerable to abuse and we expect staff to take extra care to interpret apparent signs of abuse in students with SEN. We provide a school environment in which all students, including those with Special Educational Needs, disabilities or medical needs can feel confident and able to discuss their concerns. The Child Protection Officer works closely with the SENCO where necessary, to ensure that students with special needs, in relation to Child Protection issues, are responded to appropriately e.g. for a student with communication needs.

## **Supporting the child and partnership with parents**

The Academy recognises that the child's welfare is paramount and that good child protection practice and outcomes rely on a positive, open and honest working partnership with parents/carers. Whilst, on occasion, we may need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any student, acting with the advice of the local children's safeguarding board as appropriate. We will provide a secure, caring, supportive and protective relationship for the student. Students will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why. We will endeavour always to preserve the privacy, dignity and right to confidentiality of the student and parents/carers. The Child Protection Officer will determine which members of staff need to know personal information and what they need to know to support and protect the student.

## **Related School Policies, Procedures and Guidance Documents**

We acknowledge that safeguarding is not just about protecting children from deliberate harm but includes issues addressed in the following school policies:

- Absence from school - Attendance Policy
- Bullying - Anti-Bullying Policy and Positive Behaviour for Learning Policy
- Complaints and Allegations against Staff
- Drug and Substance Misuse and SRE Policy
- First Aid and Medical Care
- Harassment, Racist Abuse and Discrimination – Equal Opportunities Policy
- E-Safety Policy
- Parental Involvement – Home /Academy Agreement and Parental Engagement Policy
- Physical Intervention – Restraint Policy
- Safety Procedures and Security – Health and Safety Policy and Evacuation Procedures
- Safer Recruitment – Safer Recruitment Policy
- Safety on Trips – Educational Visits Policy.
- Sex and Relationships – SRE Policy.
- Professional Boundaries and standards – Staff Expectations Policy
- Complaints from Parents / Carers and Students – Complaints Policy

**The Child Protection Officers at Isaac Newton Academy are Jo Spencer, Eleanor Seale, Tam Broadway, David Wilson and Leanne Abbott-Jones.**

**Policy Review**

This policy is reviewed in full by the Governing Body on an annual basis

Reviewed July 2016

