



## Copnor Primary School Breakfast/After-School Clubs Child Protection.

### A. Rationale

Copnor Primary School Breakfast/After-School Club is fully committed to uphold its responsibilities for protecting children. Our policy applies to all staff, governors and volunteers that work within school.

We follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education. This policy is checked annually against local and national guidance to ensure that the governing body understand their responsibilities under S.175 of the Education Act 2002.

It was written to cover the guidance provided in “Keeping Children Safe in Education, Sept 2018.” And in “The Prevent Duty, June 2015”

### B. Definition of Safeguarding

“Protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.” – KCSIE, Sept 2016

“It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified” – Prevent Strategy, June 2015

### C. Aims

1. To protect our children by identifying and reporting cases, or suspected cases, of abuse or radicalisation
2. To act on any such signs immediately in accordance with agreed protection plans
3. To establish an environment where the children feel secure and protected
4. To encourage the children to share any concerns and ensure they are listened to
5. To maintain careful and accurate records of any concerns

### D. Roles

#### 1. DSL (Doug Brawley)/Welfare Officer (Sally Walker)

The DSL for Copnor Primary School is the Headteacher who oversees the work of the Welfare Officer. Both of these people keep their training fully up to date and this is reviewed within a period of 24 months.

Whilst the EYFS/KS1 Head of School and Inclusions Officer are also trained in child protection this is an area where, **for reasons of clear communications and decision-making, all concerns are centralised and led by the Welfare Officer.**

The DSL and Welfare Officer must:

- Ensure that his own training is kept up-to-date
- Ensure all staff receive protection training as part of their induction
- Ensure all staff have their training updated annually
- Ensure all staff are updated about children in their care at the start of the academic year, or at the start of them becoming responsible for new groups
- Ensure relevant staff are updated on their current children as new information becomes available
- Develop effective links with relevant agencies and ensure that either he or a delegated member of staff is available to attend child protection conferences
- Maintain written records of concerns even if there is no immediate need to refer the matter
- Ensure all records are kept secure, separate from the main pupil file, and in a locked location
- Ensure IT records are password protected
- Ensure safe recruitment procedures are always followed
- Follow procedures if an allegation is made against a member of staff or volunteer

## 2. Governor responsible for Child Protection

The governing body will elect a named representative each September to be responsible for this area. The named governor will meet with the Welfare Officer a minimum of twice per year to monitor procedures. Details of individual children will not be shared with the governor.

All staff receive training in child protection as part of their induction. Their role is fully explained during this. This training is updated annually.

## 3. Staff

All staff to receive training in child protection, including the Prevent Strategy as part of their induction. Their role is fully explained during this. This training is updated annually.

Staff must:

1. Be vigilant in watching for any signs of abuse
2. Inform the Welfare Officer of any concerns immediately. The Welfare officer will always liaise the DSL. (If the Welfare Officer is absent when a concern is raised it should be reported directly to the DSL or to the Deputy Head or to the Inclusions Officer. The Head, Deputy or Inclusions Officer must then inform the Welfare Officer at the first possible opportunity.)
3. Keep written records of any concerns. These must be kept in a locked location and kept separate from the main pupil file. Staff are welcome to keep them alongside the Welfare officer's locked records.
4. *Not* inform the parents/carers of concerns until this has been agreed with the Welfare Officer
5. Liaise with appropriate agencies always keeping the Welfare officer fully informed of outcomes
6. Ensure the Welfare Officer is made aware when any child with protection issues is reported to be leaving the school

Whilst we always aim to share as much information with our parents as we have, this is the one area where it can be important that we don't do this. ***Members of staff should only ever share protection concerns with parents after this has been cleared with the welfare Officer. (The Welfare Officer will consult the DSL over all concerns.) This is essential for the safety of the child.***

## 4. Parents

We will:

1. Make all policies pertaining to child protection available on our website
2. Publish a statement of our protection procedures in our prospectus.

## E. Procedures – either about (or against) a child

1. At the ***first*** sign of any concern the member of staff will immediately discuss this with the Welfare officer. It may be that a decision is taken to monitor the situation and take no action other than maintain careful records, ***but even in cases such as these the welfare officer must be fully aware and will recommend to the member of staff what actions should be taken.***
2. The Welfare officer will consult the DSL if there is any doubt and if either the WO or DSL have concerns they will inform Social Care and seek advice from the Multi-Agency Support Hub (MASH) – which includes advice on potential radicalisation.
3. If a child already has a Child Protection Plan the Admin staff must inform the Welfare Officer of any unexplained absence so that the Welfare Officer can inform Social Care. The welfare Officer must inform Social Care within 2 days of any such absence.
4. Written records of any concern must be kept and dated. Such records must be kept securely and separately from the main pupil records in a locked location. (Staff may need to ask the Welfare officer to keep these alongside her own locked records.)
5. The Welfare officer will develop effective links with all relevant agencies.

6. The WO and DSL will take into account the child's views when deciding what actions should be taken if the concerns is for their safety. They will take every reasonable precaution to ensure the child feels confident to speak/write/draw their wishes freely.
7. ***On no account should any member of staff inform parents of their concerns until this has been agreed by the Welfare Officer.***
8. The Welfare Officer will generally share such issues with all staff as we believe that we are all responsible for nurturing our children, but there may be instances where the Welfare officer decides that only a minimum number of people should know to ensure confidentiality. ***In all cases staff must never release such confidential information.***
9. The Class-teacher and Welfare Officer will ensure that any child protection records or records of concern that they are keeping are transferred when a child leaves the school. The Welfare officer will co-ordinate this.
10. The Welfare Officer will ensure that any new school is immediately informed where a pupil has a child protection plan and that the child's social worker is also informed.

## **F. Looked After Children**

Our AHT (Pastoral) is also our designated teacher for Looked After Children. In addition to promoting their educational achievement, she liaises with our Welfare Officer to ensure that the WO is fully aware of the child's Social Worker and with Helen Thomson, the Virtual Head for LAC across Portsmouth LA. The CPD coordinator ensures that the designated teacher is kept up to date with all training.

Helen Thomson can be contacted on 023 9268 8641 or on [Helen.Thomson@portsmouthcc.gov.uk](mailto:Helen.Thomson@portsmouthcc.gov.uk)

## **G. Missing Children**

The Attendance Officer monitors absences each day and liaises with the Welfare Officer to ensure that she is aware of children that are safeguarding concerns. For such children she always informs the Welfare Officer of any further absences to decide if further action beyond the norm is needed. If this is the case the Welfare Officer will follow the procedures outlined in section D.

For children that leave us to attend another school we never take their name off role until it has been confirmed that the receiving school has enrolled them. If they fail to turn up then we follow the procedures outlined in the LA document "Children Missing from Education," contact all agencies, and upload a CTF file to the Children Missing Education (CME) Officer, part of the School Attendance Team.

If we are aware of a child due to come to us from another school and they fail to attend we again follow the procedures in the document and upload a CTF file after contacting all agencies.

## **H. Training**

Induction and Annual training explain:

1. The roles and responsibilities of their post and that of the Welfare officer and DSL with respect to child protection.
2. The signs of potential abuse
3. Reporting procedures

## **I. Learning Environment**

We will:

1. Maintain an environment where children feel secure, are encouraged to talk, and are listened to.
2. Ensure the children know that any adult can be approached if they feel worried
3. Pro-actively build into the PSHE curriculum opportunities for the children to develop the skills they need to recognise and stay safe from abuse
4. Assign specific adults to children that we are concerned about so that they can regularly voice their worries. This will be done after asking the child who they would feel safe disclosing to.
5. Take into account that children with protection issues may have behavioural difficulties when we deliver the curriculum and behaviour policy. These may need to be adapted. Whilst children need to know that some behaviour is unacceptable, it is particularly important that these children are made to feel valued and that any disciplinary actions taken are tackling the behaviour in a concerned way and are not in any way questioning the value we place on the child.

## **J. Allegations against a member of staff**

If any member of staff has a concern about another member of staff with regards to child protection they *must* immediately inform the **DSL**; in this instance *not the Welfare Officer*.

In order to ensure that confidentiality is maintained and that no-one would act prejudicially towards the person causing concern they must inform only the DSL and no-one else.

We recognise that the concern may be unfounded but that *child safety must take precedence over any perceived loyalty to a colleague*. If the concern centred on the DSL the member of staff must immediately raise it with the Chair of Governors.

If a parent, child or other raises an allegation the person must immediately be directed towards the DSL who will deal with the issue.

The DSL or Chair of Governors will contact the LADO: Hayley Cowmeadow on 023 9288 2500 or at [LADO@secure.portsmouthcc.gov.uk](mailto:LADO@secure.portsmouthcc.gov.uk)

If allegations are upheld against a member of staff, *or if they would have been had that person not resigned*, then the DSL will instruct the admin team to refer the name to the Disclosure and Barring service.

*Whilst normal procedure would be to notify the DSL, staff need to be aware that they should contact the LADO directly if they are concerned that the issue will not be dealt with correctly, or if it involved the DSL and they believed the Chair of Governors would not deal with it correctly.*

**Two key contacts for whistleblowing in matters of child protection are:**

**Hayley Cowmeadow (LADO)      023 9288 2500**  
**NSPCC Whistleblowing Helpline: 0800 028 02825**

[LADO@secure.portsmouthcc.gov.uk](mailto:LADO@secure.portsmouthcc.gov.uk)  
[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **K. Visitors to School**

As a school we encourage the use of visitors to enrich the curriculum. However we must ensure that any such visitors are always accompanied by a member of staff and never left to work with the children on their own. All visitors must be signed in and out, and wear a visitors badge. If a member of staff is ever in any doubt as to who someone is (for instance they may not recognise a supply teacher who might be unaccompanied) then they must stop and politely ask what their role is. If they are in any doubt at all the member of staff should politely accompany the visitor and seek guidance from the Headteacher or Deputy Head.

## **L. Child Protection Conferences**

The Welfare Officer will normally attend Child Protection Conferences but may delegate this if she thinks another member of staff would be better able to contribute. In any such case as this the Welfare officer will ensure that the member of staff is aware of the expectations placed on them. The person attending the conference will be delegated to make a decision on whether the child should be placed or remain "At Risk", but this will be discussed before they attend.

Agreed:            Sept 2018

Review Date:    Sept 2019