



COLSTON BASSETT PREPARATORY SCHOOL

~ INDEPENDENT SCHOOL FOR CHILDREN AGED 4-11 YEARS ~

Child Protection Policy

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Safeguarding Children - Child Protection Policy

Colston Bassett School fully recognises its responsibilities for child protection. Every primary school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. We are directed to refer our concerns to the Social Services Department for further investigation, so that children at risk can be identified quickly. This procedure is intended to protect children from abuse. When a school refers a concern about a child to the Social Services Department, it is not accusing the parents of abuse, but requesting that further investigation takes place to establish whether a child is at risk. Colston Bassett School will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Our policy applies to all staff, directors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan
- Establishing a safe environment in which children can learn and develop

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure children know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role
- Ensure every member of staff (including temporary and supply staff and volunteers) and school directors know the name of the designated senior person responsible for child protection and their role
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences
- Keep written records of concerns about children, even where there is no need to refer the matter immediately

- Ensure all records are kept securely, separate from the main pupil file, and in locked locations
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer
- Ensure safe recruitment practices are always followed
- Ensure that the use of mobile phones and other such hand held devices are prohibited from being used by any staff members within the school environment. All mobile phones will be kept in the staff room at all times. The school has a camera to take photographs of the children to be used only for the purposes listed on the Standard Photography, Video and Voice Consent Form for which parents give their consent. Staff may take a mobile phone on off site visit/walks to enable emergency contact to be made

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed

Guidance on record-keeping

Records and reports for child protection conferences

Good practice for keeping child protection records includes noting the date, event and action taken. Reports prepared for child protection conferences should focus on the child's:

- Educational progress and achievements
- Attendance
- Behaviour
- Participation
- Relations with other children and young people
- Appearance, where appropriate
- Interaction with other children and adults

If relevant, reports should include what is known about the child's relations with his or her family and the family structure. Reports should be objective and based on evidence. They should distinguish between fact, observation, allegation and opinion.

Schools should:

- Make reports available to the child's parents prior to the child protection conference **unless to do so would place the child at risk of significant harm**
- Provide written reports to the child protection conference
- Arrange for an appropriate person from the school to attend the child protection conference
- Ensure that child protection records are held securely with limited access and separate from the main school pupil file
- Transfer any child protection records if the child moves schools

Child protection records can be kept on computer and are exempt from the disclosure provisions of the Data Protection Act 1984. For manual records, the Education (School Records) Regulations 1989 exempt information relating to child abuse from the requirement of disclosure. However, in cases of alleged child abuse which come to court, the school may be required to provide its child protection records.

Reviewed October 2009
Next Review: January 2011

Notification of Suspected/Admitted/Known abuse of Child(ren) to Social Services

This form should be completed by **the designated person responsible for child protection** on the basis of information readily available and should not be delayed on the basis of incomplete information.

Child(ren)'s Surname:	
Child(ren)'s Forename(s):	
Date(s) of Birth:	
Present Location:	
Parent/Guardian's Surname:	
Parent/Guardian's Forename(s):	
Address:	
Telephone Number:	
GP's Name and Address:	
GP's Telephone Number:	

Professional agencies known to be involved with the family (Name, address and telephone number):

Reason for referral:

Action already taken:

Referred in writing/by telephone to	Date:
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Parents advised of referral? Yes/No	Child/young person advised of referral? Yes/No
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Name of School:	Designated Person:
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Signature Date

Model Pro-Forma for Reports to Child Protection Conference

Pupil's Name:	
Date of Birth:	
Year Group:	
Parent/Guardian's Name(s):	
Address:	

Attendance in current school year: <i>days out of a possible</i> <i>days</i>

Attainment levels/educational performance:
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Intellectual ability (eg. average/above average/below average):

Performance in relation to intellectual ability:
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Presentation of work (including homework):
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Participation in teaching/learning activities:
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Behaviour in class:

Behaviour out of class:

Relationship with other children:

Relationship with teachers/other adults in school:
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Relationship with family (if relevant/known):

School's contact with home (eg. telephone calls):

General remarks (eg. personal appearance, readiness/preparation for learning):

Name and address of school:

Signed on behalf of the school:

..... (*Designated Teacher*)

Please complete and return to by

Thank you.