



The Swinton High School

a High Performing Specialist School

Child Protection Policy

Updated March 2010

To be updated January 2011

**J Hargrave
&
I Rowlinson**

The Swinton High School, Sefton Road, Pendlebury, Manchester M27 6JU
Tel: 0161 794 6215 www.swintonhigh.co.uk

Headteacher: Mr John Biddlestone, B.Ed Hons, NPQH

Policy aims

This document is the Safeguarding Children Policy for The Swinton High School, which will be followed and adhered to by all members of the School and followed and promoted by those in the position of leadership within the organisation.

This document is written in accordance with the Local Safeguarding Children Board Policy and 'Working Together to Safeguard Children' 2006

The aim of this Child Protection Policy is to promote good practice; it applies to ALL staff, governors and volunteers working within The Swinton High School.

Individual agencies are responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare.

Safeguarding children is everyone's responsibility

Safeguarding Children and providing them with appropriate safety and protection whilst in the care of The Swinton High School is paramount, it is everyone's responsibility to ensure a child is safe.

We should respect all children, we will work in consideration of the whole being of the child or young person, and we will include their physical, material and psychological well-being.

Children and young people's welfare comes first in all our work.

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

We should 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 When at school their behaviour may be challenging and defiant or they may be withdrawn.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 endeavor to support the pupil through:

- Pastoral care and guidance
- 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, when 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.

A Child's Basic Needs

A child's basic needs, regardless of race, culture, or any other consideration can be summarised as:

- **Basic Physical Care**
 - Warmth, shelter, food, rest, hygiene and protection from danger.
- **Affection**
 - Physical contact (holding and cuddling), comforting, patience, time and approval.
- **Security**
 - Continuity and consistency of care and a stable, predictable environment.
- **Stimulation of innate potential**
 - Praise, encouragement and responsiveness.
- **Guidance and control**
 - To teach adequate social behaviour.
- **Responsibility**
 - Self-care, tidying etc., gaining experience through mistakes as well as successes and receiving praise and encouragement to strive to improve.
- **Independence**
 - Making decisions, first about small things, but increasingly about the various aspects of life within the confines of the family and society codes.

For a child to achieve their full potential they require all of the above factors.

Child Protection Procedure

The following procedure must be observed at all times when dealing with a reported, disclosed or suspected case of child abuse whether Physical, Sexual, neglect or emotional.

Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILDREN.

Definitions of Various Forms of Abuse

1. Recognition of Abuse or Neglect

Abuse or neglect is caused by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or more rarely by a stranger.

2. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

Provide adequate food clothing and shelter (including exclusion from home or abandonment),

Protect a child from physical and emotional harm or danger,

Ensure adequate supervision (including the use of inadequate care-givers),

Ensure access to appropriate medical care or treatment.

It may also include neglect of or unresponsiveness to a child's basic emotional needs

3. Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing Physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly referred to as Munchausen Syndrome by Proxy.

4. Emotional Abuse

Emotional abuse is the persistent ill treatment of a child, which is likely to have a severe adverse effect on a Child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person

5. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, either or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg Rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in a sexually inappropriate way

E-Safety at the Swinton High School

Although the use of ICT and the Internet provide ever increasing opportunities for children to expand their knowledge and skills, it is also the case that the use of such technology may sometimes expose children to the risk of harm.

Apart from the risk of children accessing internet sites which contain unsuitable material, risk to the well being of children may also exist in a variety of other ways.

It is known that adults who wish to abuse may pose as children to engage and then meet up with the children or young people they have been in communication with.

This process is known as 'Grooming' whereby an adult prepares a child or young person to be abused. The process may take place over a period of months using chat rooms, social networking sites and mobiles phones.

An adult may pretend to be a peer and gradually convince the child or young person that they are their boyfriend or girlfriend, establishing a relationship of apparent trust with the intended victim and making it difficult for the child to then speak out.

"As with all forms of harm or abuse, there is an exhaustive list of signs or indicators to watch out for, these can include: - changes in children's behaviour, demeanour, physical appearance and presentation, language or progress,"

If you are concerned that a child's safety is at risk because you suspect someone is using communication technologies (such as social networking sites) to make inappropriate contact with the child:

1. Report to and discuss with Sarah Withers, Ian Rowlinson or Jacquie Hargrave
2. Advise the child on how to terminate the communication and attempt to save all evidence
3. Contact the Child Exploitation and on line Protection Centre (CEOP) at www.ceop.gov.uk
4. Consider the involvement of police and social services
5. Consider informing the LA e-safety officer- Lesley Craven

Children should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the internet or mobile technology: they must be able to do this without fear.

Guidelines for reporting Child Protection issues

What to do if a child talks to you about abuse or neglect.

It may sometimes be difficult to accept that something that has been disclosed in confidence by a child or anyone else should be passed on to a colleague.

But the welfare of a child must be paramount and you therefore have a duty to report suspicions, allegations or actual incidents to the designated member of staff, (Jacquie Hargrave or Ian Rowlinson).

Information should also be reported if you yourself have concerns that a child may be suffering harm or at risk of abuse, even if you are unsure about your suspicions.

Once this initial report has been made, the lead member of staff will consult with the relevant statutory agencies.

- Listen Carefully to the child, **do not** directly question the child
- Give the Child time and attention
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been taking care to record the timing, setting, and people present. Do not throw this information away it may be required at a later time for evidence.
- Use the child's own words where possible
- Explain that you can not promise to keep it to yourself and that you may have to speak to others about the information.
- Reassure the child that they have done the right thing in telling you and that they have done nothing wrong
- Explain what you are going to do next and that you need to make sure that they are kept safe.
- DO NOT ask a child to repeat his/her account of events to anyone

The written proforma (back page) must be passed to the Child Protection Officer in an envelope and handed over personally as soon as possible. It must not be sent via anyone else. The report must be as coherent and clear as possible.

The member of staff should not lead the pupil nor put words into the pupil's mouth regarding the incident.

- After the information has been received the Child Protection Officer will where appropriate inform the Child's parents, Social Services, and the Head teacher; from this point staff will be informed on a strict need to know basis.
- If necessary a child in crisis meeting will be held in school at the earliest opportunity in order to address the needs of the pupil and their immediate family.

If the pupil is severely distressed and showing signs of reluctance to return home they must be brought to the Child Protection Officer straight away who will then take over proceedings.

If a child discloses any of the following information

- Where Sexual Abuse or Sexual exploitation is suspected
- Where organised or multiple abuse is suspected
- Where fabricated or induced illness is suspected
- Where planned or actual female genital mutilation is suspected
- Where contacting parents/carers would place a child, yourself or others at immediate risk

If a child discloses

- Forced marriage

For further information please ref to:-

http://services.salford.gov.uk/sscb-manual/chapters/p_for_marr.htm

You **MUST NOT** discuss your concerns on any of the above matters with parents/carers.

You **MUST** report this directly to Jacquie Hargrave or Ian Rowlinson the designated CP Officer

Important information to record includes:

- The date and time and context of disclosure, suspicion, allegation or actual abuse incident.
- Details given to you about the above, e.g. date & time of when things occurred.
- An indication of the parties involved.
- Details of what action you have taken.
- Any member of staff who receives disclosure information should not discuss it with anyone except the child protection officer.
- .At no time should any member of staff take it upon themselves to inform Social Services, the police or parents.
- If a pupil discloses evidence that they are contemplating suicide then the Child Protection officer must be informed immediately. The Child Protection officer will then inform the Head teacher, Education Welfare Officer or Social Worker if applicable and the Parents or carer of the Child. If the child discloses that they have ingested any substance that may be harmful then the Child Protection officer will ring 999 and inform the child's parents/carers.
-

If either of the designated members of staff are implicated in the concerns you should discuss your concerns directly with the Safeguarding Children Unit :- Telephone 0161 603 4350

In the event of both designated people (Ian Rowlinson and Jacquie Hargrave) being absent from school

Year Managers are responsible for child protection within their own year group as follows:

Mrs J. Goldie – Year 7
Mrs K. Mooney – Year 8
Miss J Marsh – Year 9
Mrs M. Howarth – Year 10
Ms L. Bardsley – Year 11

- Information about child protection issues will only be shared on a need to know basis.
- This will usually be done via the year manager. These issues are often by definition of a very sensitive nature and should not be discussed unless absolutely necessary.
- Reassure the child that, they have done the right thing by telling you and that they have not done anything wrong.

Parents/Carers will be informed if a referral is being made except in circumstances outlined in definitions for Sexual Abuse or arranged /forced marriage. If you are unable to contact a parent do not let this stop you from making a referral.

Making a referral to Duty & Investigation.

A referral involves giving Children's Social Care or the Police information with regards concerns relating to an individual or family. Parents or carers will be informed if a referral is being made unless circumstances prevent such as Sexual abuse, Physical harm/abuse arranged or forced marriage or where a child is afraid to return home

This will be done either by Jacquie Hargrave or in her absence Ian Rowlinson or if both are absent then by the appropriate Year manager.

Information required when making an initial referral.

- Your name, telephone number position
- Pupil family name
- Pupil address
- Pupil date of birth
- Ethnicity, first language and any special needs
- Information of allegation:-
- Such as where incident took place
- When it took place
- Time and date
- People involved
- injuries if any
- Are parent aware of disclosure

Ensure you obtain the name of the person you are speaking to when passing over details.

An Inter-Agency Referral form will be completed and faxed to 0161 603 9346. The referral will be allocated to a Social Worker who will liaise directly with the member of staff responsible for completing the referral. If the referral is urgent then Duty & Investigation can be contacted directly on 0161 603 4500 and a referral form completed after the initial conversation.

Making a referral to Locality Team

If the referral is not so serious and therefore does not meet the threshold level of Social Services involvement then the Locality team will become involved. A referral will be made by designated persons as in previous paragraphs.

To make the referral for Locality involvement a Common Assessment Framework form (CAF) must be completed, this can be downloaded from http://services.salford.gov.uk/scripts/ecaf_docs/ecaf.doc .

The form will then be sent to the appropriate Locality Team:

North	Contact number	0161 778 0490
South	Contact Number	0161 921 2280
West	Contact Number	0161 975 7320
Central	Contact number	0161 778 0660

If in doubt which locality team to make the referral to ring North Locality for guidance.

Allegations against Staff and volunteer workers at The Swinton High School

Racist comments, Verbal, Physical or Sexual abuse

All allegations of abuse made against a member of staff are given the highest priority.

The allegation must be reported in the first instance to the Head Teacher or in his absence the Deputy head Teachers, either Mr Fred Eckersley or Mrs Ellen Pope.

A member of the senior leadership team will promptly investigate the allegation and present the evidence to the head teacher.

The head teacher or the deputy head teacher in his absence will report the allegation to Roisin Rafferty in Salford Local Authority Children's services who will advise on the next appropriate course of action.

Roisin Rafferty contact number 0161 603 4350

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment, avoiding private or unobserved situations and encouraging open communication.
- Treating all young people, with respect and dignity.
- Always putting the welfare of each young person first.
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Keeping up to date with technical skills, qualifications and insurance.
- Ensuring that if mixed groups are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Maintaining a safe and appropriate distance with pupils (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them when on school trips).
- Ensuring that during residential events, adults should not enter children's rooms or invite children into their rooms.

More details can be found on www.salford.gov.uk/acpc

This Policy will be reviewed and updated January 1011

USEFUL NUMBERS

DESIGNATED CHILD PROTECTION OFFICER(CPO) – IAN ROWLINSON

Telephone Main School 0161 794 6215 Direct 0161 921-1448

CHILD PROTECTION SUPPORT – JACQUIE HARGRAVE

Telephone Main School 0161 794 6215 Direct 0161 921 1491

EDUCATION WELFARE OPERATIONS MANAGER – ELAINE DUKE

Telephone 0161 778-0392

DESIGNATED SENIOR EWO – NEIL GRUDY

Telephone 0161 778 0612

DUTY & INVESTIGATION SUTHERLAND HOUSE

Telephone 0161 603-4500

SALFORD SAFGUARDING CHILDREN UNIT

Telephone 0161 603 4350

POLICE CENTRAL SWITCHBOARD

Telephone 0161 872 5050

Signed by chair of governors or Head teacher

Signed _____

Print name _____

Date _____

Child Protection Concern

The information on this form is strictly confidential. Please complete the form and check that it is legible. Hand it to the designated teacher **in person** as soon as possible. Thank you.

School

Address
.....

The Child's details

Name.....

Form.....

Date Time

Outline of incident (use a separate sheet if necessary)

.....
.....
.....

Action taken

.....
.....

Your details

Your name.....

Your job title.....

Names and job titles of any other staff involved

.....

Your signature.....

Date..... Time.....

