

- For children who have ongoing support needs (but not at the acute threshold level required for a Child Protection referral), we can offer support by working with other relevant professionals and by using the Common Assessment Framework, now e-CAF. The e-CAF sets out a structured way of 'working together' with different professionals, agencies and with parents/carers to prevent complex needs escalating.
- For children who are subject to a Child Protection Plan, additional monitoring will be in place. The school will attend case conferences and core groups, as required, provide written reports for conferences and continue to share information with appropriate professionals, and to work to support the child and her/his family.

Information sharing

The Data Protection Act (1998) provides a framework to ensure that information is shared appropriately. This is not intended as a barrier to sharing information – but rather to ensure appropriate purposes for doing so. Above all, we will ensure that the sharing of information is necessary, proportionate, relevant, accurate, timely and secure.

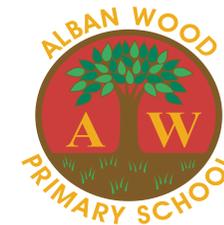
Home/school Partnership

The best way that staff and parents can ensure the wellbeing of all children is to communicate regularly to ensure continuity of care. We will always ensure that any accident within school is communicated to parents. We ask that parents let us know of anything that may have happened at home to alter a child's behaviour in any way: for example, illness, an accident or anything that may cause unhappiness or stress (for example, family bereavement).

Additional information

- The child protection policy is related to the following policies: Whistleblowing, Health and Safety, Equality, Safer Recruitment, Behaviour, Anti-Bullying.
- The governing body fully recognises its responsibilities with regard to child protection and to safeguarding and promoting the welfare of children: a designated child protection governor will ensure they are kept up to date, and will review this policy and school procedures on an annual basis. An annual report is submitted to the GB each Spring, including a checklist of actions.
- This is a summary policy; please see the Child Protection guidelines produced by Hertfordshire LA for more information.

Policy revised: March 2015



Alban Wood Primary School – Child Protection Policy

Rationale

The governors and staff of Alban Wood Primary School fully recognise the contribution the Child Protection Policy makes to safeguarding children. We recognise that all staff have a full and active part to play in protecting our children/young people from harm.

Our school aspires to provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual person. This policy gives an overview of the rigorous procedures in place to ensure the protection of all children. This policy should be read alongside the more detailed Hertfordshire policy which was updated in November 2014, and in relation to other relevant policies (for example, Safer Recruitment).

We aim to :

- Develop and implement a structured procedure within the school which will be followed by all members of the school community in any cases of concern or suspected abuse
- Provide support to children who may be at risk, and where appropriate to their families—this is a whole-staff responsibility
- Emphasise the need for rigorous systems of monitoring in school, and effective communication between staff, in order that all parties are fairly and consistently treated
- Ensure effective communication and professional relationships with Social Services, the Police and any other external agencies
- Ultimately, through all of the above, to support the child's/young person's development in ways that will foster security, confidence and independence.

Child Protection Principles

All communication and work within school to implement this policy is underpinned by the following principles:

- Child abuse can occur in any situation or context; for example, across economical, racial, religious and class divisions. Boys as well as girls can suffer from sexual, physical, emotional abuse and/or neglect. As such, monitoring and concerns logged will always follow school procedure and will never be judgemental.
- Our policy will be most effective in a climate of genuine commitment to listening to children. All disclosures and/or concerns will be treated seriously and followed through.
- Confidentiality is of paramount importance at all times. That said, if children ask to speak confidentially to a member of staff, staff will always explain that they may need to speak to another adult if it is to support the child's safety.
- Abuse, of any kind, can be distressing to all who are involved in dealing with it. The school will endeavour to ensure sensitivity with all who may be involved.
- The policy will describe our procedures, be updated annually and be available publicly via the school website.

Definitions of abuse

Alban Wood staff and volunteers will receive full training (at least every three years) which will support awareness of the following four categories of abuse under the Children's Act (1989): physical, sexual, emotional and neglect. It is the school's responsibility to notify the authorities if any professional suspects that a child is either suffering, or at risk of suffering, significant harm. Significant harm can constitute a single traumatic event or a series of incidents over time.

School procedure if abuse may be suspected

If a child makes a concerning disclosure of any nature, then the member of staff involved will fill in a 'concern' form, reporting exactly what has been said, writing factually only. The staff member will not ask any leading questions, but will praise the child for doing the right thing and telling somebody of their worry. The staff member will explain that they may have to tell another adult, but this will only be to make sure that they are safe. The form will be passed to the designated senior person (DSP) (or, in her absence, the deputy DSP) who will take advice if necessary about how to proceed. The DSP is referred to as the Designated Safeguarding Lead in 'Keeping Children Safe in Education' DFE, April 2014.

School responsibilities

In order to fulfil our responsibilities as a school, the following will systematically take place:

- **Professional training.** All staff will receive refresher training on at least an annual basis.
- **Reporting of child protection concerns.** It is our legal duty to pass on any concerns to the relevant professional bodies. Where possible, we will inform parents/carers of this; however, there are cases where we are instructed not to do so until social services have first investigated the nature of the concern.
- **Allegations.** If an allegation is made about a member of staff, then the Headteacher will seek advice from the Local Authority Designated Officer (LADO), and Human Resources, about how to proceed and investigate the allegation.
- **Record keeping (safeguarding).** The Financial Administrator is responsible for keeping detailed safeguarding records for all members of staff, and any long-term volunteers. The school's SCR (single central record) is updated on an ongoing basis and submitted to Herts annually.
- **Record keeping (accidents/injuries).** The accident book will always be kept up to date in the case of accidents within school. In an emergency, we have a duty of care to ensure that children receive necessary emergency police, medical, social or emotional care they require.
- **Other aspects relating to safety and care in school.** Where these arise, we will communicate with parents on an individual basis. Examples of this include any use of photography or videoing outside of the school (for which we will seek parental permission first); or matters relating to intimate care (for example, pupils with additional medical or special educational needs).

Children who are at risk

- For any child for whom a concern has been reported (to the DSP, deputy DSP or to any member of the SLT in the absence of DSPs), the concern form will be filed in a locked cabinet.