



## Child Protection and Safeguarding

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This policy now includes the Designated Teacher/ Person Responsibilities policy. This policy also applies to out of school care.

### Contents

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[Child Protection Policy](#)

[Child Protection Training](#)

[Important documents of which you should be aware](#)

[Designated Teacher/ Person Responsibilities Policy](#)

[Appendix 1—Checklist for Child Protection](#)

[Appendix 2—Child Protection Forms](#)

[Appendix 3—Skin Maps](#)

### Child Protection Policy

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#### Rationale

Fairfield School adheres to the principles outlined in the Children Act 1989 and the Children Act 2004 (Every Child Matters), believing that all children have a right to be protected from abuse. It is the intention of the procedures within this policy to ensure that the appropriate action is taken immediately where it is alleged that a pupil is suspected of being abused. The prime concern at all times must be the interests and safety of the pupil(s). The School will follow the [South West Child Protection procedures](#) guidance and *Safeguarding Children and Safer Recruitment in Education*. We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.

An Enhanced Criminal Records Bureau (CRB) disclosure is obtained in respect of every person who works directly with the children. Unsupervised contact with children by those whose suitability has not been checked is not allowed.

The School will meet any requirements of the new Independent Safeguarding Authority (ISA) as the scheme is implemented.

*Early Years Foundation Stage (EYFS) and After School Care: We work within the North Somerset Safeguarding Children Board guidelines. We follow North Somerset's Safeguarding Procedure for Childcare, Learning and Play Providers when contacting Social Care with any concerns. We notify OFSTED of any allegations of serious harm or abuse by any person living, working or looking after children on our premises. This will be done within 14 days of these allegations. If a referral is to be made to North Somerset's social care department, we act within North Somerset's Safeguarding Procedure for Childcare Learning and Play Providers in deciding whether we must inform the child's parents at the same time.*

Follow the link for 'Guidance' at the foot of the page to see the whole set of local and national procedures and the South West procedures within them. Our policy applies to all staff, governors and volunteers working in the school.

#### Contact numbers:

- Social Care 01275 888266
- Emergency Duty Team 01454 615 165
- Police Child Protection Team 01934 638 171
- Police Local Station 0845 670 000

#### Aims

- to protect children from abuse
- to practise safe recruitment in checking the suitability of staff and volunteers to work with children

- to ensure staff understand the different types of child abuse
- to raise awareness of staff regarding the signs of abuse and awareness that the perpetrator may be any adult or child
- to ensure staff are aware of their own responsibilities regarding the child protection procedures
- to ensure staff are aware of the role of the Child Protection designated teacher
- to recognise the dilemmas of confidentiality
- to provide support for both staff who have experienced disclosure and for pupils who have disclosed
- to provide further training for staff and include discussion of child protection issues in the programme of induction for new staff
- to establish and maintain an environment where children feel secure, are encouraged to talk and are listened to

## Roles and Responsibilities

The Headmistress (Mrs Lesley Barton) is the designated Child Protection Teacher at Fairfield. Her role is to:

- ensure that child protection procedures are in place and updated as appropriate.
- ensure that all staff are aware of school policy
- be available to provide advice and support to staff and for confidential discussion about concerns.
- be available to provide support to pupils.
- liaise with external agencies as appropriate.
- keep records of any concerns/suspected cases of abuse/referrals.
- co-ordinate arrangements for monitoring any pupils on roll who have been identified as being in need of protection.

When the Headmistress has been informed of a case of suspected abuse, or of a young person who may be at risk of abuse, she must refer the matter to Social Services/a welfare agency within 24 hours of a disclosure or suspicion of abuse. Social Services will then advise the Headmistress regarding any contact with the family as it is the responsibility of the Social Services to inform the parents. The Headmistress will also inform the Nominated Governor for Child Protection (Mrs Ann Lloyd) and the Chair of Governors (Mr Richard Corke).

Staff members:

- All members of staff have a responsibility to be aware of the procedures in cases of suspected child abuse. Staff in regular contact with pupils are well placed to notice signs of physical, sexual or emotional abuse, neglect, behavioural change or failure to develop as expected.
- If a member of staff suspects that a pupil may be at risk or hears a disclosure from a pupil, the Headmistress must be informed. The member of staff will then be asked to complete a recording form, if they have not already done this, to provide an accurate account of any discussions or observations regarding the pupil concerned. Any records are then passed to the Headmistress as they are confidential documents and are kept in a separate locked file. A circular sticker will be placed on the file bar of the pupil record in the office filing cabinet to indicate that there are separate CP issues.
- All staff at Fairfield School are asked to look at the **South West Child Protection procedures** and to be aware of their contents. They are asked to sign that they have done so. Each member of staff is given a copy of this policy statement.
- Whistle blowing: All staff are required to report to the Headmistress any concern or allegations about behaviour of colleagues or practices which are likely to put pupils at risk of abuse or other serious harm. No retribution against the reporter.
- We have procedures for recording the details of visitors to the school and we take security steps to ensure that we have control over who comes into the school so that no unauthorised person has unsupervised access to the children.
- Staff employed by other organisations working with our pupils on another site are not given unsupervised access to our pupils unless assurance has been obtained that appropriate child protection checks and procedures have been carried out
- The Designated Child Protection Teacher attends training in child protection and inter-agency working at least every two years and the Nominated Governor and the rest of the staff receive training in child protection every three years or sooner if new legislation is brought out.
- Part-time and voluntary staff are made aware of the arrangements

Governors:

- The Governors accept their collective responsibility for Child Protection, and have designated an Education Governor as their Child Protection Nominated Governor with whom, together with the Chairman of the Governors, the Headmistress would initially confer.
- The Headmistress will inform the Child Protection Nominated Governor and the Chairman of Governors if an allegation of misconduct by members of staff is made. All members of staff will be made aware of the kind of behaviour that is not acceptable. Governors also accept that they have a duty to their staff in cases of malicious or unfounded allegations.

## School Procedures

Any member of staff having concerns that a pupil may be at risk of abuse should always discuss them with the Headmistress. Staff may be asked at this stage to complete a written record of their concerns. This record is then kept by the Headmistress in a confidential file. The Headmistress will then consider each individual situation and decide on a course of action. If appropriate, it is the responsibility of the Headmistress to seek further advice. Where appropriate, she would consult external agencies, and/or the Child Protection Nominated Governor and Chairman of Governors.

If a pupil discloses abuse to a member of staff they should be guided by the following:

- listen to the child rather than directly question him/her
- never stop the child who is freely recalling significant events
- avoid asking leading questions
- make a note of the discussion
- offer reassurance to the child

The disclosure must be recorded. The Headmistress will share information confidentially on a need-to-know basis with the member of staff who has heard the disclosure to reassure them that action is being taken to protect the pupil. Other staff are then informed on a need-to-know basis that the pupil is having some problems that are being dealt with by the Headmistress. In accordance with DCSF guidance, social services will be notified if there is an unexplained absence of more than two days of a pupil who is on the child protection register. If a child on the child protection register leaves the school, the school will ensure that their information is transferred to the new school immediately and that the child's social worker is informed.

## Handling Disclosures

Guidance for staff

Although you may not seek information, a pupil may wish to confide in you about having suffered some kind of abuse. In such situations the following guidelines taken from KIDSCAPE should be helpful:

- find somewhere quiet to talk as soon as possible
- stay calm and re-assuring
- explain that you cannot promise to keep what you are told a secret - you may have to inform the Headmistress
- listen to and believe what the pupil tells you - tell them that, whatever the circumstances, they are not blame
- do not press for details - some cases of abuse may need further investigation. It is better for the pupil not to have to repeat details unnecessarily
- ask the pupil if he/she has told anyone else
- don't make any promises to the pupil - the situation may cause you to react emotionally. Whilst this is an understandable reaction, at such times it is possible that you could make promises you cannot fulfil
- tell the pupil you are pleased he/she has decided to tell someone and that this was the right thing to do
- let the pupil know you understand how difficult it is to talk about such experiences

Further guidance on handling disclosures is contained in the [South West Child Protection procedures](#).

## Confidentiality

If a pupil requests confidentiality they must be told that this cannot be promised and it should be explained that staff have a responsibility to share information with those adults who will be able to help protect them from harm. The pupil should be reassured that only staff who need to know about it will be told. This could result in the pupil not continuing the conversation, in which case the matter should not be pursued but concerns reported the Headmistress.

Staff have a professional duty to share confidential information about the protection of children with Social Services via the Headmistress.

Staff should take care not to discuss information given in confidence outside the appropriate professional contexts.

## Recording

Staff record:

the child's name, the child's address, the age of the child, the date and time of the disclosure, an objective record of the observation or disclosure, the exact words spoken by the child as far as possible, the name of the person to whom the concern was reported, with date and time, the names of any other persons present at the time.

This record must then be passed to the Headmistress who will make a referral to Social Services and record any action. All documentation will be kept by the Headmistress in a confidential file in a locked filing cabinet and a coloured sticker will be placed on the child's personal file to indicate that there are additional child protection records.

As outlined in the section on school procedures, all concerns about or disclosures from pupils regarding any form of abuse or risk of being abused must be recorded. Signs of physical injury should be recorded using a copy of the skin map(s) shown in Appendix 3.

Any records/reports are kept by the Headmistress and may be passed to Social Services when a referral is made. In cases of alleged child abuse which go to court, the court may require the school to provide our child protection records.

The Common Assessment Framework (CAF) form can be used to record concerns. **CAF Form**

## Signs of child abuse

- Suspicious and/or unexplained injuries (see below and *Safeguarding Procedure for Childcare, Learning and Play Providers Appendices 1.1-1.3*)
- Observations of or interactions with a child (*Safeguarding Procedure for Childcare, Learning and Play Providers Appendices 1.4-1.6*)
- A slow but definite change in the child's behaviour, from outgoing/happy to withdrawn/passive, regressive toilet habits and/or poor eating, loss/gain of weight, development delay, reluctance to go home
- Evasive or inappropriately hostile response from parents when asked about an injury may indicate that the injury was non-accidental

## Types of child abuse

Taken from 'Working Together to Safeguard Children' Department of Health, Home Office and DfES (revised 2006)

### Physical Abuse

- 'Physical abuse may involve hitting, shaking, throwing, poisoning, burning or 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 described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.' (Para 2.4 page 5)

### Emotional Abuse

- 'Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.' (Para 2.5 Pages 5-6)

### Sexual Abuse

- 'Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. 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 sexually inappropriate ways'. (Para 2.6 Page 6)

### 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.' (para 2.7 Page 6)

See the South West Safeguarding and Child Protection Group website for further information on recognition of child abuse.

## Personal development curriculum

The school has a good pastoral system designed to empower the pupils to seek help when they are worried or have concerns about their safety. Staff are vigilant and use PSHE and circle time to explore issues. The school also uses the opportunities provided by the Life Education Bus, the visit to the Life Skills Centre and its health education curriculum.

## **Induction**

New staff meet with the Headmistress as part of their induction programme. This meeting covers such issues as ensuring the member of staff knows where to find and subsequently looks at the **South West Child Protection procedures**.

The meeting also clarifies the school procedure, guidance for staff, to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in 1-1 tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil) and guidance regarding not being alone with pupils and appropriate physical contact when pupils are stressed; for example, if involved in 1:1's with pupils, to ensure other staff know when and where this is happening.

Police checks are carried out on all appointments including volunteers.

## **Allegations made in relation to a staff member**

We follow the guidance of the North Somerset Safeguarding Children Board.

Any member of staff hearing an allegation of abuse against another member of staff, volunteer or any adult involved in the work of the school must inform the Headmistress (or the Chair of Governors in the absence of the Headmistress or in cases where the Headmistress is the subject of the allegation or concern).

If a disclosure or suspicion of abuse involves a member of staff the Headmistress will report the matter to the Child Protection Nominated Governor and Chairman of Governors. The Chairman of Governors and/or the Headmistress will follow guidelines laid down in the 'Safeguarding Children and Safer Recruitment in Education' file and the guidance of the North Somerset Safeguarding Children Board.

In case of serious harm, the police should be informed from the outset.

If a disclosure or suspicion of abuse involves an allegation against a pupil, the pupil may be suspended.

There is a requirement to report to the Independent Safeguarding Authority (ISA) (was the Secretary of State, via the DCSF in Darlington), within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. Address for referrals is PO Box 181, Darlington DL1 9FA (tel 03001231111).

## **Monitoring**

This policy document and procedures will be reviewed annually. Any deficiencies or weaknesses in child protection arrangements will be remedied without delay. **Child Protection Training**

Child Protection INSET should be attended by teaching staff and non-teaching staff and should include the following

- review school procedure
- examine good practice for handling disclosures
- discuss issues of confidentiality
- devise system for marking files to indicate child protection concerns
- agree how we will inform parents of the school child protection policy
- review school child protection policy
- ensure all staff are aware of relevant documentation within school
- clarify future training needs.

## **Important documents of which you should be aware**

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Fairfield School: Child Protection Policy

*Primary legislation:*

The Children Act 1989

The Protection of Children Act

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

*Guidance:*

Booklet: What to do if you're worried a child is being abused (revised 2006)- summary

[https://www.n-somerset.gov.uk/NR/rdonlyres/EA798D22-84B6-4C8B-9767-A2B4280EED1B/0/publication\\_20090818\\_Whattodoifyoureworriedsummary.pdf](https://www.n-somerset.gov.uk/NR/rdonlyres/EA798D22-84B6-4C8B-9767-A2B4280EED1B/0/publication_20090818_Whattodoifyoureworriedsummary.pdf)

The Framework for the Assessment of Children in Need and Their Families (2000)

The Common Assessment Framework (2005)

File: What to do if you're worried a child is being abused (revised 2006 Every Child Matters/Change for Children - Non-statutory guidance)

DfES file: Safeguarding Children and Safer Recruitment in Education (Every Child Matters/Change for Children)

HM Government - **Working Together to Safeguard Children** (revised 2006)- A guide to inter-agency working to safeguard and promote the welfare of children

North Somerset: Safeguarding Procedure for Childcare, Learning and Play Providers, North Somerset Child Protection Essential Guidance for Staff working within the LEA (blue booklet)

IRSC: Safeguarding Children: Supporting Staff (large white A4 ring binder)

NEOST: Guidance on Conduct

South West Guidance (specific local policies, procedures and protocols)

- **South West Child Protection Procedures (SWCPP)** - Agreed South West version of the Working Together to Safeguard Children 2006 manual and will progressively replace this guidance
- **North Somerset Working Together Manual** - Outlines procedures and protocols for children in need of support and protection
- **Child Care Scheme of Delegated Decision Making** - Outlines levels of professional and financial decisions for North Somerset staff
- **Information for Children and Young People: Child Protection Case Conference** - Guidance on case conferences for children and young people
- **Safeguarding and Protecting Children: Child Protection Case Conference** - Guidance on case conferences for parents and carers

## Designated Teacher/Person Responsibilities

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The main role of the designated teacher/person is to refer cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by their proposed local children's safeguarding boards (ACPC) or by LEAs. To be effective they must:

- have received training in how to identify abuse and know when it is appropriate to refer a case, together with having a working knowledge of how local children's safeguarding boards will operate and the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so.
- act as a source of advice, support and expertise within the school and be responsible for co-ordinating action regarding referrals by liaising with SSD and other relevant agencies over cases of abuse and allegations of abuse, regarding both children and members of

staff.

- make themselves (and any deputies) known to all members of school staff and ensure that those members of staff have had training in child protection relevant to their needs and are able to identify and report any concerns they have to the designated teacher immediately they arise.
  - ensure that each member of staff has access to and understands the school's child protection policy. This is essential in respect of staff that are perhaps part time or work with more than one school, for example connections personal advisors or trainee teachers.
  - liaise with the Headteacher (where this role is not held by the Headteacher) to inform him/her of any issues and ongoing investigations and ensure there is always cover for their role.
  - ensure the school's child protection policy is updated and reviewed annually and work with the governing body regarding this.
  - be able to keep detailed, accurate, secure, written records of referrals/concerns.
  - ensure parents see copies of the child protection policy which alerts them to the fact that referrals may be made and the role of the school in this to avoid conflict later.
  - obtain access to resources and attend any relevant or refresher training courses and be allowed the necessary time to fulfil this role.
  - where children leave school roll ensure their child protection file is transferred to new school as soon as possible and is kept separate from main school file.
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## Appendix 1—Checklist for child protection

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### **“I have a concern”**

Have you ...

- had any evidence of or heard any other concerns?
- discussed these with the Headmistress?
- completed a written record of your concerns?
- passed your written record to the Headmistress?

### **“What happens next”**

- The Headmistress is responsible for collating information and/or making a referral as appropriate
- The Headmistress should feedback relevant information on a ‘need-to-know’ basis - if you have not heard anything then seek clarification from the Headmistress
- If a pupil instigates further discussion, follow the guidance and seek advice from the Headmistress
- Remember the Headmistress is always available to give reassurance and support

## Appendix 2

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Child Protection Recording Form/ Child Protection Liaison Officer Referral/ Action form

## Appendix 3—Skin Maps

Download a printable version of the skin maps(<http://intranet.fairfieldschool.org.uk/wp-content/uploads/2009/01/SkinMaps.pdf>)

Download a printable version of the “common sites for injury”(<http://intranet.fairfieldschool.org.uk/wp-content/uploads/2009/03/Common sites for injury.pdf>)

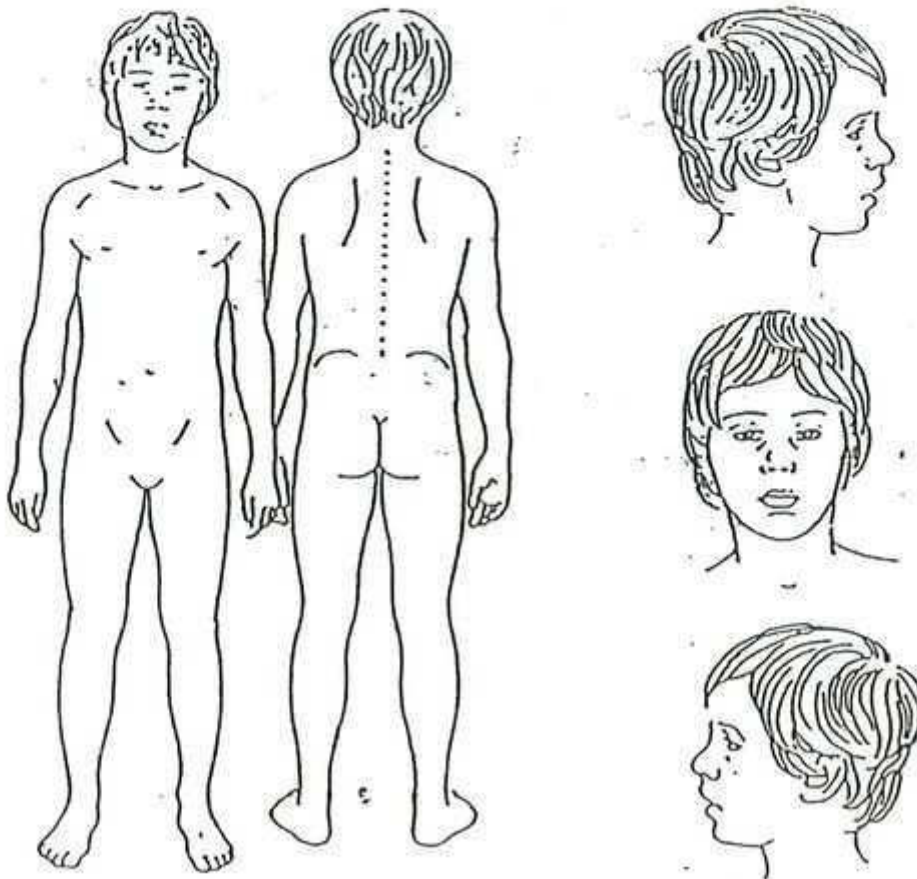
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Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

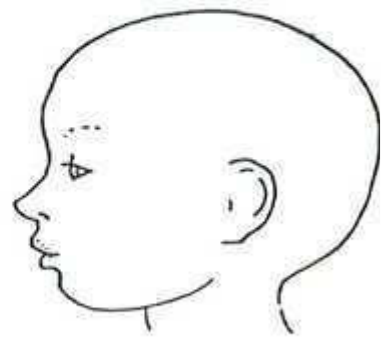
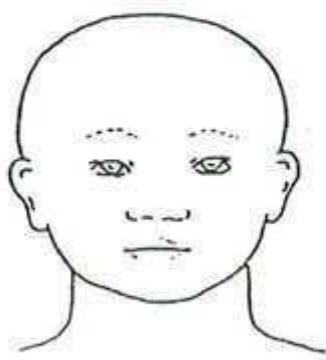
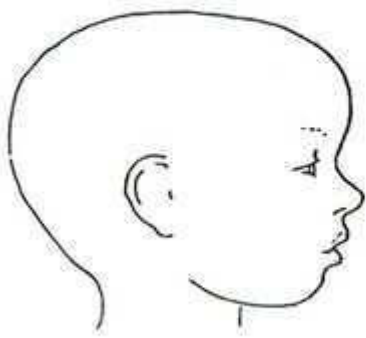
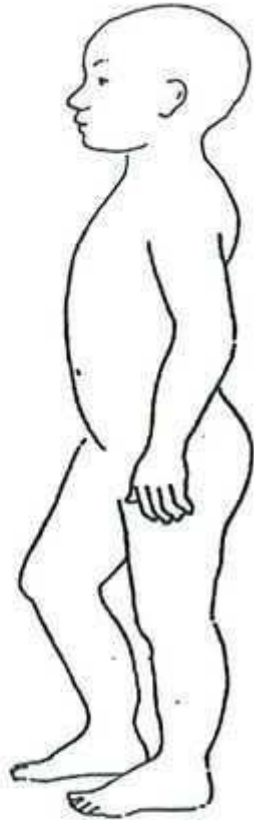
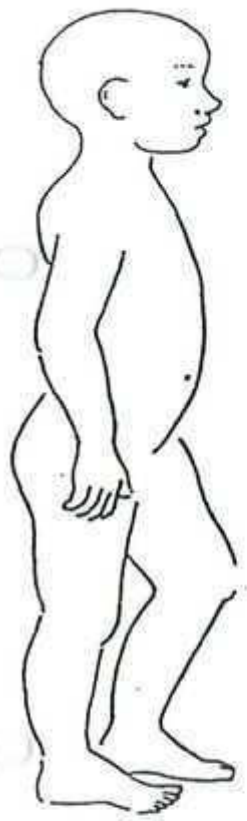
Record of injury, or injuries, or information giving a degree of cause for concern

- (i) This may be a continuous "monitoring" record or details about one specific "reported" concern.
- (ii) The outlines below should be used to indicate by arrow(s) the site and date of injury.
- (iii) More comprehensive notes can be made overleaf.



SCHOOL STAFF SHOULD NOT UNDRRESS OR EXAMINE CHILDREN TO DISCOVER INJURIES.

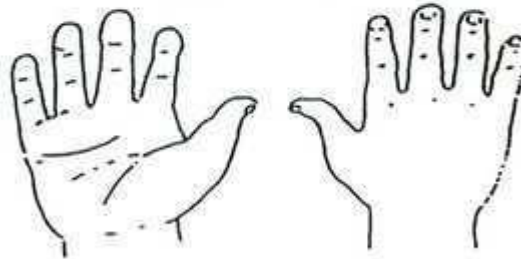
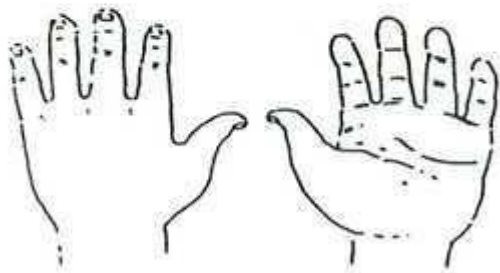
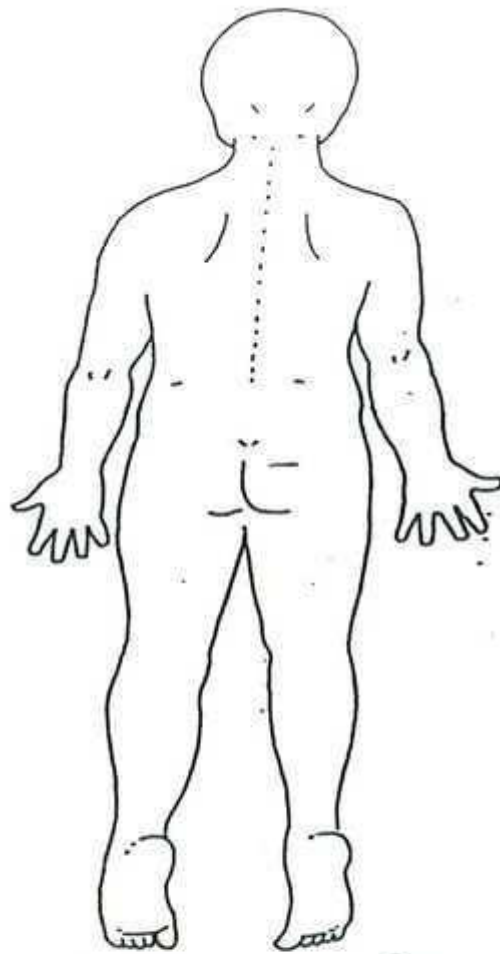
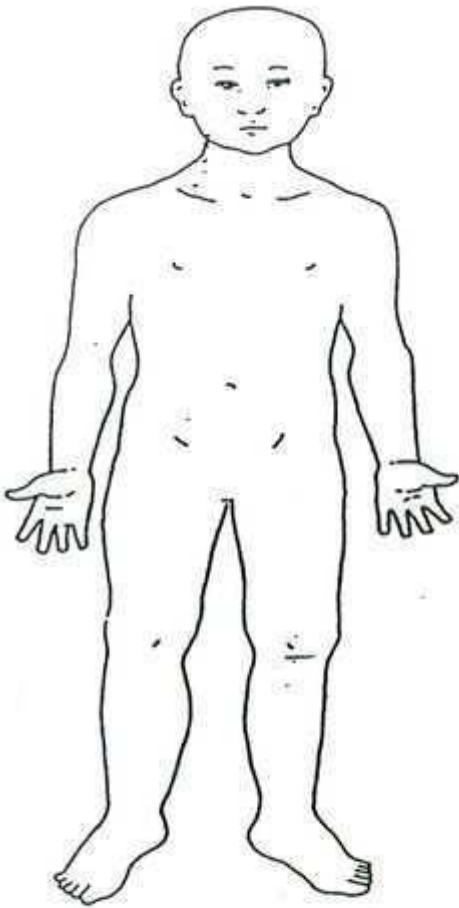
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Signature: .....

date: .....

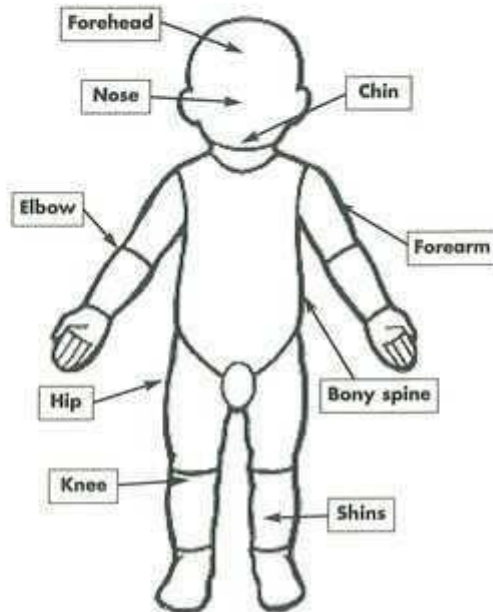
Name ..... dob .....



Signature ..... date: .....

## Appendix 1.2

### Common sites for accidental injury



#### **Bruises** are likely to be:

- Few but scattered
- No pattern
- Same colour and age

#### **Consider:**

- Age and activity of child (e.g. learning to walk)
- May be confused with birthmarks or other skin conditions

#### **Injuries** are likely to be:

- Minor and superficial
- Treated
- Easily explained

#### **Fractures** are likely to be:

- Of arms and legs
- Seldom on ribs except for road traffic accidents
- Rare in very young children
- May rarely be due to brittle bone syndrome

#### **Burns and scalds** are likely to be:

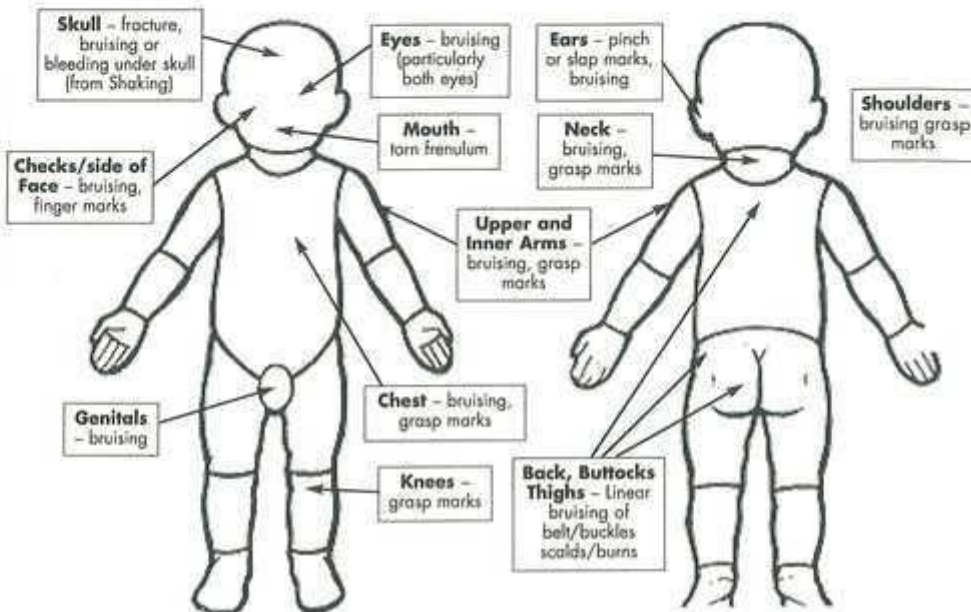
- Treated
- Easily explained
- May be confused with other conditions (e.g. Impetigo, nappy rash)

#### **Genital area:**

- Injury may be accidental (seek expert opinion)
- Soreness may be nappy rash or irritation (e.g. from bubble bath)
- Anal soreness may be due to constipation or threadworm infestation.

# Appendix 1.1

## Common sites for non-accidental injury



**Bruises** are likely to be:

- Frequent
- Patterned (e.g. finger and thumb mark)
- Old and new in same place (note colour)
- In unusual position (see chart)

**Consider:**

- Developmental level of the child and their activities
- May be more difficult to see on darker skins.

**Injuries are suspicious if they could be:**

- Bite marks
- Fingernail mark
- Large and deep scratches
- Incisions (e.g. from razor blades)

**Sexual abuse** may result in:

- Unexplained soreness, bleeding or injury in the genital or anal area.
- Sexually transmitted diseases (e.g. gonorrhoea).

**Burns and scalds** are likely to have:

- Clear outline
- Splash marks around burn area
- Unusual position (e.g. back of hand)
- Indicative shapes (e.g. bar of electric fire)

**Fractures** are likely to be:

- Numerous - healed at different times

**Consider:**

- Age of child, always suspicious in babies under two years old.
- Delay in seeking treatment.