



St. Joseph's Catholic Primary School



Guidelines for School Staff And volunteers

We believe that our school should provide a caring, supportive and safe environment which promotes the social, physical and moral development of each child by the provision of a curriculum and ethos which promotes self worth, confidence and independence. No child can learn effectively and reach their potential unless they feel secure.



Child Protection Information

January 2014 - Child Protection Officer –

Juliet Stack, Headteacher.

This school recognises that, in the main, the class teacher is the first stage in the pastoral care of the child in the school. Teachers are well placed to observe

outward signs of abuse, changes in behaviour or failure to develop or thrive. This can also be true of TAs, and the

Administrative Staff and volunteers

To pass on concerns about the abuse of children to the Social Services Department and to other agencies informed consent should be given by parents/ carers being information about them is being disclosed.

Consent will not be sought if it puts the child at further risk of significant harm for example further physical abuse or where sexual abuse by a parent is alleged. Only one parent with parental responsibility needs to be consulted and informed.

If a parent refuses your duty to the child overrides consent and the referral would be made anyway.

Allegations against staff

Inappropriate behaviour of staff must be raised with the Designated member of staff for Child protection within the school (Head teacher)

In their absence please contact

Kathryn Thomas Manager School, Governor and Student Services 01792 636537

Paul Henwood child protection and safeguarding officer 01792 637148

If a child protection allegation is made against the Head teacher then the member of staff in receipt of that allegation must report it to the

Chair of Governors.

The school will not inform the member of staff about the concern/ allegation undertake their own internal enquiries or make their own decision as to whether the concern is a child protection issue or a discipline issue. The decision will be taken by the Local Authority/ social services and police.

What to if a child or someone tells you that they or another child is being abused

Show you accept what they are

saying and that you take it seriously.

Encourage them to talk but do not prompt.

Explain what actions you must take and you

have to tell child protection officer at school.

Do not say it can remain confidential.

Reassure child that telling about the abuse is the right course.

Tell child you will get them help.

Write down all information including the date time place people at discussion.

If designated person is not available report it yourself to the LA.

Do not confront abuser.

Do not show your emotions and feelings about the abuse.

Ensure concerns are made to duty officer by telephone to the local social services office do not worry you may have been mistaken discuss your concerns with someone who has experience and can assess situation.

You should be prepared to attend a child protection conference and write a report.

Social services will share source of the referral with parents the name of the school will be given not the individual.

Parents will be invited to the meeting if you feel at personal risk from passing on information inform social services at time of making referral.

Social services (Children ' s Central Advice Referral and Assessment Team)
01792 635700

Categories for concern are:

- . **Physical Abuse:** Physical injury to a child - reasonable suspicion that the injury was inflicted or knowingly not prevented.
- . **Neglect:** The persistent or severe neglect of a child which results in serious impairment of the child's health or development.
- . **Sexual Abuse:** The involvement in sexual activities to which the child was unable to give informed consent.
- . **Emotional Abuse:** Persistent or severe emotional ill-treatment or rejection.

If an adult becomes concerned for a child, the Child Protection Officer (CPO) shall be informed immediately.

The Child Protection Officer (CPO) will follow LEA child protection procedure. This may involve:

- ✓ A consultation with Social services
- ✓ A consultation with LEA child protection officers
- ✓ A referral to Social services
- ✓ An investigation so far as is possible involving the relevant agencies (parents, foster-parents, social services, police etc.) .

As a minimum, your concern will be recorded in confidential diaries. These are reviewed on each entry to see if there is a cumulative need for action. As this is the case, no concern is **too small** to mention.

Every attempt will be made to offer support for the child whilst at school and it is hoped that the school will provide an environment in which he/ she can relax and spend the school day in complete confidence and safety.

The 'Child Protection Handbook' is available for staff.

Guiding Principle- if you have a concern then pass it on!