

**PEMBROKESHIRE COUNTY COUNCIL  
CYNGOR SIR BENFRO**



# **CHILD PROTECTION POLICY AND PROCEDURES FOR SCHOOLS**

**Kate Evan-Hughes  
Director for Children and Schools**

**December 2014**

## **FOREWORD**

Safeguarding and Child Protection are key priorities for Pembrokeshire's Education and Children's Service. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be.

Protecting children and young people from abuse is a shared responsibility for all staff. It should never be assumed that somebody else will recognise and report when children or young people are at risk.

To safeguard children and young people, it is essential that all agencies work effectively together. Our policy is governed by the All Wales Child Protection Procedures (2008) and was endorsed locally by the Pembrokeshire Safeguarding Children's Board.

This policy applies to all schools and service units within the Department of Education and Children's Service.

Kate Evan-Hughes  
Director for Children and Schools

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## Pembrokeshire County Council

### Child Protection Policy and Procedures for Schools

#### 1 Introduction

“We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child’s welfare.” (*Safeguarding Children: Working Together under the Children Act 2004*)

Pembrokeshire County Council pays due regard to ‘Section 175 of the Education Act: Duties of LEAs and governing bodies in relation to welfare of children’ and the United Nations Convention on the Rights of the Child (UNCRC) and is therefore committed to promoting and protecting the rights of the child including their right to be heard. The articles within the UNCRC underpin the information and basis of this policy.

- 1.1 (*Name of school*) fully recognises the contribution it makes to child protection.
- 1.2 Our school is committed to ensuring the safety and protection of all children and will take action to safeguard their well-being, and acknowledge that children have a right to protection.
- 1.3 Our school acknowledges the importance of its role in the welfare of children and young people and, through the general ethos of the school, will seek to encourage children in need of support to come forward.
- 1.4 (*Name of school*) will work with multi-disciplinary partners within the statutory framework established by:
  - Pembrokeshire Safeguarding Children Operational group
  - The All Wales Child Protection Procedures 2008
  - Safeguarding Children: Working Together under the Children Act 2004 Section 28
  - Safeguarding Children in Education – the role of local authorities and governing bodies under the Education Act 2002
  - The Management of Allegations against Adults who work with Children procedures 2013

Our policy applies to **all** staff and volunteers working in the school and governors. This includes staff working in the school, such as the catering and cleaning staff, who may not be employed by the governing body – for example, staff employed by contractors. Teaching assistants, lunchtime supervisors, caretakers, administrative

and support staff, governors, as well as teachers, can be the first point of disclosure for a child or a concerned parent.

The policy will be reviewed annually under the direction of the Local Authority Head of Education, taking into account any new policy documentation and/or guidance.

## **2 Aims**

Our school aims to provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they are in difficulties believing they will be effectively listened to.

There are four main elements to our policy in implementing the above aim:

- (a) Prevention through the teaching and pastoral support offered to pupils;
- (b) Procedures for identifying and reporting child protection/welfare concerns. Due to our day-to-day contact with children all staff are well placed to observe the outward signs of abuse;
- (c) Support to pupils who have/may have been abused;
- (d) Prevention of unsuitable people working with children through robust vetting and safe recruitment processes and through safe working practice supported by a code of practice for all staff.

## **3 Prevention**

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

In particular, through the programme of the Healthy Schools scheme and the PSE curriculum, our school will:

- (a) establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to;
- (b) ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- (c) include in the curriculum activities and opportunities, which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help;
- (d) include in the curriculum material, which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

## **4 Referral Procedures (See Appendices 1-5)**

This policy is compliant with the '*All Wales Child Protection Procedures 2008*' and was endorsed by Pembrokeshire Safeguarding Children's Board.

## 4.1 Definitions of Child Abuse

The 'All Wales Child Protection Procedures 2008' identify four categories of abuse:

- neglect
- physical abuse
- sexual abuse
- emotional abuse.

Teachers and other adults in schools are particularly well placed to detect signs of child abuse. It is important, therefore, that any case of suspected abuse is taken seriously and there is a clear system of communication within the school, between schools and the Education Service, and between schools and other agencies, such as Social Care and the Police.

## 4.2 Making Referrals

### 4.2.1 Making a Referral/IMMEDIATE ACTION

- (a) Where a member of staff has concerns about the welfare of a child, the Designated Child Protection Teacher should be informed **immediately**.
- (b) The Designated Child Protection Teacher will take responsibility for making an appropriate referral to the Child Care Assessment Team (CCAT) (tel: 01437 776322 or 01437 776325).
- (c) However, if the Designated Child Protection Teacher is unavailable **THIS MUST NOT DELAY ACTION**. The member of staff should ask for advice directly from the CCAT.
- (d) Where there are differences of opinion, the member of staff **SHOULD SEEK ADVICE DIRECTLY FROM THE CHILD CARE ASSESSMENT TEAM**.
- (e) The Designated Child Protection Teacher should be notified of all referrals to the CCAT **as soon as possible**.
- (f) The Designated Child Protection Teacher should inform the Safeguarding in Education Manager of all referrals made to the CCAT.
- (g) If the child is about to leave the school premises, the headteacher should be informed. The headteacher, in consultation with the CCAT, will decide on the next step to be taken.

### 4.2.2 If a child in school has an injury and there is reason to believe that it has been caused by abuse, the following action should be taken:

- (a) If the injury is serious and warrants urgent medical attention, an ambulance should be called and the child taken to the Accident and Emergency Department.

- (b) The Child Care Assessment Team (CCAT) must be informed of this course of action **IMMEDIATELY** as the CCAT may wish to make arrangements for the child to be examined by a Paediatrician on arrival at Hospital. It should be made clear that it is a case of suspected child abuse.
- (c) In cases where there is reasonable cause to believe that the injury or abuse is caused by the parent or carer, all staff must remember that the interests of the child are paramount and should, therefore, discuss their concerns with the CCAT or the Police who will make the decision as to when the parents/carers will be notified.

The Safeguarding in Education Manager must be immediately informed of this course of action.

#### **4.2.3 In cases where a child tells you about possible abuse**

- (a) When a disclosure is made directly by a child, you must explain that you have a duty to pass the information to the Child Care Assessment Team (CCAT) or the Police.
- (b) **DO NOT** give absolute pledges of confidentiality.
- (c) Listen to the child rather than directly questioning him or her.
- (d) Never stop a child who is freely recalling significant events.
- (e) Make a note of the discussion, taking care to record the timing and setting, as well as what was said. It is important to inform the child about the next stage of the process.
- (f) Inform the Designated Child Protection Teacher **IMMEDIATELY**.  
**NB:** The Designated Child Protection Teacher **MUST NOT** take the child through a formal interview to confirm the staff member's concerns, but must **IMMEDIATELY** refer the matter to the CCAT.

If the Designated Child Protection Teacher is not available, **DO NOT DELAY – CONTACT THE CCAT DIRECTLY.**

#### **4.2.4 Subsequent Action**

- (a) All referrals to the Child Care Assessment Team (CCAT) must be confirmed in writing, by completion of a child protection inter-agency referral form.
- (b) The Safeguarding in Education Manager must be informed of all child protection referrals, preferably by sending her/him electronically a copy of the completed inter-agency referral form.

- (c) The Designated Child Protection Teacher should seek feedback from the Duty Manager of the CCAT, if none is received.
- (d) In a case of suspected child abuse, if it is in the best interests of the child, the headteacher can allow a child to be interviewed on the school premises at the request of the Police and/or the CCAT.

**4.2.5 Where there is an allegation of abuse made against a member of staff or volunteer in the school, the following action should be taken:**

- (i) The Headteacher, the Designated Child Protection Teacher or appropriate senior teacher should be informed of:
  - the general nature of the allegation;
  - when and where the incident is alleged to have occurred;
  - who was involved;
  - any other persons present.
- (ii) An immediate referral should be made to the Duty Manager of the Child Care Assessment Team.
- (iii) In the event of the allegation being made directly or indirectly about the Headteacher, the allegation should be reported to the Designated Child Protection Teacher or appropriate senior teacher **and** a referral should be made directly to the Child Care Assessment Team or the Police.
- (iv) Any member of staff can seek advice from the Local Authority Designated officer (LADO).

**REMEMBER:**

- do not delay;
- do not investigate the allegation;
- do not discuss the allegation with the member of staff.

**NB:** *the immediate priority will be to ensure the protection and safety of any children and to manage the issues in respect of the individual employee.*

When managing allegations of abuse against staff or volunteers in school will follow and adhere to the 'Pembrokeshire Safeguarding Children Board Procedures 2013 – The management of allegations against adults who work with children', and the Welsh Government guidance, circ no. 009/2014 'Safeguarding children in education: handling allegations of abuse against teachers and other staff'.

It is important to inform the parent[s] of the child about the incident; this often diffuses anger at a later stage.

**4.2.6 Record Keeping**



The school will follow the Local Authority '*Guidance on the Retention and Transfer of Safeguarding Records within and between Educational Establishments*'

### **4.3 Responsibility of the Governing Body**

The governing body fully recognises its responsibilities with regard to child protection and to safeguarding and promoting the welfare of children. All our governors undergo an enhanced DBS check on appointment or re-appointment. The governing body will designate a governor with responsibility for child protection, who will oversee the implementation of the child protection policy and champion safeguarding issues.

Our Child Protection Link Governor is .....

The governing body will ensure that the headteacher makes a brief termly report of safeguarding cases, to inform governors of processes such as child protection conferences, multi-agency meetings, disciplinary actions and the impact on the workload of staff at the school. However, it is imperative that confidentiality is not breached and individual children are not identified. Similarly, whilst investigations are ongoing into any potential disciplinary matter, it is imperative that full discussion is not entered into by the governing body, thus allowing sufficient members of the governing body to be available in the event of any subsequent appeal. The governing body will ensure that a more detailed safeguarding report is made by the headteacher annually in the summer term. Matters to include:

- reports on staff training in child protection and safeguarding
- review of relevant policies
- report on allegations against staff
- feedback on issues affecting this child protection policy.

#### **4.3.1 Responsibility of the Child Protection Link Governor**

- Ensure that the school has a Child Protection Policy in place, which is consistent with the All Wales Child Protection Procedures and is readily accessible to **all** members of staff, both teaching and non-teaching.
- Ensure that the implementation and effectiveness of the policy and any associated policies – eg: bullying – are reviewed periodically by the governing body.
- Ensure that designated and other staff has the opportunity to attend appropriate training and that records of training are kept.
- Monitor the school's compliance with PCC policies on DBS checks and references for staff and volunteers.

- Ensure correct procedures are followed in the event of allegations being made against school staff that relate to child protection.
- Ensure that the school prospectus contains a section on the Child Protection Policy, in order to make parents aware of the school's responsibilities.

The Child Protection Link Governor's role is **not** to:

- receive details of individual cases
- know the identity of children for whom there are child protection concerns.

#### **4.4 The Designated Child Protection Teacher**

The Designated Child Protection Teacher is a senior member of the Leadership Team with authority within the school. The Designated Child Protection Teacher is .....

The senior member(s) of staff who provide(s) cover for this role is/are .....

##### **4.4.1 Responsibility of the Designated Child Protection Teacher**

- Ensure all staff members are aware of how to report any concerns they have about the welfare of a child.
- Ensure each member of staff and any volunteers have access to and understand this child protection policy, including new or part-time staff.
- Ensure that **all** staff are aware of their responsibility to refer any concerns about the welfare of a child to the Child Care Assessment Team (CCAT) within the Social Care Department of Pembrokeshire County Council.
- Ensure that all staff members are aware of the role of the designated senior member of staff for child protection in providing a source of support, advice and expertise in making appropriate referrals to the CCAT.
- Keep detailed, accurate, secure written records of referrals and concerns.
- Liaise with the headteacher (where the role is not carried out by the headteacher) to inform them of any issues and ensure there is always cover for this role.
- Liaise with the managers in the Integrated Safeguarding and Quality Assurance Service as appropriate.
- Attend child protection conferences and core groups relating to children within the school, and provide appropriate written reports to the conferences.

- Ensure parents are aware of the child protection policy, which alerts them to the fact that referrals may be made and the school's role in safeguarding.
- Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters.
- When a pupil on the child protection register leaves, ensure information is transferred immediately to the new school, and that the CCAT are informed.

#### **4.4.2 School's Responsibility to the Designated Child Protection Teacher**

Ensure the Designated Child Protection Teacher has the time and training to undertake his/her duties to act as a source of support, advice and expertise in making appropriate referrals to the Child Care Assessment Team and attending child protection conferences and/or other child protection meetings.

#### **4.5 Child Protection Training**

**All staff**, both teaching and non-teaching, and regular volunteers in the school will complete the Safeguarding Pembrokeshire's Children Tier 1: Safeguarding Children: Everybody's Business, and follow this with Refresher Tier 1 training after three years.

Our Link Governor for Child Protection will complete the above training and all other governors are encouraged to attend.

The Designated Child Protection Teacher and any senior staff who provide cover for this role will complete the Safeguarding Pembrokeshire's Children Tier 2 and Managing Allegations against Adults training. These senior members of staff will complete further training as required giving special consideration to Tier 3 child protection modules.

The school takes responsibility for keeping robust training records, in order to ensure that there are no staff working within the school, who have NOT undergone Tier 1 training. Newly appointed staff, who have not completed the Safeguarding Pembrokeshire's Children Tier 1 training, are expected to undergo the training as soon as possible, preferably in the term they begin work in the school. New members of staff are also taken through a safeguarding induction process by the Designated Child Protection Teacher.

### **5 Support to Pupils who have/may have been Abused**

- 5.1** We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. School may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour maybe challenging and defiant, or they may be withdrawn.
- 5.2** We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.

**5.3** The school will endeavour to support the pupil through:

- the content of the curriculum to encourage self-esteem and self-motivation;
- the school ethos, which promotes a positive, supportive and secure environment, and gives pupils a sense of being valued;
- the school's behaviour policy is aimed at supporting vulnerable pupils in the school;
- liaison with other agencies within a multi-agency framework which support the pupil, such as Social Care, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support and Inclusion Service;
- a commitment to develop productive and supportive relationships with parents whenever it is in the pupil's best interest to do so;
- when a pupil on the child protection register leaves, information will be transferred to the new school immediately.

#### **5.4 Additional Vulnerability for Children and Young People**

The school recognises that the following groups of children and young people are additionally vulnerable: e.g.

- children with a disability;
- Looked After Children;
- children who live in a household where there is domestic abuse;
- children who live in a household where parenting is compromised by alcohol or substance misuse.

### **6 Preventing Unsuitable People from Working with Children**

The school will operate safe recruitment practices ensuring that all staff and volunteers in "regulated activity" have appropriate DBS/list 99/POCA list and reference checks undertaken according to National Assembly of Wales circular 34/2002 '*Child Protection: Preventing Unsuitable People from Working with Children and Young People in the Education Service*'. NB Circular 34/2002 to be replaced by new guidance on safeguarding children in education which is currently still in the consultation stage.

The circular emphasises:

***"It is important that thorough checks are made on anybody who will be working in a school or further education institution or other educational settings, eg: young centres (including sixth form colleges), both the prevent***

***unsuitable people from gaining access to children and young people and to maintain the integrity of the teaching profession.”***

Recruitment and selection to positions in our school will be conducted in accordance with the principles and provisions of the Equality Act 2010 and HR Division ‘*Guidance for Headteachers and Governors on Appointments and Safe Recruitment Practice*’ (August 2011).

The school observes the requirements of the Council’s policy ‘*Safe Recruitment: Statement of Policy and Practice on the use of criminal information in employee selection*’ and ‘*Vetting of Volunteers: Guidelines for Headteachers and other managers*’.

The school ensures that at least one member of all recruitment panels to appoint staff within school has undergone the Local Authority recommended Safer Recruitment training.

All basic personnel information about school staff which comes to light is shared with the Human Resources Department of the Local Authority.

The school has an agreed whistleblowing policy in place, and the Headteacher ensures that all staff and volunteers are aware of this policy and understand how to follow it.

The Headteacher ensures that all staff and volunteers are aware of the need to maintain appropriate and professional boundaries in their relationships with pupils and parents. The development of a code of practice for staff in schools will be useful in this respect.

The school follows and adheres to the guidance ‘*Safer Working Practice for Adults who Work with Children and Young People in Education Settings*’. All staff have undergone training in this guidance.

## **7 Other Related Policies**

### **8 Children Missing from Education**

The school follows the statutory ‘*Guidance to help prevent children and young people from missing Education*’ – WAG Circular 006/2010 and adheres to ‘*Children Missing Education in Pembrokeshire Guidance*’ September 2008.

Schools have a vital role to play when children go missing from the education system. This may occur either

- when the child is withdrawn from the school without the parent/carer giving notice or being advised of a new school or
- the child/children does/do not start at the school when admission has been agreed.

The school will undertake immediate actions to try and identify the whereabouts of the child/children, who may be deemed as 'Missing from Education'. In order to prevent children and young people from going missing from education, or to find and re-engage them if they have gone missing, it is essential that a wide variety of agencies acknowledge a safeguarding responsibility in this area.

If the school's initial enquiries fail to establish the whereabouts of the child/children, a referral will be made to the Inclusion Officer to undertake further tracking contained in the local guidance.

**If the school has existing concerns of a child protection nature the matter must be immediately referred to the Child Care Assessment Team (CCAT) and/or the Police. Further guidance on Assessing Vulnerability can be found in Appendix 10 of the local guidance 'Statutory guidance to help prevent children and young people from missing education'.**

The Child Care Assessment Team should be informed where:

- the child is looked after
- the child is on the Child Protection Register
- there is current Social Services involvement, for example children in need cases
- there are any concerns that a child or young person is in danger of forced marriage
- the whereabouts of the child are unclear, or there is a suspicion that the child may have run away
- it is otherwise suspected or known that a child or young person is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity.

## **9 Physical Intervention**

The school follows the Welsh Government guidance – '*Safe and Effective Intervention – use of reasonable force and searching for weapons*' – Circular 041/2010 and adheres to the Pembrokeshire '*Policy and Guidance for Positive Handling Strategies for Pupils in Schools and other Educational Settings*'.

Our school policy is set out in a separate document and is reviewed annually by the governing body.

All staff/our teachers and LSAs/certain named senior staff are trained in the TeamTeach principles.

## **10 Anti-Bullying**

Our policy on bullying is set out in a separate document and is reviewed annually by the governing body, under the guidance set out in WG Circular NAFWC 23/03 '*Respecting Others*'. Our school will have an anti-bullying policy which sets out how we will investigate and deal with bullying, record incidents and support victims.

The school will act on the ESTYN guidance 'Action on Bullying 2014' seven recommendations.

We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

## **11 Children with Risk Taking Behaviours**

The school follows the PSCB multi agency protocol 'Children and Young people with Risk Taking Behaviours, 06/2014 which covers areas of concern in relation to:

- Child sexual exploitation (CSE) and/or sexualised behaviour
- Self harm, suicide and para-suicide
- Substance misuse

## **12 Children with Additional Learning Needs**

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who meet the additional needs of children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems need to be particularly sensitive to signs of abuse.

## **13 Internet Safety**

Our policy on the use of the internet is set out in a separate document and is reviewed annually by the governing body. The guidance focuses on the personal safety and wellbeing of pupils in the school, and clarifies the steps that staff can take to minimise the risks associated with internet usage and the use of mobile technologies. We have a school eSafety policy, including guidance and acceptable user agreements for staff use of mobile technology and social networking. We use a range of resources for keeping children and young people safe when using the internet, and we adhere to the Pembrokeshire County Council guidance documents - 'Pembrokeshire eSafety Strategy', and 'E-safety Guidelines for School Staff'.

## **14 Incidents related to protected characteristic**

Our policy and procedures on incidents relating to persons who share a relevant protected characteristic under the Equality Act 2010 are set out as part of our Strategic Equality Plan (SEP), which is reviewed and reported on annually by the governing body. We acknowledge that repeated incidents, or a serious single incident, may lead to consideration under child protection procedures.

The SEP includes a specific target related to reducing incidents against protected characteristics.

## **15 Health and Safety**

Our health and safety policies are set out in a separate document and are reviewed annually by the governing body. They reflect the consideration we give to the protection of our children, both within the school environment and when away from the school undertaking school trips and visits.

## **16 Emotional Health and Wellbeing**

The school works in line with Pembrokeshire's strategy document on '*Emotional Health and Wellbeing*'. Our policy on emotional health and wellbeing is set out in a separate document and is reviewed annually by the governing body.

We recognise the importance of promoting the emotional health and wellbeing of all our pupils and realise this is a vital element of their overall safeguarding.

## **17 Sex and Relationships Education (SRE)**

Our policy on sex and relationships education is set out in a separate document and is reviewed annually by the governing body as required by the Education Act 1996 and 2002.

We have an SRE policy which is compliant with the Equality Act 2010 and the Equality and Human Rights Act and SRE is delivered with safeguarding in mind.

The school follows the guidelines of Pembrokeshire's '*Quality Approach to Sex and Relationships Education*' document, which is in line with the Welsh Government Circular 019/2010 '*Sex and Relationships Guidance for Schools*'. The school ensures that any sexual behaviour which causes concern is reported to the Child Care Assessment Team.

## **18 Extended Schools and Out of School Hours**

- 8.1** If the governing body provides extended school facilities or activities directly under the supervision of management of school staff, the school's arrangements for child protection as written in this policy shall apply.
- .2** Where services or activities are provided separately by another organisation, the governing body will seek assurance that the group concerned has appropriate policies and procedures in place for safeguarding children and child protection and that there are arrangements to liaise with the school on these matters where appropriate.



## **APPENDIX 1**

### **All Services in the Department of Education and Children's Services**

#### **Making a Child Protection Referral**

##### **Action required by staff on school premises during school hours:**

Where a member of staff has concerns about a child's welfare, the child protection designated teacher should be informed immediately.

The child protection designated teacher will take responsibility for making an appropriate referral to the Child Care Assessment Team (CCAT). However, if the child protection designated teacher is unavailable, this must not delay discussion with the Child Care Assessment Team. Where there are differences of opinion, the member of staff should seek advice directly from CCAT.

The member of staff should inform their manager about the child protection referral as soon as possible.

##### **Action required by staff working outside school hours:**

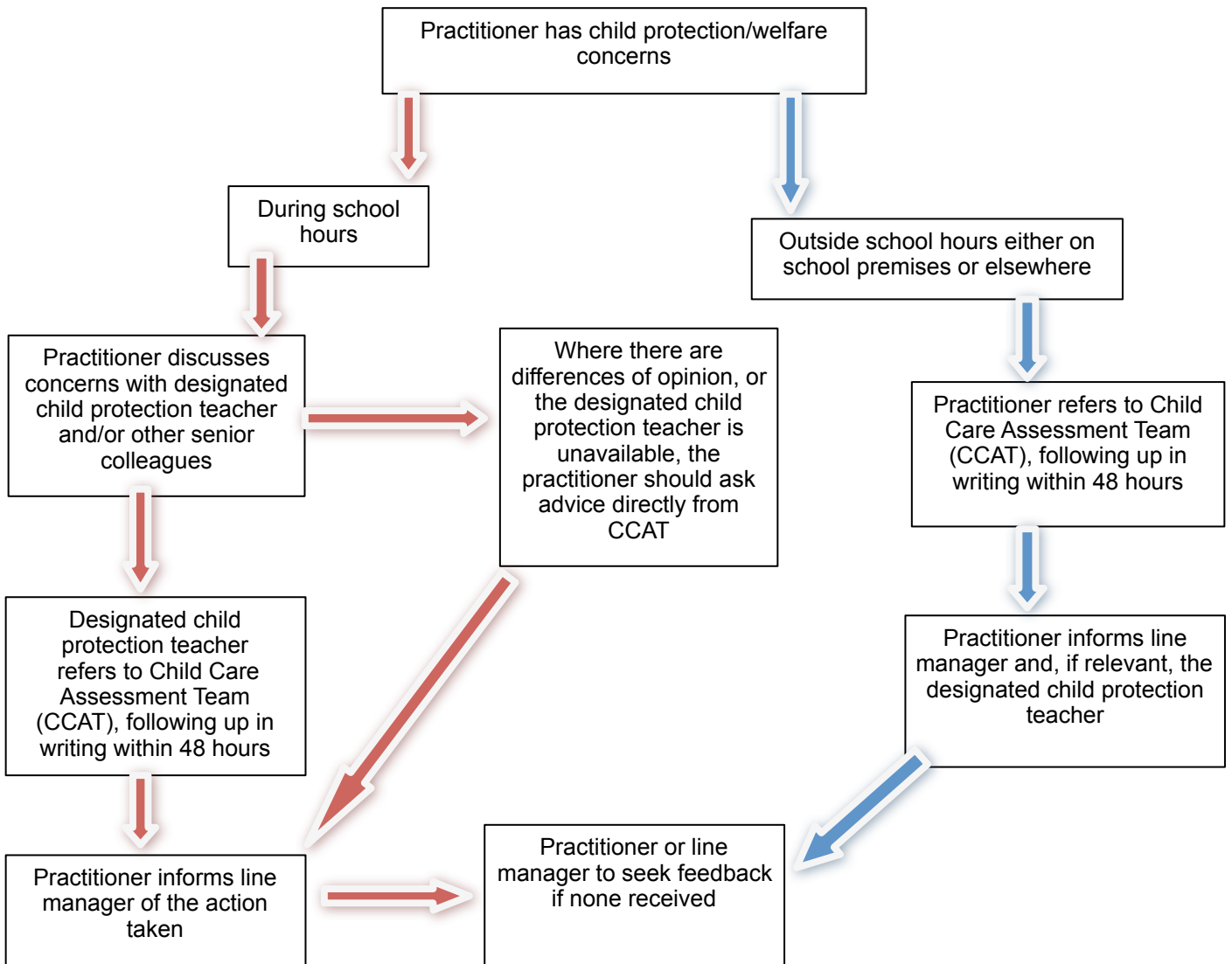
Where a member of staff has concerns about a child's welfare, they should make a referral immediately to the Child Care Assessment Team (CCAT). The member of staff should inform their manager as soon as possible after the referral.

**PLEASE NOTE: The Safeguarding in Education Manager should be notified of all referrals made to the Child Care Assessment Team.**

***NB: PLEASE SEE CHILD PROTECTION REFERRAL FLOW CHART***

## APPENDIX 2

### REFERRAL ROUTES FOR CHILD PROTECTION All Services in the Department of Education and Children's Services (following All Wales Child Protection Procedures 2008)



## SAFEGUARDING CONTACT NUMBERS FOR SCHOOLS AND SUPPORT SERVICES

### FOR CHILDREN

**TO MAKE A CHILD PROTECTION (CP) REFERRAL OR DISCUSS A CP CONCERN  
CONTACT THE CHILD CARE ASSESSMENT TEAM (CCAT)**

**Duty Social Worker Desk: 01437 776322 or 6325 or 6444**

**Out of Hours: 08708 509508**

**Duty Managers on ext: 6688 or ext: 6324**

**Or:**

Ask for Manager of the Child Care Assessment Team, Karen Panter.

**NB: If you require an urgent child protection response, please state it is a  
child protection issue when you call.**

*Please notify Cheryl Loughlin of all referrals made to  
the Child Care Assessment Team*

### FOR ALLEGATIONS AGAINST PROFESSIONALS

**FOR SUPPORT / ADVICE RELATING TO CONCERNS OF ABUSE BY  
PROFESSIONALS CONTACT:**

Linda Crawford

**Local Authority Designated Officer for Allegations - 01437 776696/6562**

**FOR SUPPORT / ADVICE ON POLICY AND PROCEDURE FOR CHILDREN IN NEED,  
CHILD PROTECTION, LOOKED AFTER CHILDREN AND TRAINING CONTACT:**

*Cheryl Loughlin*

**Safeguarding in Education Manager - 01437 776549 or 07979 058827**

**For Looked After Children**

*Wyn Harries – Teacher for Looked After Children - 01437 770169*

**Please note that this is not a referral service, referral discussion must be made  
through CCAT above where your concerns will be recorded.**





## **APPENDIX 6**

### **Points to Consider when Implementing the Child Protection Policy**

#### **Essential**

- 1      Governors will need to discuss and ratify the Policy. If it is referred to a sub-committee or other committee and altered or amended in any way, these amendments must be shared with and agreed by the Director of Children and Schools.
- 2      There must be appropriate induction arrangements in place for all new staff to ensure they understand the Child Protection Policy.
- 3      There must be a parent/child friendly version of the Policy made available at school.
- 4      The school prospectus must make reference to this Policy.

#### **Good Practice**

- 1      Staff should sign to say they have read and understood the Policy.
- 2      There should be appropriate briefings arranged at school level for:
  - teaching and non-teaching staff
  - parents.
- 3      It would be appropriate to have a safeguarding display/notice board in a prominent position in school to raise awareness of this policy and other related matters.
- 4      Staff should receive appropriate Inset training on a regular basis with regard to child protection matters.

Agreed by Headteacher

Name: .....

Signature: .....

Date: .....

Agreed by Chair of Governors

Name: .....

Signature: .....

Date: .....