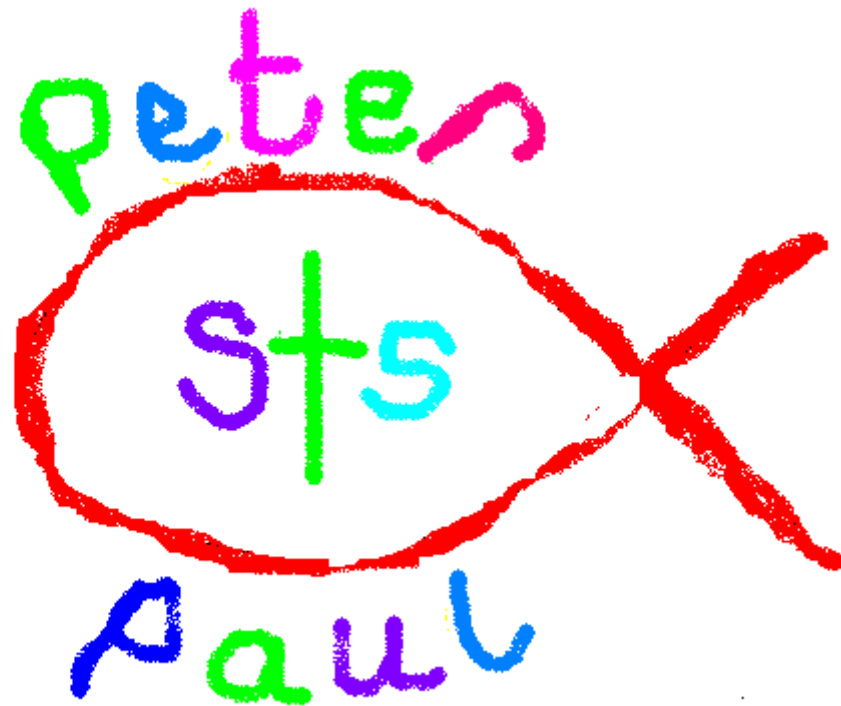




PAX CHRISTI CATHOLIC PARTNERSHIP
MULTI ACADEMY TRUST

CHILD PROTECTION POLICY

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INTRODUCTION

Ss Peter & Paul's Catholic Academies fully recognises the responsibility it has to have arrangements about safeguarding and promoting the welfare of all of our children

Rationale

Ss Peter & Paul's Catholic Academies believe that children have a fundamental right to be protected from harm and that they cannot learn unless they feel secure. We also believe that all staff working in school have a right to personal support and guidance concerning the protection of children.

There are four main elements to our policy:

PREVENTION through the teaching and pastoral support offered to children and the creation and maintenance of a whole school protective ethos.

PROCEDURES for identifying and reporting cases, or suspected cases, of abuse.

SUPPORT TO CHILDREN who may have been abused.

PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN

Our policy applies to all staff and volunteers working in the school including community education staff and governors. Teaching assistants, mid-day supervisors, secretaries as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact school governors.

1. PREVENTION

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



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will therefore raise awareness of child protection issues and equip children with the skills to keep them safe.

1.2. The school will therefore:

- 1.2.1. establish and maintain an environment and positive ethos where children feel secure, supported and are encouraged to talk, are listened to, can learn, develop and feel valued;
- 1.2.2. ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- 1.2.3. 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;
- 1.2.4. include, in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills.

2. **PROCEDURES**

- 2.1. We will follow the procedures set out in Interagency Procedures produced by the Northumberland Safeguarding Children Board, and in 'Working together to safeguard children'
<http://www.safeguardingchildren.co.uk/resources/summary-of-working-together-to-safeguard-children-2015/>

2.2. The school will:

- 2.2.1. ensure it has a designated senior member of staff, who has undertaken appropriate training. The training should be updated every two years. There are contingency arrangements should the designated member of staff not be available;
- 2.2.2. recognise the importance of the role of the designated person and arrange support and training;



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- 2.2.3. ensure every member of staff (including temporary and supply staff and volunteers, and on-site contracted services) and every governor knows:
- the name of the designated person and her/his role;
 - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales set out in the NSCB procedures;
 - where the school's Child Protection Procedures and the NSCB procedures are located;
 - ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure.
- 2.2.4 provide training for all staff from the point of their induction, and updated every three years at a minimum, so that they know
- their personal responsibility;
 - the NSCB procedures;
 - the need to be vigilant in identifying signs of abuse;
 - how to support and to respond to a child who tells of abuse.
- 2.2.5. undertake appropriate discussion with parents prior to involvement of another agency unless the circumstances preclude this;
- 2.2.6. notify the local children's social care team if:
- it should have to exclude a child who is subject to a Child Protection Plan (whether fixed term or permanently);
 - if there is an unexplained absence of a child who is subject to a Child Protection Plan of more than two days duration from school (or one day following a weekend); (or as agreed as part of any child protection or core group plan).
- 2.2.7 work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters



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including attendance and written reports at initial child protection conferences, core groups and child protection review conferences;

- 2.2.8. keep clear detailed written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to the locality team immediately;
- 2.2.9. ensure all records are kept secure and in locked locations;
- 2.2.10. ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

3. SUPPORTING THE CHILD AT RISK

- 3.1. We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame.
- 3.2. The school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.
- 3.3. We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention and will need to support them in accordance with his/her agreed child protection plan.
- 3.4. The school will endeavour to support the child through:
 - 3.4.1. the content of the curriculum to encourage self-esteem and self-motivation (see section 2);
 - 3.4.2. the school ethos which (i) promotes a positive, supportive and secure environment (ii) gives children a sense of being valued (see section 2);
 - 3.4.3. the school's Care and Concern policy is aimed at supporting vulnerable children in the school. All staff will agree on a consistent approach, which focuses on the behaviour of the offence committed



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by the child but does not damage the child's sense of self-worth. The school will endeavour to ensure that the child knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;

- 3.4.4. liaison with other services which support the child such as the locality team, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and the Education Welfare Service;
- 3.4.5. a commitment to develop productive and supportive relationships with parents whenever it is in a child's best interest to do so;
- 3.4.6. recognition that children living in a home environment where there is domestic violence, drug or alcohol abuse are vulnerable and in need of support and protection;
- 3.4.7. vigilantly monitoring children's welfare, keeping records and notifying the locality team **as soon as there is a recurrence of a concern**;
- 3.4.8. transferring information of a child subject to a Child Protection Plan to a new school immediately should that child leave the school.

4. PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

- 4.1. **Further implementation of the Vetting and Barring Scheme in 2009**
From 12 October 2009, a new duty to share information and a set of increased safeguards have been introduced under the Vetting and Barring Scheme, as administered by the Independent Safeguarding Authority (ISA). For further information and guidance, visit the 'Vetting and Barring Scheme' section of the Every Child Matters website. [Link to ISA guidance doc.](#)
- 4.2. The school will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the school and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.
- 4.3. The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their



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relationships with children and parents as advised by the County Council's Code of Conduct.

- 4.4. The school will ensure that staff and volunteers are aware that sexual relationships with children aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust).
- 4.5. the school will promote responsible use of social networking sites by education staff. Please refer to circular letter: [20th April '09](http://www.northumberlandlea.net/courier/1660)
<http://www.northumberlandlea.net/courier/1660>.
- 4.6. for advice on dealing with indecent or potentially illegal images of children please see Appendix E.

OTHER RELEVANT POLICIES

4.7. **Anti - Bullying**

Our policy on bullying is set out in a separate document and is reviewed annually by the governing body. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

4.8. **Racist Incidents**

Our policy on racist incidents is set out in a separate document and is reviewed annually by the governing body. We acknowledge that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

4.9. **Health & Safety**

Our Health & Safety policy, set out in a separate document, is reviewed annually by the Audit sub-committee. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

4.10. **Children with Statements of Special Educational Needs**



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We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, cerebral palsy, sensory impairment and or emotional and behaviour problems are particularly sensitive to signs of abuse.

4.11. Confidentiality and Information Sharing

- 4.11.1. Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubts about confidentiality, staff will seek advice from a senior manager or outside agency as required.
- 4.11.2. The Head Teacher or designated person will disclose any information about a child to other members of staff on a need to know basis only.
- 4.11.3. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 4.11.4. All staff must be aware that they cannot promise a child to keep secrets.

5. BOARD OF DIRECTORS CHILD PROTECTION RESPONSIBILITIES

- 5.1. The Board of Directors fully recognises its responsibilities with regard to child protection and to safeguarding and promoting the welfare of children.
- 5.2. It will:
 - 5.2.1. designate a Director, Ms Helen Robson, and Local Governor, Mr John Sampson, for child protection who will oversee the schools child protection policy and practice and champion child protection issues;
 - 5.2.2. ensure an annual report (in the Autumn term) is made to the Board of Directors, and copied to Children's Services, on child protection matters to include changes affecting Child Protection Policy and Procedures, child protection training received, the number of incidents/cases (no names) and child protection in the curriculum;
 - 5.2.3. ensure that this policy is annually updated and reviewed.



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

Our designated member of staff with responsibility for Child Protection issues is:

Felicity Penny, Headteacher

E-Safety

Our E-Safety Co-ordinator is:

Mrs Therese Boydell

Safer Recruitment and Selection on-line training

One member of the selection panel for staff appointments must have completed either the on-line or face-to-face safer recruitment training:

Felicity Penny, Headteacher



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APPENDICES

Appendix A	Contacts
Appendix B	Standards for effective child protection practice in schools
Appendix C	Ss Peter & Paul's Catholic Academies Child Protection Procedures Flow Chart
Appendix D	Children who go missing from education
Appendix E	Dealing with indecent or potentially illegal images of children
Appendix F	Dealing with allegations against people who work with children
Appendix G	School Child Protection Files – a guide to good practice
Appendix H	Further references



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Appendix A

Contacts

Children's Social Care Locality Teams and other services for Children and Young People

Alnwick Children's Services

Tel: 01665 626830

Ashington Children's Services

Tel: 01670 629200

Berwick Children's Services

Tel: 01289 334000

Blyth Children's Services

Tel: 01670 354316

Cramlington Children's Services

Tel: 01670 712925

Hexham Children's Services

Tel: 01434 603582

Emergency Duty Team

Tel: 01670 822386

Disabled Children's Team

Tel: 01670 516131

16+ Team



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Tel: 01670 852225

Children & Young Peoples Service (CYPS)

Tel: 01670 394258

SORTED

Tel: 01670 500150

Safeguarding Unit (List of Children with a Child Protection Plan)

Tel: 01670 624888

Central Referral Unit, Protecting Vulnerable People (Northumbria Police)

Tel: 0191 2951770 extension: 45170

Designated Nurse, Child Protection

Tel: 0191 2172989

Safeguarding Team, Northumbria Healthcare NHS Foundation Trust

Tel: 01670 529279

Named GP

Tel: 07789437146

Designated Doctor

Tel: 01434 655395

Local Authority Designated Officer

Tel: 01670 623979



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01670 822386 (out of hours)

Missing Children Social Worker

Tel: 01670 815060

Mobile: 07770 735512

Early Help and Think Family Co-ordinator

Tel: 01670 840723

Family Support and Placement Service

Tel: 01670 626262

Children's Support Team

Tel: 01670 624700

Tel: 01670 822386

Hospitals

Wansbeck General Hospital

Tel: 0844 811 8111

Royal Victoria Infirmary

Tel: 0191 233 6161

0191 282 5322

Fax: 0191 282 0618

Newcastle General Hospital

Tel: 0191 233 6161

Fax: 0191 219 5037

Newcastle Freeman Hospital



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Tel: 0191 233 6161

North Tyneside General Hospital

Tel: 0844 811 8111

Main switch board number

Alnwick Infirmary

Tel: 0844 811 8111

Main switch board number

Berwick Infirmary

Berwick-upon-Tweed

Tel: 0844 811 8111

Main switch board number

Blyth Community Hospital

Tel: 0844 811 8111

Main switch board number

Haltwhistle War Memorial Hospital

Tel: 01434 320 225

Hexham General Hospital

Tel: 0844 811 8111

Main switch board number



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Appendix B

Standards for Effective Child Protection Practice in Schools

The following standards may assist schools in evaluating their practice

<https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015>

In best practice, schools:

1. operate safe recruitment practices including ensuring appropriate CRB and reference checks are undertaken according to [Guidance on safer recruitment](#)
2. have an ethos in which children feel secure, their viewpoints are valued, and they are encouraged to talk and are listened to;
3. provide suitable support and guidance so that children have a range of appropriate adults to whom they can turn if they are worried or in difficulties;
4. work with parents to build an understanding of the school's responsibility to ensure the welfare of all children and a recognition that this may occasionally require children to be referred to investigative agencies as a constructive and helpful measure;
5. are vigilant in cases of suspected child abuse, recognising the signs and symptoms, have clear procedures whereby teachers report such cases to senior staff and are aware of local procedures so that information is effectively passed on to the relevant professionals;
6. monitor children who have been identified as at risk, keeping, *in a secure place*, clear records of children' progress, maintaining sound policies on confidentiality, providing information to other professionals, submitting reports to case conferences and attending case conferences;
7. provide and support child protection training regularly to school staff every three years and in particular to designated teachers every two years to ensure their skills and expertise are up to date, and ensure that targeted funding for this work is used solely for this purpose;



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8. contribute to an inter-agency approach to child protection by developing effective and supportive liaison with other agencies;
9. use the curriculum to raise children' awareness and build confidence so that children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, taking into account of Sex and Relationships guidance.
10. provide clear policy statements for parents, staff and children and young people on this and on both positive behaviour policies and the schools approach to bullying;
11. have a clear understanding of the various types of bullying - physical, verbal and indirect, and act promptly and firmly to combat it, making sure that children are aware of the schools position on this issue and who they can contact for support;
12. take particular care that children with SEND in mainstream and special schools, who may be especially vulnerable to abuse, are supported effectively with particular attention paid to ensuring that those with communication difficulties are enabled to express themselves to a member of staff with appropriate communicative skills;
13. have a clear policy about the handling of allegations of abuse by members of staff, ensuring that all staff are fully aware of the procedures and that they are followed correctly at all times, using the guidance [Guidance: Safeguarding children and safer recruitment in education](#)
14. have a written whole school policy, produced, owned and regularly reviewed by schools staff and which clearly outlines the school's position and positive action in respect of the aforementioned standards.
15. the school will ensure that specified information is passed on in a timely manner to Children's Services for monitoring purposes



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Appendix C

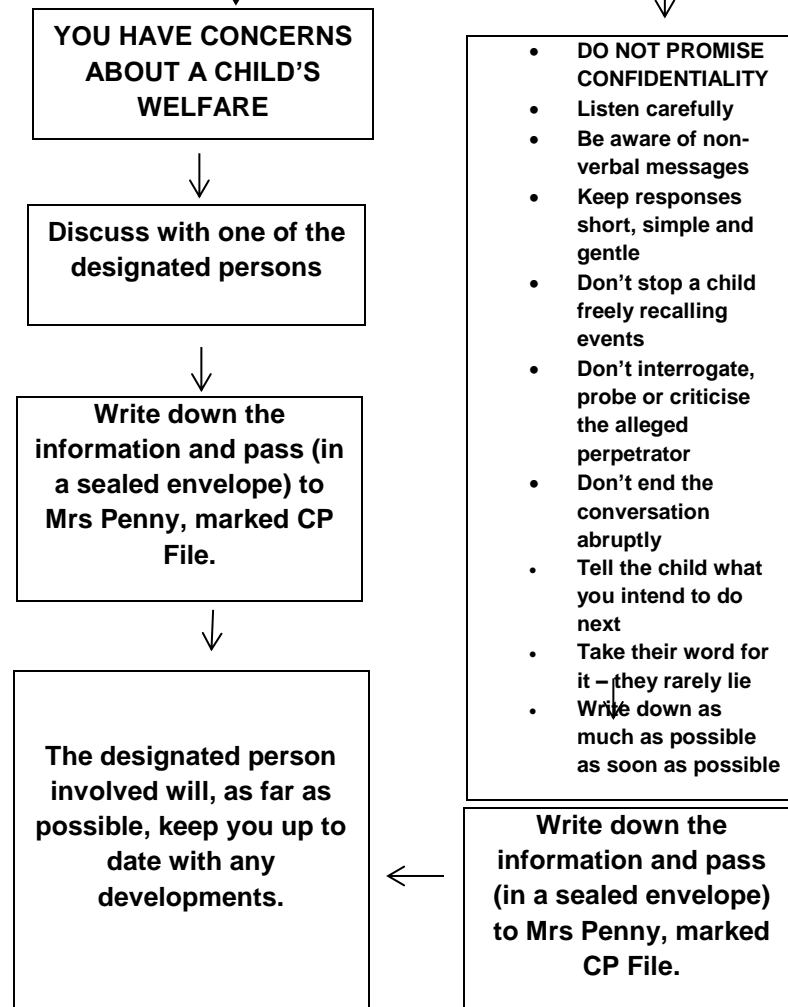
Ss Peter & Paul's Catholic Academies Child Protection Flow Chart

SS PETER & PAUL'S CATHOLIC ACADEMIES CHILD PROTECTION PROCEDURES

Designated Persons:
Mrs F Penny (Senior Designated Person - Head teacher)
Mrs L Myerscough (Deputy Head teacher)

WHAT TO DO IF.....

YOU HAVE A CONCERN ABOUT A CHILD'S WELFARE A CHILD MAKES A DISCLOSURE





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Appendix D

RESPOND

REPORT

RECORD

Children who go missing from education



FINAL Revised 2009
Missing Out - (Childre

Appendix E

Dealing with indecent or potentially illegal images of children



07-01-10 Dealing
with indecent pupil im



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Appendix F

Dealing with allegations against people who work with children

What is a LADO (Local Authority Designated Officer)?

The role of the LADO is set out in the HM Government guidance Working Together to Safeguard Children (2010).

Appendix 5 outlines the procedures for managing allegations against people who work with children, for example, those in a position of trust.

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences; this can include concerns about their own personal life, e.g incidents of domestic violence or child protection concerns relating to their own family.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case. They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The LADO co-ordinates information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible – see flow chart below.



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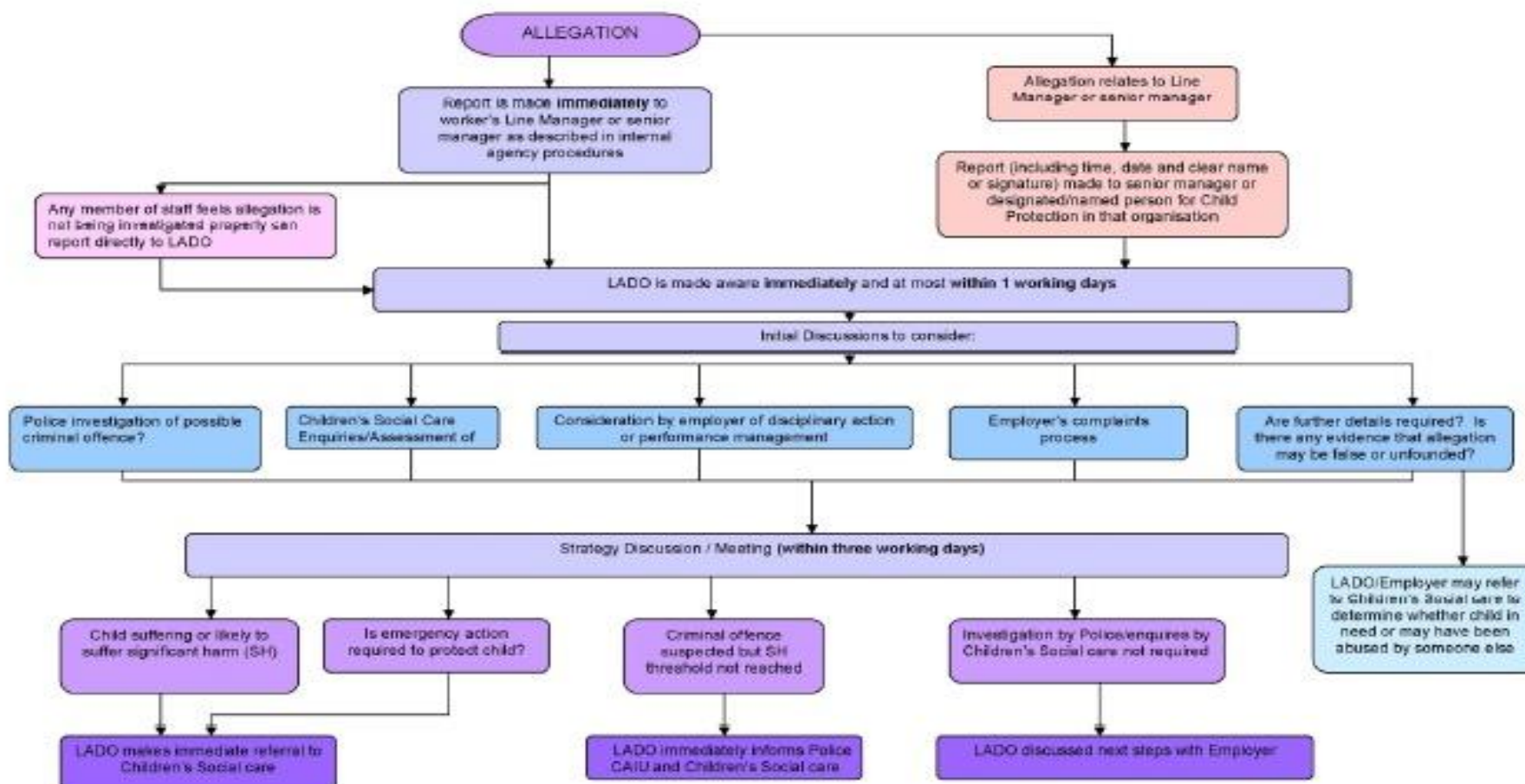
The LADO for Northumberland is **Kevin Richardson**.

Kevin.Richardson@northumberland.gov.uk or telephone **01670 623979**



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Dealing with allegations against people who work with children





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Appendix G

School Child Protection Files – a guide to good practice

Child protection file should include:

- Copy of referral form
- Minutes of strategy meetings
- Any written submission to a child protection conference / child protection plan review
- Minutes of child protection conference / child protection plan reviews
- Log of phone calls / contact with parent/carer and professionals

All safeguarding concerns raised with the DP (whether or not they require referral to Children's Social Care) should be recorded. This should include any action taken by the member of staff raising the concern and also any action taken by the designated person (eg talking to child individually, contacting parents, taking advice from other professionals etc). These records should be kept, as with a child protection file, securely, separate to the child's main school file.

At the point of transfer to another school, child protection records should be transferred directly from DP to DP, separate to the child's main school file.

The main school file should have a 'flag' which shows that additional information is held by the DP.

Appendix H

Further references

For further information, advice and guidance please visit the [Safeguarding](#) web area of the Northumberland County Council website.