



**Haringey Council**

The Children and Young People's Service

## **Ferry Lane Primary School**

### **Child Protection Policy**

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#### **1.0 Introduction**

- 1.1 The Governors and staff of Ferry Lane Primary School fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, has a full and active part to play in protecting our pupils from harm.
- 1.2 All staff and governors believe that our schools should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.
- 1.3 The aims of this policy are:
  - 1.3.1 To support the child's development in ways that will foster security, confidence and independence.
  - 1.3.2 To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
  - 1.3.3 To provide a systematic means of monitoring children known or thought to be at risk of harm.
  - 1.3.4 To emphasise the need for good levels of communication between all members of staff. The school holds a half-termly Alert Meeting to keep staff updated on concerns about individual children, attendance and child protection issues.
  - 1.3.5 To develop a structured procedure within the school; this will be followed by all members of the school community in cases of suspected abuse.
  - 1.3.6 To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
  - 1.3.7 To ensure that all adults within the school who have access to children have been checked as to their suitability.

#### **2.0 Procedures**

- 2.1 Our School procedures for safeguarding children will be in line with LEA and LSCB procedures.  
We will ensure that:
  - 2.1.1 We have a designated member of staff who undertakes regular training-H-T.
  - 2.1.2 We have a member of staff who will act in the designated member teacher's absence-DHT
  - 2.1.3 All members of staff develop their understanding of the signs and indicators of abuse.
  - 2.1.4 All members of staff know how to respond to a pupil who discloses abuse.
  - 2.1.5 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- 2.2 Our procedures will be regularly reviewed and up-dated.
- 2.3 All new members of staff will be given a copy of our child protection procedures as part of their induction into the school.

### **3.0 Responsibilities**

- 3.1 The designated teacher is responsible for:
  - 3.1.1 Adhering to the LSCB, LEA and school procedures with regard to referring a child if there are concerns about possible abuse.
  - 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral (see Appendix 1 & 2)
  - 3.1.3 Ensure that all such records are kept confidentially and securely and are separate from pupil records.
  - 3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records.
  - 3.1.5 Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to Social Services.

### **4.0 Supporting Children**

- 4.1 We may recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.
- 4.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 Our school will also support pupils by:
  - 4.4.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
  - 4.4.2 Promoting a caring, safe and positive environment within the school.
  - 4.4.3 Liaising and working together with all other support services and those agencies involved in safeguarding of children.
  - 4.4.4 Notifying Social Services as soon as there is a significant concern.
  - 4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupils' new school.

## **5.0 Confidentiality**

- 5.1 We recognise that all matters relating to Child Protection are confidential.
- 5.2 The Headteacher or Designated Teacher will disclose any information about a pupil to other members of staff on a need to know basis only.
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets.

## **6.0 Supporting Staff**

- 6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support as appropriate.

## **7.0 Allegations Against Staff**

- 7.1 We understand that a pupil may make an allegation against a member of staff.
- 7.2 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.
- 7.3 The Headteacher on all such occasions will discuss the content of the allegation with the LEA Lead Officer for Child Protection.

- 7.4 If the allegation made to a member of staff concerns the Headteacher, the designated will immediately inform the Chair of Governors who will consult with the LEAs Lead Officer for Child Protection.
- 7.5 The school will follow the LEA procedures for managing allegations against staff, a copy of which will be readily available in the school.

## **8.0 Whistle blowing**

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staffs fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

## **9.0 Physical Intervention**

- 9.1 The school and staff acknowledge that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 9.2 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10.0 Bullying**

- 10.1 Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

## **11.0 Racist Incidents**

- 11.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

## **12.0 Prevention**

- 12.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 12.2 The school community will therefore:

- 12.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- 12.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- 12.2.3 Include in the curriculum opportunities for PSHCE which equip children with the skills they need to stay from harm and to know to whom they should turn for help.

### **13.0 Health & Safety**

- 13.1 Our Health & Safety policy, set out in a separate document, 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.

## **Appendix**

- 1. School Monitoring Form**
- 2. School Monitoring Register**
- 3. Case Conference Report Form**

**Ferry Lane Primary**

**Monitoring Form**

**Name of Child .....**    **Class teacher .....**

<b>Date</b>	<b>Incident / Record of Behaviour</b>	<b>Any further action taken</b>

**Ferry Lane Primary**

**Monitoring Register**

<b>Date</b>	<b>Name of Child</b>	<b>Year Group</b>	<b>Concern</b>

## Case Conference Report

<b>PART 1 SCHOOL INFORMATION</b>		
Surname	Forename	
Also know as		
Date of Birth	Gender	Ethnicity
Home Address		
Any other known Addresses		
Name of Parent / Carer		
Address of Parent/Carer (if different from above)		
Telephone Contacts:		
Start date at School	Previous School	Is child on SEN Register
Has the child been excluded from school in the last 12 months Y/N If yes: Length of Exclusion(s)		
<b>PART 2 SCHOOL ATTENDANCE INFORMATION</b>		
Present (%)	Authorised Absence (%)	Unauthorised Absence (%)
Any discernible patterns of absence?		
Punctuality: Good (at school on time regularly)	Punctuality: Variable (occasionally late, usually by not more than a few moments)	Punctuality: Poor (Frequently late, often arriving after the close of register)
Does the parent respond to school enquiries concerning absences and lateness? Y/N		
<p>Notes: Attendance running beneath 85% would usually necessitate a referral to the Education Welfare Service, except if the school is aware of other mitigating circumstances such as ill health.</p> <p>Parents are expected to contact Schools as soon as is practicable, usually on the first day of absence, if it is clear that their child will be unable to attend school. Where possible, this should be supported by written confirmation on the child's return to school.</p>		

### **PART 3 OTHER SCHOOL INFORMATION**

Please comment on the following areas

Academic Attainment Profile

Consider the child's level of attainment within the National Curriculum framework. If appropriate, compare against previous measurements. Identify any external factors that may in your professional opinion influence the child's present level of attainment

Additional Support in School

Outline what, if any, additional support the child is receiving at the present time. Identify the agency or agencies involved in the provision in question, if the support is from an external agency.

Physical and Emotional Wellbeing

Comment on child's physical appearance and presentation – does the child arrive for school appropriately dressed and prepared for the school day? Does the child comment on hunger or other possible indicators of neglect? Also comment on the child's ability to form appropriate relationships with peers, teachers and other members of the school community. Where appropriate comment on the child's behaviour within the school community. Where appropriate comment on the child's behaviour within the school environment. Again, where appropriate, comment on any external factors that you are aware of that may impact upon the child's physical and emotional well being.

School's Relationship with Parent
Comment on parental communication with school including attendance at functions such as parents' evenings, annual reviews and individual education plan meetings. Comment, being as specific and as fact based as possible, on the impact of the parent(s) relationship with the school upon the child's wellbeing and welfare. Comment on any external factors you may be aware of that may be impacting upon the expected productive and mutually supportive home/school relationship.
Does the child attend any after school provision? Y/N If yes please state
If a Review Child Protection Conference
Please comment on any significant changes in the child's wellbeing since the last Child Protection Conference. Has the interests of the child and the family been well served by the Protection Plan and subsequent Core Group Meeting(s)?
<b>PART 4 SUPPORTING INFORMATION</b>
Please provide any additional information that will be useful for the Child Protection Conference.

Signature:

Date:

Copy to Child Protection Officer, 48 Station Road, Wood Green, N22 7TY