

E-ACT POLICY

PARKWOOD ACADEMY

CHILD PROTECTION

Date agreed by Governors	
Date of review	
Responsible officer	Principal / Business Director

CHILD PROTECTION

Academy Policy and procedures are based on the South Yorkshire Area Child Protection Committees' Procedures Folder' which has been developed for local use in line with the guidance Working Together to Safeguard Children' and Framework for the Assessment of Children in Need and their Families' issued jointly by the Department of Health, the Home Office and the Department for Education. Parkwood Academy promotes the Every Child Matters Agenda and the 5 outcomes.

Safeguarding and promoting children's welfare are central to this new approach.

Academy procedures apply to all children on the Parkwood Academy register below the age of eighteen. The procedures should be followed by all staff working for the Academy.

The Child Protection Liaison Officer (CPLO) is Mrs Zinnia Garratt; and the Deputy CPLO is Mrs Kim McDonald, however, all staff have a Duty of Care to safeguard and protect the interests of all children on the Academy register.

There will be an identified Governor with responsibility for Child Protection.

Other related policies are:

- South Yorkshire Child Protection Procedures Folder (Copy held with CPLO) Sheffield Education Child Protection Policy
- Sheffield Education Child Protection - Guidance on Care, Control and Physical Interventions in an Educational Setting

Parkwood Academy Policies:

- Academy Mission Statement on Bullying
- Staff Handbook (relevant sections)
- Behaviour Policy
- The Guidance Curriculum

Appendix 1

Copy of sections 3,4,5 from SY Child Protection Procedures Policy:

Section 3 Information Sharing and Confidentiality
Section 4 The Child Protection Register
Section 5 Referring Concerns to the Social Care Services department or the Police.

General definition of an abused child

An abused child is someone under the age of 18 years who has suffered physical injury, physical neglect, non organic failure to thrive, emotional or sexual abuse which the person or persons who had custody, charge of care of the child either caused or knowingly failed to prevent.

Some children will be deemed to be at particular risk where another child in the household had been harmed or the household contains, or is regularly visited by a known abuser (Schedule 1 Offender).

Signs of abuse to look out for (PENS) Physical

Definition - Actual or likely physical abuse or failure to prevent physical injury (or suffering) Physical Signs include unexplained or frequent bruises, bites, fractures, torn soft tissue, burns, pressure marks, frequent illness and absence from Academy. Non-accidental physical abuse. This includes deliberate poisoning, suffocation and Munchausen's Syndrome by proxy.

Emotional

Definition - Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. This includes persistent scape goating, criticism, bullying, harassment, ridiculing, belittling or frightening.

Emotional Signs e. g. sudden changes of mood, uncharacteristic behavior, attention seeking behavior.

Neglect

Definition....; Failure to protect a child from exposure to any kind of danger e.g. cold, starvation, being left unattended, not seeking appropriate medical attention or extreme failure to carry out important aspects of care resulting in significant impairment of the child's health or development, including non organic failure to thrive.

Neglect signs e.g. tiredness, dirty clothing, and hunger.

Sexual

Definition - Actual or likely sexual exploitation of a child or adolescent by an older person, often a familiar adult, who induces the child to be involved in sexual activity which she/he does not truly comprehend and to which she/he is unable to give informed consent. The abuser may use bribes, threats or physical force to persuade the child to participate in sexual activity.

Sexual signs e.g. sudden changes of behaviour/mood, uncharacteristic responses and disclosures.

Children often face a jigsaw of abuse, staff need to be alert to all, some or any of the above signs.

Triggers can be

- Something you see
- Something you observe e.g. behavioural situation/response Something someone else tells you

Responsibilities of Class teacher to recognise signs of abuse.

- To follow Academy procedures with regard to reporting concerns to CPLO.

The Role of the Child Protection Liaison Teacher (CPLO)

The CPLO will assist the Principal and Governors to co-ordinate Child Protection activities in the Academy.

The role of the CPLO can be highlighted in the following areas:

- Management & Coordination
- Maintain a Child Protection Register in Academy.
- Inform all staff, on a regular basis, of Child Protection procedures and guidance. This will include verbal reminders and written reminders each Term.
- Develop a whole Academy policy on child protection.
- Advise other staff in Academy.
- Develop a hierarchy of response within Academy.
- Contact other agencies as appropriate.
- Encourage the development of a positive Academy ethos.
- Monitor the whole Academy policy on Behaviour and Discipline for child protection issues e.g. bullying.
- Ensure that the Academy has a Staff Code of Conduct and Health & Safety Policy and procedures in place.
- Ensure that the issue of Child Protection is shared with students in Academy through the curriculum e.g. Guidance and the Academy council as agenda items.

- Liaison
- Liaise with all staff within and outside Academy as relevant.
- Attend Child Protection case conferences to represent the Academy.
- Be included on core, groups.
- Information transfer as relevant.

- Consultancy, Support and Training
- Attend relevant INSET; keep up to date with current developments.
- Advise and help all staff.
- Ensure that all staff receive regularly up-dated training, keep records.
- Support other staff members.

- Information
- Liaise with the Governor with responsibility for Child Protection at least once per term.
- Inform the Governor of any issues involving members of staff.
- Provide the governors with an annual Child Protection Report.
- Gather, store and disseminate information.
- Co-ordinate, collated and stored information in a locked cabinet.
- Operate a 'need to know' policy.

- Be aware of issues arising from young people who abuse other young people.
 - Be aware of SEN students and their needs. These students are at a statistically greater risk of abuse than children without special needs. (The following are particularly vulnerable; unappealing children e.g. boy when girl was wanted, physical or learning disabilities, non communicating children, different children, particularly difficult to care for children).
 - Be sensitive to the needs of ethnic minority children; discuss their needs in terms of cultural or religious aspects with EMA staff.
- Confidentiality / Disclosures
 - If a child tells you that they are being harmed and asks you not to tell anyone you must warn them, before they tell you any more details that if you think they are at risk you must pass the information on.
- If they choose to continue
 - Remain calm, make no promises of confidentiality, tell the child that you may have to tell someone else what they tell you.
 - Listen, convince yourself that there is a problem, respond with interest as you would to any other event and do not indicate disapproval, disbelief or disgust.
 - Try not to prompt them or suggest words. Do not ask for details.
 - Reassure the child that they are not to blame, but make no judgmental comments about the abuser.
 - Refer situation to CPLO as soon as possible.
 - If the child is not unduly distressed they may prefer to continue in normal lessons, they may however need to be given time and a place to collect themselves quietly. The Pastoral Manager's room is a quiet safe place. Whichever course is followed it is important to contact the CPLO as soon as possible.
 - It will be necessary for the teacher to make brief notes including date, time, signs, reaction of child, other witnesses etc. The teacher may also be asked to attend a subsequent interview with the child.
 - Do not discuss with other staff or students.
 - If the CPLO is not available contact the Deputy CPLO, Principal or another member of the Senior Team. If no Senior member of staff is available, contact the EWO for the relevant year group or EWO Service Team Leader.
- Further details are in Appendix 2 section 3 information sharing and confidentiality.
- What to do if you are concerned about a child
 - Listen to the child carefully, convince yourself that there is a concern.
 - Discuss your concerns with the child's Group Tutor or Head of House or Pastoral Manager - whoever you feel knows the child best. Try to be specific in your observations and comments. It is advisable to make a personal written note of your concerns.
 - The situation may need monitoring and other colleagues may need to be made aware of your concerns. Child protection is on a 'need to know' basis.
 - It may be necessary to act more promptly, in this case refer your concerns directly the CPLO.

Response by CPLO

The CPLO will respond in one of two ways to concerns from staff.

Response 1 An immediate referral to Child Protection

In response to an immediate risk and/or an incident or allegation, an immediate Child Protection referral to Social Care Services/Police will be made. This will be by a telephone call followed up in writing.

Cases when this response will follow include: (A comprehensive list of reasons can be found in Appendix 2, section 5.1 of the SY Child Protection Procedures)

- A child makes a clear allegation of abuse
- A child sustains an injury and there is professional concern about how it was caused
- A member of the public makes a clear, detailed, credible allegation that someone has abused a child
- Professional concern exists about a child having contact with any person who may pose a significant risk to them
- A child has been abandoned
- A child is being refused access to urgent or important medical assessment or services
- A child is at risk of being subjected to illegal procedures e.g. forced marriage
- Further concerns have arisen of increased or additional risk to a child currently on the Child Protection Register

Response 2 A Staged Response

(where the concerns do not meet the criteria for immediate referral to Social Care Services)

First Stage: Preventative single agency response. The CPLO will

- Listen to details and set up a Academy system to monitor the situation, maintaining written records. A named person, usually the CPLO, will be identified to lead this.
- Contact Parents/Carers, give a clear explanation what the concerns are and what changes are required. Maintain contact with them.
- Offer additional support possibly from a Pastoral Manager.
- The CPLO will need to consider time limits, and the degree and nature of changes. If this approach is unsuccessful and significant concerns remain the CPLO will check the Child Protection Register/Safety Net.

The Child Protection Register

When specific child protection concerns or allegations exist about a child, the CPLO must log an enquiry with the Child Protection Register. The Register is held centrally and provides a record of all children in the area who are considered to be at continuing risk from significant harm or for whom there is a child protection plan currently being implemented. All enquiries are logged by the Area Child Protection Committee and a second enquiry about a child (within 2 years) will ensure a referral is made to Social Care Services.

The information received will assist the CPLO in deciding what action, if any, is needed.

Further details are in Appendix 1 section 4.

Second Stage: preventative multi-agency response. The CPLO will

- Liaise with other appropriate professionals e.g. EWO and check whether other agencies are involved.
- Agree a joint plan of action between parents/carers and other agencies with tasks and roles identified.
- Maintain records of all meetings and liaise with each other about progress and deterioration.
- Review the situation against the plan of action at appropriate time intervals.
- If there is concern that a child is at risk of suffering significant harm, an immediate referral should be made to Social Care Services.
- Where necessary change has not occurred, the third stage should be initiated.
- Third Stage: referral to Social Care Services. The CPLO will
- Complete an Interagency Referral Form. Social Care Services will decide within 24 hours what action they intend to take. If there is concern that a child is suffering or is likely to suffer significant harm an immediate referral should be made by telephone.
- Further details are in Appendix 1 Section 5

Referrals to the Police

If the concern is about abuse or risk of abuse from someone not previously known to the child or the child's family a referral directly to the Police should be made.

Further details are in Appendix 1 Section 5

All referrals to Social Care Services or the Police must be made by the Child Protection Officer/ Deputy Child Protection Officer or the Principal.

Talking to parents

It is good practice to be open and honest at the outset with parents/carers about any concerns, the need for a referral information sharing between agencies and/or a Child Protection Register Check. All reasonable efforts should be made to inform parents/carers beforehand. However, an inability to inform parents/carers should not prevent a referral being made.

There are cases where it will not usually be good practice to discuss concerns with parents/carers. In these cases, who discusses the concerns, when and with whom, should be agreed in advance with Social Care Services and/or Police. Examples include:

Where discussions would put the child at risk Where sexual abuse is suspected

Where organized or multiple abuse is suspected

Where to contact parents/carers would place someone at risk

Where it is not possible to contact parents/carer without causing undue delay in making the referral

A reasonable judgment must be made in each case

A full list is in Appendix 2, section 5.4 of the SY Child Protection Procedure

Talking to children

It is good practice to be open and honest with children. Before contacting their parents the child's consent should normally be obtained. If a child is unwilling to give their permission it is good practice to consult with another professional for advice, this could be the Child Protection Liaison Officer

Physical Restraint

Must only be used when this is the only reasonable course of action to take. DfEE guidance 1998 permits restraint in following cases

1. to prevent self harm
2. to prevent the child harming others
3. to prevent the child damaging property
4. to prevent significant disruption, when the child's behaviour is (prejudicial) a threat to good order within the Academy/the activity
5. to prevent the child from committing a crime

Bullying

Child protection procedures should be considered when

- Instances of bullying where parents/careers or professional are aware of bullying but are unable or unwilling to protect the child. Both the victim and the perpetrator should be referred for an initial assessment to Social Care Services.

- A child is clearly suffering or is likely to suffer significant harm and an offence may have been committed.

Incidents involving Staff and Students

All Child Protection incidents involving staff and students are recorded and discussed with the Principal. The Governor with responsibility for Child Protection is informed of serious cases.

Girls under 16 who become pregnant

Girls under the age of 13

The law is that this constitutes unlawful sexual intercourse (rape), as a child under 13 is deemed to be unable to consent to intercourse. A referral to the CPLO must be made and a discussion with the Police must take place as soon as possible.

Girls aged 13 and over

Many girls will have the support of their families. However if there is a need for support the girls consent should be sought for referral to Social Care Services as a child in need.

If there are concerns about significant harm, an immediate referral should be made to Social Care Services.

There is support for pregnant Academy girls and Academy aged mothers through the Teaching & Reintegration Service.

All known pregnancies, including terminations should be referred to the CPLO. The Teaching & Reintegration Service requires data annually.

Useful information

Provide the following information if it is readily available to you within your organisation:

- Addresses of family members or other significant people not living in the household;
- Previous addresses of the family;
- Information regarding contact between any alleged abuser and other children, ie. in a work, community, extended family or other settings;
- Educational establishments, nurseries etc attended by the child and other children in the household
- Name, address and telephone number of GP
- Name, address and telephone number of health visitor/Academy nurse
- Hospital ward, consultant, named nurse, and date admitted/discharged
- Name, address and telephone number of other professionals involved with the family
- Child's legal status (e.g. residence order, care order) and details of anyone not already mentioned who has parental responsibility
- Ethnic origin, religion, cultural background
- Previous concerns and any relevant background information (see the 'Framework for the Assessment of Children in Need and their Families' for guidance on how this should be structured)
- Any opinion you have formed about how the child and family are likely to react to the referral and subsequent section 47 enquiries, including in particular any factors, which are likely to place the child or others at risk (eg where there is domestic abuse)
- Deciding whether the referral should be made to Social Care Services or to the police
- In general" if the concern is about abuse or risk of abuse from someone known to the child or the child's family the Child Protection Register should be checked; then a referral should be made to the local Social Care Services office.
- If the concern is about abuse or risk of abuse from someone not previously known to the child or the child's family a referral should be made directly to the police.
- However, there will be many situations, which are not clear-cut. The possibility of continuing risk to the child must always be considered. In these situations, a referral to Social Care Services will be appropriate.

Appendix 1

Sections 3,4 and 5 from South Yorkshire Child Protection Procedure Folder

3 Information sharing and confidentiality

3.1 Introduction

3.2 Professional Guidance

3.3 Seeking Advice/Consultation

3.2 Professional Guidance

3.2 Professional Guidance

Many professions (such as doctors, nurses, and youth workers) have their own guidance on confidentiality and disclosure of information to safeguard children, all of which are consistent with the principles set out in paragraph 3.1 above. The Department of health has also published specific guidance on (Child Protection: Medical Responsibilities, which, again, is consistent with paragraph 3.1. It also contains guidance on seeking advice/consultation consistent with paragraph 3.3 below.

*'Health Service
Management-
Contraceptive Services
for People under 16'*

*Department of
Health, 2000*

*'Child Protection:
Medical
Responsibilities'*

*Department of
Health, 1995*

3.3 Seeking advice/consultation

The purpose of consultation is to discuss your concerns and decide what action is necessary. If you are concerned about a child you must share your concerns. Initially you must talk to the person who is responsible for your work and/or the designated child protection person for your agency. The outcome of this discussion may be that there is a clear child protection concern, which must be referred to Social Care Services or the police.

In the following circumstances you must consult externally:

- If you are unable to consult promptly with the person responsible for your work and/or the designated child protection person for your agency;
- If after consulting you are still unsure whether or not there are clear child protection concerns;
- If there is some disagreement or conflict between yourself and the person consulted;
- If the allegation is about the person with whom you would normally consult;
- If you work alone or are a member of the public and do not have a senior or designated person to consult with

Consulting externally is not the same as making a referral but the outcome might be that a referral needs to be made either to Social Care Services or the police. You can consult externally with the Social Care Services team, with the child protection co-ordinators, or with the police child abuse unit. However, Social Care Services and the police must retain the ability to treat the

information given as a referral if it appears to fall within their legal duties. Social Care Services and the police should be explicit about how they are going to respond.

Consultation must take place within a time frame, which is not detrimental to the child's interests. It is the responsibility of the person seeking advice to ensure that all relevant information is shared.

4 The Child Protection Register

4.1 The purpose of the register

The purpose of the Child Protection Register is to:

- Provide a record of all children in the area who are considered to be at continuing risk of significant harm and for whom there is a child protection plan currently being implemented;
- Provide a central point of speedy enquiry, available 24 hours a day, for professional staff who are concerned that a child may be at risk of significant harm and want to know whether the child is the subject of a child protection plan or is the subject of a care order, supervision order or interim care order;
- Aid diagnosis of a sequence of injuries or events which might not otherwise be considered related or seen as a pattern or repeated abuse, by keeping a record of enquiries;
- Prompt a referral to Social Care Services when two enquiries are made about a family in a 2 year period;
- Aid good communication and co-ordination between agencies;
- Enable the collection and analysis of information locally and nationally to inform policy development and strategic planning.

The contents of the Register remain confidential other than to legitimate enquirers (eg. Staff of area child protection committees' member agencies). Enquirers will be phoned back with the relevant information and advice, in order to check their identity.

The Register is kept on behalf of the Area Child Protection Committee.

4.2 Checking the Child Protection Register

Where specific child protection concerns or allegations exist about a child, professionals must log an enquiry with the Register.

An enquiry to the Register involves a two-way exchange of information. The enquirer is informed of all relevant information held about a child or family, and the Register records relevant information about the enquirer and reason for their concern. The Register, if used properly, therefore contains a chronological record of all previous concerns about possible significant harm about a child, which could assist the enquirer in deciding what action, if any, is needed.

A separate record is kept of enquiries, in addition to the record of children who are subject to a child protection plan. The enquiry record is kept for 2 years. If a second enquiry is made about the same child within this time period, the Register Custodian will ensure that a referral is made to the Social Care Services department. An initial assessment should then be conducted in order to establish if child protection enquiries should be made.