



Child Protection Procedures Stanley Grove Academy.

Revised October 2024 (to be read alongside Safeguarding Policy)

Aims and Objectives:

Everyone in Stanley Grove has the responsibility of protecting our pupils from harm by:

- Providing a safe environment for children to learn.
- Identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe, both at home and in school.
(Safeguarding Children and Safer Recruitment Document)

We will do this by:

- Preventing unsuitable people working with children and young people.
- Promoting safe practice and challenging poor and unsafe practice.
- Identifying instances in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe.
- Contributing to effective partnership working between all those involved with providing services for children and young people.

Records

All teachers must use CPOMS to record any concerns. Support staff who are not on CPOMS can record on paper documentation and this is scanned into CPOMS by teacher or designated lead/s. We use gold paper for this so it stands out from other documents. This is kept in the pigeon hole in the staff room.

Wakefield Safeguarding Board

All staff laptops have a desktop link to Wakefield Safeguarding Board. All letters and referral forms can be downloaded from this site.

Child Protection Register.

Children on the Child Protection register or with any past Child protection incidents or records are on CPOMS. Only staff with the care of these children will be able to see the records.

The designated safeguarding lead/s is responsible for managing and monitoring the school's part in the child protection care plan and liaising with the key worker from Social Services.

Guidance for staff:

All school staff should take normal precautions not to place themselves or volunteers and students in a vulnerable position with relation to child protection. It is always advisable for interviews or work with individual children to be conducted in view of other adults.

All staff should report any concerns to the designated teacher immediately (verbally). If a pupil makes a disclosure to a member of staff, the procedure below must be followed and the designated teacher verbally notified immediately. This must be followed by a written record using the appropriate forms within 24 hours of the disclosure. Confidentiality cannot be assured for pupils, however information should only be shared on a need to know basis.

Immediate response to the child

It is vital that our actions do not abuse the child further or prejudice further enquiries, for example:

- Listen to the pupil, if you are shocked by what is being said try not to show it
- It is OK to observe bruises but not to ask a child to remove or adjust their clothing to observe them. You may see marks while changing for PE.
- If a disclosure is made the pace should be dictated by the pupil without them being pressed for detail by being asked such questions as "what did they do next?" or "where did they touch you?". It is our role to listen not to investigate. Use open questions such as "is there anything else you want to tell me?" or "yes?" or "and?"
- Accept what the pupil says. Be careful not to burden them with guilt by asking questions such as "why didn't you tell me before?"
- Do acknowledge how hard it was for them to tell you this
- Don't criticise the perpetrator, this may be someone they love
- **Don't promise confidentiality**, reassure the pupil that they have done the right thing, explain whom you will have to tell (the designated teacher) and why. It is important that you don't make promises that you cannot keep such as "I'll stay with you all the time" or "it will be alright now".

Recording Information

- Make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Notes must be signed and dated. (Appendix and 2)

- Observed injuries and bruises are to be recorded on the Body Map. (Appendix 1 and 3)
- Note the non-verbal behaviour and the key words in the language used by the pupil (do not translate into “proper terms”).
- It is important to keep these original notes and pass them to the designated teacher.
- If a teacher wants to record straight onto CPOMs, this is permitted. Any paper documents from other members of staff must be scanned and added to CPOMs then paper documents can be shredded for data protection and confidentiality reasons.
- All referrals to Social Services must be followed up within 24 hrs in writing using the referral pro-forma- see Wakefield Safeguarding website.

Staff are also required to monitor children who may be at risk and record observations, keeping the records in a secure place whilst maintaining the confidentiality of this information to those who need to know or using CPOMS.

It is important that what is recorded is kept factual and includes reported speech where appropriate; opinion should not be given unless there is some form of evidence which can also be quoted. The sheet must be signed, dated and timed and give immediately to designated teacher.

Confidential information held on a particular child, must be stored separately from the main file in a secure place. (CPOMS)

Copies of confidential notes to be passed on during transfer to next school using CPOMS or recorded delivery for schools without this. Archive CPOMS can be used to refer to if pupils have left.

The designated teacher carries the legal responsibility to inform Social Services of any concerns we have about possible child protection issues. This may be a telephone call and a written referral within 24 hours.

Whenever possible, the designated teacher will have already discussed concerns about a pupil with his or her parents/cares and will tell them when a referral is to be made to social services. However, in some exceptional circumstances, the parent/carer will not be informed in advance. This would be because the child may be seen to be at risk of serious harm or death. In circumstances where a referral is made without first informing the parents, they will be told about the concerns and actions as soon as possible.

Signs and Symptoms of abuse:

All staff must be aware of the signs and symptoms of abuse, which can take many forms but they are usually divided into four categories:

Physical injury: can range from over chastisement, slapping with the hand or object to shaking, punching or throwing child across the room.

Neglect: can range from ignoring a child’s developmental needs to not feeding or clothing her/him adequately and not supervising child adequately.

Sexual abuse: is the involvement of a child or adolescent in sexual activities they do not understand, cannot give consent to and which are not acceptable by our society. This includes inappropriate touching, obscene photographs, child pornography as well as attempted or actual sexual intercourse.

Emotional abuse: ranges from rejecting a child, refusing to show a child love or affection or deliberately making child unhappy by continually belittling her/him or verbally abusing them. (More detail is contained in 'What to do if you are worried a child is being abused' located in staff room)

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. The school may be the only stable secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or withdrawn.

At Stanley Grove, we will endeavour to support the pupil through:

- The content of the curriculum
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school.
- Liaison with other agencies that support the pupil such as social services, EWO, etc
- Ensuring that where a pupil on the child protection register leaves, their information is transferred to the new school immediately and the child's social worker is informed

Child Protection Register.

The designated teacher will inform those members of staff who have direct pastoral responsibility for the children whose names are on the child protection register. These children must be monitored very carefully and the smallest concern should be passed immediately to the designated teacher and recorded on CPOMS.

The designated teacher is responsible for managing and monitoring the school's part in the child protection care plan and liaising with the key worker from Social Services and the family worker linked to the school.

Our Curriculum

Our RSHE curriculum includes discussions which are age appropriate about the concept of keeping safe. Role play and circle time are tools to enable the children to discuss things in a safe environment.

The progress of a group will be monitored using evidence such as:

- Attendance
- Sanctions logged
- Academic progress v indicators.

Operation Encompass.

If we receive an operation encompass referral, the child will be checked on by a member of staff and this will be recorded on CPOMS.

Weekly Tracker and Meetings.

DSLs meet weekly. We discuss children who have been raised as a concern or children on our safeguarding monitoring list. We use a tracker to record our actions which is then RAG rated the following week to ensure we have completed agreed actions. We identify any next steps at this meeting also.

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Telephone & Fax: 01924 303805

Head Teacher: Mrs J Frost

Appendix 1

RECORD OF INJURIES GIVING CAUSE FOR CONCERN

Date and time when injuries were noticed:

Date and time when Designated Child Protection teacher was informed
Verbally: _____ in Writing (within 24 hours): _____

Name of Child: _____

Class: _____ Date of Birth: _____

Note:

- This may be a continuous monitoring record or details about one specific "Reported" concern (please use different sheet for each incident).
- The outlines below should be used to indicate the site of the injury and the Date on which it was noticed
- **Staff must not undress or examine children to discover injuries**
- More detailed notes of the injury should be made below
 - Sign and date at the end

Other information about the injury:

Actions carried out by Designated Child Protection teacher.

Record of Concern, pupil disclosure or injuries

Name of Child: _____

Class: _____ Date of Birth: _____

1. Date and time when concerns were noticed or expressed.
2. Name of person completing form:
3. What has been disclosed to you? (Retell the conversation, keep factual, include reported speech where appropriate. Check to make sure the report is clear to someone else reading it. Use back of sheet if required.)

Signs of safety:

Where do you rate the situation at the moment on a scale of 0-10; where 0 means that the child is in danger of or already has been hurt and 10 means that everything is now sorted for the child, they have people around who care for them and help to keep them safe and free from harm.

0	1	2	3	4	5	6	7	8	9	10

4. What are you worried about? (brief summary of need)
5. If injuries have been seen, use body map to record this. (appendix 3)
6. Date and time when Designated Child Protection teacher was informed
Verbally:
Writing (within 24 hours):

Signed:
7. Actions carried out by Designated Child Protection teacher.

8. Are the parents/carers aware of your concern?

Appendix 3



