

HARRIS ACADEMY MERTON
CHILD PROTECTION POLICY 2011-2012

Mission Statement

The Academy's mission is to raise aspiration and achievement for all by means of the provision of high quality learning enhanced by the Academy specialisms of Enterprise and Sport. The Academy's motto is

'Achievement is Success'

Overall aims under 'Every Child Matters'

- To encourage learners to adopt healthy lifestyles
- To ensure learners feel safe and adopt safe practices
- To ensure learners enjoy their education
- To encourage learners to make a positive contribution to the community
- To aid learners to prepare for their future economic well being.

The designated teacher is Mr A Ridge. In his absence any reported/suspected incidents should be referred to the Vice Principal. The Principal is automatically involved.

The Governor responsible for Child Protection is: Mr. A. Bayon, Chair of Governors

1.0 Introduction

1.1 The Governors and staff of Harris Academy Merton fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

1.2 All staff and Governors believe that our Academy 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.
- 1.3.5. To develop a structured procedure within the Academy which will be followed by all members of the Academy 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 our Academy who have access to children have been checked as to their suitability.

2.0 Procedures

2.1 Our Academy procedures for safeguarding children will be in line with LA and ACPC procedures. We will ensure that:

- 2.1.1. We have a designated member of staff who undertakes regular training.
- 2.1.2. We have a member of staff who will act in the designated teacher's absence.
- 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 student 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 Academy.

2.4 If a member of staff reveals a sexual attraction towards young people, or if safeguarding-related incidents from their past come to light that require

investigation, the member of staff will be suspended with immediate effect while the Academy seeks advice

2.5 If a member of staff is dismissed for safeguarding-related matters, or if an safeguarding-related allegation is taken seriously but this does not lead to dismissal, the Academy will report this to the Independent Safeguarding Authority

3.0 Responsibilities

3.1 The designated teacher is responsible for:

- 3.1.1. Adhering to the ACPC, LA and Academy 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.
- 3.1.3. Ensuring that all such records are kept confidentially and securely and are separate from student records.
- 3.1.4. Ensuring that an indication of further record-keeping is marked on the student record.
- 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.

3.2. The Principal's PA is responsible for:

- 3.2.1. Ensuring that the Safeguarding Single Central Record is up to date at all times
- 3.2.2. Adhering to the Academy's policy on Safeguarding Recruitment Procedures, as set out below.

4.0 Safer Recruitment

4.1. The Academy follows all Safer Recruitment Procedures as recommended by the Children's Workforce Development Council:

4.1.1. The Principal's PA maintains an up-to-date Single Central Record of all staff who work on the Academy site, which shows:

- 4.1.1.1. Name
- 4.1.1.2. Date of appointment
- 4.1.1.3. Nationality
- 4.1.1.4. National Insurance number
- 4.1.1.5. GTC registration number
- 4.1.1.6. Type of Initial Teacher Training
- 4.1.1.7. Teacher number
- 4.1.1.8. Degree(s)
- 4.1.1.9. Application form number
- 4.1.1.10. Date of most recent Child Protection training
- 4.1.1.11. Notes on any relevant Safeguarding matters

4.1.2. Job advertisements: these contain a statement on our commitment to safeguarding young people, and state that applicants will be subjected to enhanced Criminal Records Bureau checks

- 4.1.3. Application packs: these contain information on our safeguarding procedures
- 4.1.4. Job description and person specification: these include responsibilities for safeguarding young people
- 4.1.5. Interview panels always contain at least one person who has had the statutory safeguarding training
- 4.1.6. A record of who sits on each panel is kept
- 4.1.7. Interviews feature a number of questions designed to ascertain candidates' motivations for wanting to work with young people, and their attitudes towards safeguarding
- 4.1.8. If the application has been completed and submitted electronically, the candidate is required to sign a paper copy when they attend for interview
- 4.1.9. References: when seeking references, the Academy asks about whether the candidate has been subject to any disciplinary procedures, to any safeguarding concerns, and the outcomes of these
- 4.1.10. When making agency staff permanent, the member of staff is required to complete an Academy application form.

5.0 Supporting Children

- 4.1 We 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 Academy 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 Academy will support all students 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 Academy.
 - 4.4.3. Liaising and working together with all other support services and those agencies involved in the 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 student about whom there have been concerns who leaves the Academy by ensuring that appropriate information is forwarded under confidential cover to the student's new school.

6.0 Confidentiality

- 5.1 We recognise that all matters relating to Child Protection are confidential.
- 5.2 The Principal or Designated Child Protection Officer will disclose any information about a student 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.

7.0 Supporting Staff

6.1 We recognise that staff working in the Academy 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.

8.0 Allegations against staff

7.1 We understand that a student 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 Principal.

7.3 The Principal on all such occasions will discuss the content of the allegation with the Federation Lead Officer for Child Protection.

7.4 If the allegation made to a member of staff concerns the Principal, the designated teacher will immediately inform the Chair of Governors who will consult with the Federation Lead Officer for Child Protection.

7.5 If a member of staff is dismissed following an allegation, or if an allegation is taken seriously but the member of staff is not dismissed, the Academy will inform the Independent Safeguarding Authority

7.6 The Academy will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the Academy.

9.0 Whistle blowing (See Whistle blowing Policy)

8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

8.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitudes and actions of colleagues.

10.0 Physical Intervention

9.1 Our policy on physical intervention by staff is set out in a separate policy and acknowledges 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 procedures.

11.0 Bullying

11.1 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.

12.0 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.

13.0 Prevention

12.1 We recognise that the Academy plays a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection.

12.2.1 The Academy community will therefore:

12.2.2 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

12.2.3 Ensure that all children know there is an adult in the Academy whom they can approach if they are worried or in difficulty.

12.2.4 Include in the curriculum opportunities for Personal Development which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

14.0 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 Academy environment and when away from the Academy when undertaking trips and visits.

15.0 Student Pregnancy

See attached flow chart for procedure.

16.0 Procedures

At Harris Academy Merton we aim to foster an ethos in which children feel secure, their viewpoints are valued and they are encouraged to talk and are listened to. Academies are responsible for creating a safe and healthy environment for students.

It is the responsibility of all members of staff to provide a safe environment in which students may develop their self-esteem and respect for one another. It is

important that we use the curriculum (both 'overt' and 'hidden') to raise students' awareness and build confidence so that they have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, and develop more responsible attitudes to adult life and parenthood.

LA Child Protection Guidelines are held in the Academy for reference.

Child Abuse may take the form of Physical Abuse (Non-Accidental Injury), Sexual Abuse, Neglect/Failure to Thrive or Emotional Abuse.

All members of staff should be aware of the procedures to be followed in the event of a child disclosing information or their detecting signs of abuse and react accordingly.

The contact that teachers and other staff in the Academy maintain with pupils and their position of responsibility prompts children to confide in them. Physical symptoms of abuse or neglect may be particularly apparent to members of the P.E. Department. Any sign of physical abuse (look out for soft tissue bruising and symmetrical bruising, e.g. both ears) should cause some concern. So teachers might ask a child "How did that happen?" In cases of alleged or suspected physical abuse you should note that no teacher has the legal right to ask a child to remove any item of clothing. Also that a Doctor may only examine a child with parents' permission (unless a real emergency, matter of life or limb).

Any revelation of abuse should be taken seriously and a referral made to the Academy's Designated Child Protection Officer. It is important to be aware that it is extremely rare for children to make false allegations regarding sexual abuse. Also that false allegations of any form of abuse is an indication that something may be wrong and that the child needs help of some kind.

Revelation may also be made by the child's peers, or by someone outside the Academy. The same procedures should be followed.

Confidentiality

Experience has shown that when a child chooses to confide in a particular teacher, he or she is most concerned that the teacher respects that confidence. To retain the trust of the child the teacher should discuss this with the child. However, **ALL** cases must be reported to the Academy's Designated Child Protection Officer. **No teacher should in any way take responsibility upon him or herself.** This should be explained to the child. The teacher should inform the child that if they are in any form of danger, that teacher will have to seek further advice but at all times the child's wishes will be respected as far as possible.

A code of good practice should be: **LISTEN, BELIEVE, OFFER SUPPORT, SEEK ADVICE.** When serious allegations are made, it is also important not to leave the child alone. Keep an adult there, even if they are not party to the confidence. Make the referral **AS IMMEDIATELY AS POSSIBLE.**

The Principal, Designated Teacher and other key members of staff will, as necessary, refer to guidelines as to how to proceed in a specific instance. There could be a concern about a sexual relationship (including pregnancy), allegation concerning a fellow student, or an allegation concerning a member of staff.

For information

When the Academy's Designated Child Protection Officer is involved, the following procedures are followed:

Depending on the nature of the problem, the following professional bodies may be immediately involved:

Social Services, Police/Police Child Protection, School Medical Service, Custodian of the child, Protection Register, LEA/EWO

Advice will be sought from Social Services as to how parents are to be informed/involved.

Usually, the Academy continues to be involved in some way throughout ensuing procedures. The Academy's Designated Child Protection Officer will feed back to other members of staff as appropriate.

It is essential that confidentiality is respected at all times.

It may be appropriate for the Academy's Designated Child Protection Officer, to delegate responsibility to another specified member of staff during ensuing procedures. This might include attendance at case conferences. If this is the case, it is **essential** that the Academy's Designated Child Protection Officer is kept fully briefed of developments.

Child Protection Register

The Academy should be informed of any child who is included on this. The Academy's Designated Child Protection Officer will alert members of staff to this information as necessary.

The attendance and development of children on the Register must be monitored and Social Services informed of any cause for concern or change of school. **COMPLETE** records must be sent on to the receiving school, when a child changes school as a natural progression or for any other reason.

Maintenance of School Records

Feeder Primary Schools are kept informed of the role of the Academy's Designated Child Protection Officer and will pass confidential details on accordingly. Office staff and pastoral teams are alerted to their responsibility to inform the Academy's Designated Child Protection Officer of concerns relating to any new student entering the Academy.

Confidential files are kept in the office of the P.A. to the Principal. A sticker is attached to a student's main file in the office to alert staff when the student has a confidential Principal's file. A confidential folder on the shared drive of the

Academy computer network is maintained on every child about whom there is a Child Protection concern. Colleagues should see the Academy's Designated Child Protection Officer for more information or further guidance.

LA Child Protection Guidelines are held by the Academy's Designated Child Protection Officer and the Academy Office.

These procedures may be updated upon further advice from the Local Authority.

INSET is provided by the Academy's Designated Child Protection Officer for members of staff new to the Academy and Beginner Teachers.

Appendices

Child Protection Procedures

Student Pregnancy

What to do if you think a child is being abused

Updated September 2011 by Aisha Samad

CHILD PROTECTION PROCEDURES
(As outlined by the LA)

1. CONCERNS ABOUT A CHILD

TALK TO DESIGNATED TEACHER AND/OR HEADTEACHER

FOR ADVICE:

SOCIAL SERVICES DUTY OFFICER – WORSFOLD HOUSE – 020 8545 4226

LA NOMINATED OFFICER – 020 8545 3950

PRINCIPAL EWO – 020 8545 3924

2. HANDLING A DISCLOSURE OF PHYSICAL OR EMOTIONAL ABUSE/NEGLECT

DON'T PANIC – INFORM ACADEMY'S DESIGNATED CHILD PROTECTION OFFICER

LISTEN SYMPATHETICALLY AND RE-ASSURE
MAKE SURE CHILD IS AT EASE
DO NOT OFFER GUARANTEES OF CONFIDENTIALITY

ACADEMY'S DESIGNATED CHILD PROTECTION OFFICER TO CONTACT SOCIAL SERVICES DUTY OFFICER (SSDO) AS SOON POSSIBLE (ON THE SAME DAY)

ACADEMY'S DESIGNATED CHILD PROTECTION OFFICER TO CONTACT MEDICAL OFFICER
- IF ADVISED BY SSDO
(HOWEVER THIS IS RESPONSIBILITY OF SOCIAL SERVICES)

CONTACT PARENTS/CARERS
- IF AGREED BY SSDO

ACADEMY'S DESIGNATED CHILD PROTECTION OFFICER TO INFORM PRINCIPAL EWO
ON 020 8545 3924

LOG ALL DETAILS
DATE AND SIGN
USE SKIN MAP WHERE APPROPRIATE
IF INFORMATION WAS WITNESSED BY A COLLEAGUE ASK THEM TO SIGN THEIR NAME AS WELL

3. ALLEGATIONS/POSSIBILITY OF SEXUAL ABUSE

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DO NOT PANIC – INFORM ACADEMY’S DESIGNATED CHILD PROTECTION OFFICER IMMEDIATELY

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**MAKE SURE CHILD IS AS COMFORTABLE AS POSSIBLE
OFFER NO GUARANTEE OF CONFIDENTIALITY
LISTEN – BUT DO NOT ASK LEADING QUESTIONS**

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**ACADEMY’S DESIGNATED CHILD PROTECTION OFFICER TO CONTACT
SOCIAL SERVICES DUTY OFFER (SSDO) 020 8545 4226
AS SOON AS POSSIBLE (ON THE SAME DAY)**

↓
**ACADEMY’S DESIGNATED CHILD PROTECTION OFFICER TO LOG ALL
DETAILS, SIGN AND DATE
(AS FOR PREVIOUS DISCLOSURE)**

↓
DO NOTHING UNLESS ADVISED TO DO SO BY SSDO

STUDENT PREGNANCY

If a student tells you that they are pregnant it **MUST** be reported to the Academy's Designated Child Protection Officer

The Academy's Designated Child Protection Officer and Faculty Director will meet with student to assist them to inform parent

If the student is under 15 the Academy's Designated Child Protection Officer must report the case to Social Services. The Academy must contact the family if there is a suspicion of pregnancy.

The Academy nurse and/or other appropriate outside agencies may be involved to offer counselling and support

The date for the student to begin leave of absence from the Academy is at the discretion of the Principal and must be within the parameters of current legislation. The Borough may offer Home Tutors

Academy staff will encourage students to maintain their education and to sit examinations.

Whilst in the Academy the student should be in all lessons and in Academy uniform throughout. We must have authorised absence for maternity (antenatal) appointments.

What To Do If You are Worried a Child is Being Abused

A FLOW CHART FOR REFERRAL

