



CHILD PROTECTION

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St Mark's Church of England Academy – Policy Document

1. Introduction

- 1.1 The Academy recognises that because Academy staff are in regular and frequent contact with children, they are particularly well placed to observe signs of abuse. The Academy is aware of the responsibilities which all staff have with regard to the protection of children from abuse and from inappropriate and inadequate care. Therefore, the Academy is committed to reacting in accordance with the Local Authority procedures in all cases where there is concern.

2 Designated Child Protection Manager

- 2.1 The Principal shall designate a member of staff to act as the Child Protection Manager (CPM) for the Academy. The Academy's Director of Personnel may not also act as the CPM. The Principal shall advise the Governing Body and all members of staff of the name of the Academy's CPM and inform them of any changes.
- 2.2 The Principal shall also ensure that all staff and Governors are aware that the CPM's responsibilities include:
- i ensuring that effective communication and liaison takes place between the Academy and the Social Services, and any other relevant agencies, where there is a child protection concern in relation to an Academy student;
 - ii ensuring that all staff have an understanding of child abuse and its main indicators; and
 - iii advising staff on the Academy's and their own child protection responsibilities and supporting staff in their child protection role.

3 Reporting Concern

- 3.1 In the event of a member of staff having a child protection concern about a student, they must immediately report that concern to the CPM. The member of staff will be asked by the CPM to document briefly the events which have given rise to the concern.
- 3.2 The Academy follows the Local Government guidelines for Child Protection, liaising with the Social Services and other agencies, as appropriate. The action taken by the CPM will, therefore, be in line with the Local Authority guidelines.

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4 Record keeping

- 4.1 The CPM is required to manage the keeping of records in relation to child protection matters. These records must be stored securely. Where a person makes an oral statement, a written record should be produced and it should be signed and dated by the author.
- 4.2 Staff should be given as much information as necessary in order to help the child concerned. In general, this will mean that, where a child is on the Child Protection register, or where there are concerns about a child, the student's tutor, any other relevant staff and any member of staff chosen by the student to provide support will be kept informed. It may be appropriate in some cases to inform other staff, giving few details but raising general awareness, that there are issues that may affect a student's behaviour and level of achievement at that time.
- 4.3 In the event of a student causing concern transferring to another school, the Academy will:
- i find out the name of the receiving school;
 - ii contact the relevant member of staff at that school to discuss the transfer;
 - iii send all information relating to the student to the receiving school;
 - iv check with the receiving school that the student has actually arrived there on the expected day; and
 - v inform all of the relevant agencies of the transfer.

5 Listening to students

- 5.1 The Academy recognises the importance of listening to students at all times, particularly when they are distressed, worried or concerned. It is appreciated that at times students may feel stressed and confused. The Academy shall identify quiet areas and provide the opportunity to students to take respite from the normal day when necessary.
- 5.2 All staff shall be made aware that children who are not known to be the subjects of concern may, however, be experiencing ill treatment, neglect or abuse. This means that staff should be aware of the need for sensitivity when dealing with students at all times.
- 5.3 The Academy recognises that students who are distressed through experiences outside the classroom may be less able to achieve their potential. While it is clear that such students need firm boundaries,

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staff will take into account the student's distress when managing behaviour.

6 Confidentiality

- 6.1 The Academy's Confidentiality Policy is set out in the Sex and Relationship Education policy.
- 6.2 Students should be reassured that their best interests will be maintained. However, staff cannot offer or guarantee absolute confidentiality. If confidentiality has to be broken, the student should be informed first and then supported, as appropriate.
- 6.3 Parents should not be informed of concerns unless staff are certain that the child would not be put at risk by their doing so. (In this policy statement, "parents" means all those having a parental responsibility for a child.)

7 Monitoring, Evaluation and Review

- 7.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

References

DFEE Circular 10/95 Protecting Children from Abuse: The role of the Education Service.

James Addy, Model Policy, November 2005