



FITZALAN HIGH SCHOOL

Child Protection Policy & Procedures

(including Safeguarding, Intervention and pupil care)

RATIONALE:

Fitzalan High School recognises the contribution it can make to child protection. Every child has the right to be protected from any physical, sexual, emotional harm or neglect. It is everyone's responsibility to share concerns that they may have about a pupil. The school shares the responsibility with other agencies to protect children.

There are three main elements to our policy:-

1. **prevention** through the teaching and pastoral support for pupils
2. **procedures** for identifying and reporting cases, or suspected cases of abuse. Due to our day to day contact with children staff working in schools are well placed to observe outward signs of abuse
3. **support** to pupils who may have been abused.

This policy applies to **all** governors, staff and volunteers working within the school.

This policy has been prepared with reference to:

- 'Keeping Learners Safe' guidance 158/2015

PREVENTION:

Fitzalan recognises that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult help prevent harm to children.

Fitzalan will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to
- ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty
- include in the curriculum activities and opportunities which will equip children with the skills they need to stay safe from abuse and know who to turn to for help
- include in the curriculum materials which will encourage children to have realistic attitudes to the responsibilities of adult life especially with regard to childcare and parenting skills.

PROCEDURES:

Fitzalan will follow the procedures set out in the guidance 'Safeguarding children' which are in line with the All Wales Child protection procedures.

Fitzalan will:

- ensure it has a Designated Senior Person (DSP) for Child Protection who have undertaken the appropriate training provided by the local authority
- recognize the role of the DSP and arrange support and training.
- ensure every member of staff and governors know who the designated senior persons are and their role. They should also know the name of Designated Child Protection Governor (DCPG).
- Ensure staff are aware that they have an individual responsibility to refer child protection concerns using the proper channels and within the agreed timescales

(See Appendix1)

- provide annual training so that all staff are aware of their personal responsibility, their need to be alert to signs of abuse, know how to respond to a pupil who may tell of abuse and follow the correct procedures.
- ensure that parents understand that the school has a duty of care for the children setting out those obligations in the school prospectus
- notify the social services team if they exclude (fixed term or permanent) a child who is on the child protection register or if there are any unexplained absences of more than two days duration (or one day following a weekend)
- work to establish effective links with relevant agencies and cooperate as required with their enquiries relating to child protection including attendance at initial review, CP conferences and core groups and the submission of written reports to CP conferences.
- keep written records of concern about children (noting the date, event and action taken), even where there is no need to refer the matter to social services immediately
- ensure all records are kept secure and in locked locations
- adhere to the procedures as set out in the Welsh Government circular 002/2013 : 'Disciplinary and Dismissal Procedures for School Staff'.
- ensure the recruitment and selection procedures are made in accordance with Welsh Government guidance 'Keeping Learners safe' guidance 158/2015
- designate a governor for child protection who will oversee Fitzalan's policy and practice.
- Our policy on physical intervention is set out in **(25)** and is reviewed annually by the governing body and is consistent with the Welsh Government guidance on Safe and effective intervention – use of reasonable force and searching for weapons 097/2013

SUPPORTING THE PUPIL AT RISK:

Fitzalan recognises that the school may be the only stable, secure and predictable element in the lives of children at risk. We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth or view the world as benevolent and meaningful. They may feel helplessness, humiliation, self blame. It may be that their behaviour may be challenging, defiant or they may be withdrawn.

Fitzalan will endeavor to support the pupil through:

- a formal/non formal curriculum that will encourage self esteem and self motivation
- an ethos that gives the children a sense of being valued and promotes a positive, secure and supportive environment.
- a learning support team and emotional support team that supports vulnerable pupils in the school
- liaison with other agencies who support the children such as Social Services, Child & Adolescent Mental Health Services, Educational Psychology Services, Behaviour support services, Education Welfare service, Police, Advocacy service and any appropriate others
- maintaining records and notifying social services of any concerns or recurrence of concerns
- ensuring that if a pupil on the CP register leaves school information is transferred to the new school and social services is informed.
- having and implementing a bullying policy which is reviewed annually by the governing body

- recognising that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse and encourage staff who work with these children to be particularly sensitive to signs of abuse.
- Ensuring staff are aware of the risk factors outlined in section of 'Keeping Learners Safe ' (**see Appendix2**)

Date produced: June 2016 (CJA)

Next Review: June 2017



FITZALAN HIGH SCHOOL

KEEPING LEARNERS SAFE

Disclosure, suspicion or concern



Make brief notes (verbatim where possible).
Never ask leading questions.



Refer to Mrs Judith Rees, DSP ext. 104

Ms Sobia Iqbal. DDSP Ext. 148

If not available contact
Mrs Bradshaw, Headteacher Ext. 121 or ON CALL



Establish pupil details

A) Concern a child/young person is
at risk of significant harm:

Contact MASH 02920 536490
Advice.

DSP will prepare a referral if required.

Update records.

B) Allegation concerning a member
of staff:

Inform Headteacher who will
liaise with LA Service Manager
Safeguarding and Reviewing:
Natasha James 02922 338868

Please note:

It is preferred that referrals to Children's Services are made by DSP, but all staff
have the right to make an independent referral:

MASH 02920 536490

will ensure that all staff dealing with substance issues are adequately supported and trained.

The Governing Body will be involved in substance education and substance-related incidents in the same manner as any other matter concerning the direction of the school.

Guidelines on dealing with substance misuse-related issues taking place in school

The school condones neither the misuse of drugs (including tobacco) nor alcohol by pupils of the school, nor the illegal supply of these substances.

As clearly stated in the school rules, cigarettes, alcohol and illegal substances are strictly forbidden in school. Smoking is not permitted anywhere on the school site.

The school is committed to the health and safety of its pupils and will take action to safeguard their well-being and therefore in responding to incidents involving cigarettes, alcohol and illegal substances, the appropriate school sanctions procedures will be followed.

Each drug related case will be documented fully as soon as possible after the incident using the appropriate form. Prompt action will be taken in any drug related case in liaison with the LA and other appropriate agencies.

Parents/guardians will be informed in any suspected incidence of drug or alcohol use.

Reviewed: July 2016 (CJA)

Next review: July 2017

Procedure for dealing with incidents involving cigarettes, alcohol and illegal substances:

1. Cigarettes

- i) When a pupil is found to be in possession of smoking materials, these materials should be confiscated and given to the Head of Year.
- ii) Where a pupil is found to be smoking on school premises, the matter should be reported immediately to the appropriate Head of Year.
- iii) Parents should be notified in writing.
- iv) The pupil should serve an after school Detention, period in the LSU or exclusion. The sanction will be determined by the Head of Year.
- v) Details of the incident should be recorded in the pupil's file.

2. Alcohol

- i) When a member of staff suspects that a child may be under the influence of alcohol, a member of SMT should be called immediately and the Headteacher should be informed.
- ii) Where a child is found to be in possession of alcohol, he/she should be taken to a member of SMT immediately.
- iii) The alcohol should be confiscated and passed on to SMT.
- iv) The member of SMT will contact parents immediately if the pupil is affected by the alcohol and ask them to collect the pupil from school.
- v) The school will advise parents on possible sources of help and support e.g. Alcohol Concern/ Drinkline.
- vi) The Headteacher will ensure that the incident is fully investigated and will then decide on appropriate sanctions, which may include fixed term or permanent exclusion.
- vii) Parents will be informed.

3. Illegal Substances

When a member of staff suspects that a pupil may be either in possession of an illegal substance or under the influence of an illegal substance a member of SMT should be called immediately and the Headteacher should be informed.

Pupils found in possession, under the influence of drugs/solvents or instances where drugs are brought onto school site.

- i) An ambulance will be called first (under the influence)
- ii) Parents will be contacted to remove the pupil (under the influence)
- iii) The Headteacher, supported by SMT will investigate and then decide on appropriate sanctions, which may include permanent exclusion. In all cases where a pupil has been involved in purchasing, supplying or bringing drugs onto school site, the appropriate sanction will be permanent exclusion.
- iv) The substance will be confiscated and given to the Headteacher.
- v) The police will normally be notified. They may take the pupil to the police station to be interviewed.
- vi) The parents will be contacted and informed.
- vii) The school will advise parents on possible sources of help and support.

Review date: July 2016

Next review: July 2017