



Child Protection Policy

2011

Child Protection Policy

Win Academy (thereafter the academy or the school) fully recognises its responsibilities for child protection. Our policy applies to all staff, including teachers, working in the school.

The four main elements to our policy are to:

- Ensure we practice safe recruitment in checking the suitability of staff to work with children through CRB checks and interviews.
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- Establish a safe environment in which children can learn and develop.

We will designate a member of staff as the 'Child Protection Officer' they and a nominated Director will attend the Local Authority Designated Persons course in child protection.

This must be attended every two years.

The designated Child Protection Officer must annually deliver a report to the board of governors in regard to all child protection issues. The purpose of this document is to raise matters where improvements to our operation and safeguarding measures may be implemented.

The main function of the nominated Director is to ensure that the company complies with all safeguarding and UK Child Protection requirements and remains apprised of any new regulations.

We recognise that, because of the staff day-to-day contact with children, school members of staff are well placed to observe the outward signs of abuse.

The school will therefore:

- Establish and maintain an environment where children feel secure, 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.
- Include opportunities in the relevant curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Possible Signs of Abuse includes:

- Unexplained or repeated injuries, bruises in odd places, marks of slapping, biting, gripping etc, cuts in odd places, poor hygiene, marked weight fluctuations.
- A marked change in behaviour, eating disorders, excessively.
- Affectionate or sexual behaviour, emotional isolation, school refusal, an inability to sleep.
- Habits such as thumb-sucking, 'frozen watchfulness'.

Should a member of staff have suspicions in regard to abuse of children by other staff members they should initially contact the child protection officer. An alternative to this action is to approach the LADO. Contact details of the LADO are listed in this document

We will follow procedures to:

- Ensure we have a child protection officer who has received appropriate training and support for this role.
- Ensure we have a nominated Director responsible for child protection.
- Ensure every member of staff and governing body knows the name of the child protection.
- Ensure that all staff understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the child protection officer
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection.
- Ensure that the child protection officer is aware of the contact details of the LADO.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Develop and then follow procedures where an allegation is made against a member of staff.
- Ensure safe recruitment practices are always followed.

We insist all staff members follow this code of conduct:

- Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
- Never use any kind of physical punishment or chastisement such as smacking or hitting.
- Never take photographs of a child to evidence behavioural issues other than sports coaching analysis
- Do not smoke in front of any child or young person.
- Do not use non-prescription drugs or be under the influence of alcohol.
- Never behave in a way that frightens or demeans any child or young person.
- Do not use any racist, sexist, discriminatory or offensive language.
- Generally you should not give children presents or personal items. The exceptions to this would be a custom such as buying children a small birthday token or leaving present or help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should come from the organisation and be agreed with the named person for child protection and the child or young person's parent. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the activity leader.

- You should not invite a young person to your home or arrange to see them outside the set activity times.
- You should not engage in any sexual activity (this would include using sexualised language) with a young person you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
- Exercise caution about being alone with a child or young person. In situations where this may be needed (for example where a young person wants to speak in private) think about ways of making this seem less secret for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly note the conversation in the log.
- Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help.
- Do talk explicitly to children and young people about their right to be kept safe from harm.
- Do listen to children and young people and take every opportunity to raise their self-esteem.
- Do work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from young people and be consistent in enforcing it.
- If you have to speak to a child/young person about their behaviour remember you are challenging 'what they did' not 'who they are'.
- Do make sure you have read the Child Protection Procedure and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.
- Do seek advice and support from your colleagues, activity leaders or supervisors and your child protection officer.

The following points give **guidance to our staff on how to proceed** with a child who makes an allegation:

- Listen to the child, but do not conduct an interview or ask the child to repeat the account. Avoid asking questions and make sure that any questions asked are open-ended (i.e. not inviting yes or no as an answer).
- Do not interrupt when the child is recalling significant events.
- Make a careful note of all information, including details such as timing, setting, who was present and what was said, in the child's own words. The account should be obtained verbatim or as near as possible. Always record what was said as contemporaneously as possible. Notes written up afterwards will carry less weight than those made at the time.
- Take care not to make assumptions about what the child is saying or to make interpretations.
- On no account should you make suggestions to the child as to an alternative explanation for their worries.

- The written record of the allegations should be signed and dated by the person who received them as soon as is practicable.
- All actions subsequently taken should be recorded.
- The disclosure should be reported to the child protection officer as soon as possible and certainly within 12 hours.
- An immediate phone call to the Local Area Designated Officer (LADO) should be made by the child protection officer to apprise them of the allegation and outline the circumstances involved
- Local Area Designated Officer (LADO) involvement, as an independent authority, is compulsory in all allegations against staff.

This policy is in line with the agreed interagency procedures of the local children safeguarding board.

Local Safeguarding Children Board

Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead
SL6 1RF Tel: 01628 683234

The LADO (Local Area Designated Officer) is Neil Harris.

Direct Line contact is 01628 683202

In cases where allegations are made against the child protection officer the nominated director will communicate directly with the LADO.

At all times Academy staff will follow guidance set down by the LADO and after consultation will communicate with parents.