



Child Protection Policy  
Cockfield CEVC Primary School

## **Purpose**

The purpose of Cockfield School's Child Protection policy is to ensure every child who is a registered pupil at our school is safe and protected in line with the duty placed on us by section 175 of the Education Act 2002. This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and responsibility when managing Child Protection concerns. It is written in the knowledge that the following documents underpin our practice: Working Together to Safeguard Children February 2018, Keeping Children Safe in Education – for school and college staff – September 2016.

Cockfield CEVCP School will strive to create a safe environment for our pupils. The curriculum will therefore be instrumental in preparing children for future responsibilities as adults.

## **Introduction**

At Cockfield CEVCP School the following roles are undertaken by:

- Mrs T Harkin - Senior Designated Lead
- Miss A Perkins - Alternative Designated Lead
- Mrs J Walton - Named School Child Protection Governor

The SDL and ADL will be released from school to attend specialist child protection/safe guarding training, which will be up-dated at least every two years (or whatever statutory rules require). The named Governor will also receive training.

It is the SDL's responsibility to ensure that all staff, teaching and support, paid and volunteers know who the SDL and ADL are and that they all receive, on a regular basis, information, which enables them to identify Child Protection matters and respond appropriately.

The Local Authority Designated Officer (LADO). There is one central telephone number and email address for LADO enquiries and referrals: 03001232044.

Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan
- Establishing a safe environment in which children can learn and develop

The staff and governors of Cockfield CEVCP School are committed to protecting all their pupils to ensure, as far as possible, that they are free from harm.

The school recognises that children sometimes suffer abuse from those who should be caring for them and protecting them. Abuse can take place within any socio-economic group and can occur at home or in institutions such as schools.

This document sets out the procedures, which Cockfield CEVCP School has in place for exercising its duties in relation to Child Protection.

We recognise that because of the day-to-day contact with children, school 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 PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Our policy applies to all Staff, Parents, and Governors, volunteers, visitors and pupils.

### Our Ethos

Our school will establish and maintain an ethos where our pupils feel secure, are encouraged to talk and are listened to. Children at our school will be able to talk freely to any member of staff or regular visitor to our school if they are worried or concerned about something.

All staff and regular visitors will, either through training or induction, know how to recognise a disclosure from a child or will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what their chosen adult will have to do with whatever they have been told.

Cockfield School will endeavour to provide in the activities and opportunities in the PHSE curriculum that will equip our children with the skills they need to stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

### Procedures

When staff, volunteers or regular visitors join our school they will be informed of the Child Protection arrangements in place. They will be given a copy of our school's Child Protection policy and told who our Senior Designated Professional for Child Protection is.

The induction programme will include basic Child Protection information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and who to pass the information to. New staff who have not had any child protection training or staff who have had training more than two years ago will be advised how to access up to date education training.

All regular visitors and volunteers to our school will be told where our policy is kept, they will be given a set of Child Protection procedures, they will be told who our Senior Designated and alternate staff members are and what the recording and reporting system is.

When new pupils join our school, all parents and carers will be informed that we have a Child Protection policy. This will be offered to parents should they request a copy. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Customer First.

Any disclosure, suspicion of abuse, observations or reports of incidents of a child protection nature, should be recorded as soon as possible after the disclosure has been made.

Staff should be aware of the possibility that their records might have to be used as evidence in court and must therefore be aware of the need to distinguish fact from opinion. The matter should be referred immediately to the SDL or, in her absence, the ADL or Governor.

Child Protection information is kept in files in a locked draw in the Head teacher's office; the SDL, ADL and Child Protection Governor are aware of its location.

Allegations against a member of staff should be reported immediately to the Head teacher, **who will put into place the necessary procedures (See Allegations Against Staff)**.

## **RECOGNISING CONCERNS, SIGNS AND INDICATORS OF ABUSE**

Child Protection is not just about protecting children from deliberate harm. It includes things such as pupil safety, bullying, racist abuse and harassment, educational visits, intimate care, children missing education and internet safety. The witnessing of abuse can also have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

### Physical Abuse

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchhausen's Syndrome by Proxy.

### Emotional Abuse

This is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in domestic violence or domestic abuse. A parent, carer or authority figure is considered emotionally abusive when he / she is consistently hostile, rejecting, threatening or undermining towards a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

excessively clingy or attention seeking behaviour

very low self-esteem or excessive self-criticism

withdrawn behaviour or fearfulness

lack of appropriate boundaries with strangers; too eager to please

eating disorders or self-harm

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may involve physical contact, both penetrative and non-penetrative, or viewing pornographic material, including through the use of the internet. Indicators of sexual abuse include:

genital soreness or injury

inappropriate sexualized behaviour, including words, play or drawing.

### Neglect

This is the persistent failure to meet a child's basic physical and / or psychological needs which can significantly harm his / her health and development. Neglect can include:

inadequate supervision / being left alone for long periods of time

lack of stimulation, social contact or education

lack of appropriate food, shelter or appropriate clothing

lack of appropriate medical attention and treatment.

### What to do if you are concerned

If a child makes an allegation or disclosure of abuse against an adult or other child, it is important that you:

stay calm and listen carefully

reassure the child that he / she has done the right thing in telling you

do not investigate or ask leading questions

let the child know that you will need to tell someone else

do not promise to keep what the child has told you a secret

inform your SDP as soon as possible

make a written record of the allegation, disclosure or incident

sign, date and record your position in school on the written record.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or that he / she might be abusing a child you should report your concerns to the Head teacher. Where those concerns relate to the Head teacher, however, this should be reported to the Chair of Governors using the school's Whistle Blowing Policy.

### **Making Referrals**

Should a child make a disclosure to any member of staff, the following bullet points should be adhered to in order to follow best possible practice.

Stay calm

Reassure the child

Listen carefully and convey to the child that you are taking their disclosure seriously

Do not ask leading questions

Do not promise the child confidentiality - explain clearly that you need to pass on information to others who can help

Do not tell the child that 'everything will be alright' - things may well change for them

Don't make promises you can't keep

Explain to the child what you will do next

Record what the child has said as soon as possible

Ensure that you write down the time and date of the disclosure and that it is signed.

Suffolk Safeguarding Children's Board advise that the following bullet points need to be taken on board with regard to recording any disclosure:

#### **ACCURATE RECORDING IS ESSENTIAL**

Where were you in school?

Who disclosed?

What did they say?

Record what you heard. If you add an opinion make sure you record it as such and why you are giving this opinion.

Was there an injury?

If there was an injury, where was it? Did you see it? Describe it.

Is the disclosure sex abuse?

Was anyone else with you?

Who are you passing the information onto?

Who are you? Ensure you include your full name and position in the school.

The Senior Designated Person will refer all cases of suspected abuse or neglect to CYP Social Care (Customer First) immediately. Where practicable, the school will inform parents of the referral being made, or at least as soon as possible afterwards. A parent will not be informed of a referral if it is considered:

The child may be at greater risk of harm as a result

Such action might impede a criminal investigation

The child might be the victim of fabricated or induced illness.

Referrals to CYP Social Care will be made by telephone and details recorded (time, date, person spoken). The appropriate section of the Common Assessment Framework form (CAF) will be faxed immediately to Customer First, and a completed CAF will be sent within 24 hours

Any other referrals (not of an immediate child protection nature) will also be made using the appropriate CAF form, with parent's agreement.

Following a referral, if CYP Social Care have not contacted Cockfield School, the Senior Designated Lead will telephone them again, and keep a record of the call, if there is no response after a week, the Senior Designated Lead will write to the Immediate Needs Manager requesting a response.

Where Cockfield School has made a child protection referral, but staff in CYP Social Care are not of the same opinion, the Senior Designated Lead will write to the Immediate Needs Manager or, if necessary to a County Manager, re-stating the School's views.

For advice and consultancy in relation to Child Protection, please contact:

Janice Lee/LA Designated Officer – Online Safety – Child Protection Learning and Quality Assurance [janice.lee@suffolk.gov.uk](mailto:janice.lee@suffolk.gov.uk)

For Child Protection training in schools/education settings please email: [SLQAteamsuffolk.gov.uk](mailto:SLQAteamsuffolk.gov.uk).

Current Child Protection issues

Some people hold beliefs that may be common within particular cultures but which are against the law of England.

Current Child Protection issues: *(The following Child Protection concerns actual or suspected should be referred immediately to Children's Social Care. The concerns featured below are linked to guidance and local procedures which can be found on the Suffolk Child Protection Children Board website at: [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk))*

Cockfield CEVCP School does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

### **Radicalisation and Extremism**

Building resilience of young people and the promotion of fundamental British values is at the heart of preventing radicalization. Schools can do this by providing safe places in which children can discuss controversial issues, and be given the knowledge and confidence to challenge extremist beliefs and ideologies. The document published Prevent Duty Guidance for England and Wales March 2015 contains further information, but at Cockfield we will work to effectively manage the risks to children, including the risk from the use of social media.

#### **Forced Marriage**

Cockfield School does not support the idea of forcing someone to marry without their consent

#### **Under-age Marriage**

In England, a young person cannot legally marry or have sexual relationships until he / she is 16 years old

#### **Genital Mutilation / Female Circumcision**

This is against the law yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised.

If any of the above areas of concern are brought to our attention, we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

#### **Ritualistic Abuse**

Some faiths believe that spirits and demons can possess people, including children. What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

#### **Children Missing Education**

Children are best protected by regularly attending school where they will be safe from harm and where there are professionals to monitor their well-being. We

encourage the full attendance of all children at school. Where we have concerns that a child is missing education because of suspected abuse, we will liaise with the appropriate agency, including the Attendance Service, to effectively manage the risks and to prevent abuse from taking place.

### Sexually Active Under Eighteen Years Old

It is acknowledged by those working with young people that some young people under the age of 18 have an interest in sex and sexual relationships. The Protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services.

### Protecting Children with Disabilities

Children with disabilities have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and to achieve the Every Child Matters outcomes as non-disabled children.

Some disabled children do, however, require additional care with reference to Child Protection, because of their vulnerability. In order to give this additional care when necessary, we will use a multi-agency approach both to help the child and to ensure that our own staff members are appropriately supported in working with children with disabilities where there are Child Protection concerns.

### Safer Recruitment and Selection

We are aware that it is a requirement that all staff recruited in school are properly selected and checked. We ensure that at least one member of every recruitment panel has received the appropriate recruitment and selection training.

### Honour Based Violence

This is a crime or incident which has or may have been committed to protect or defend the honour of the family and / or community. It is important to be alert to signs of distress and indications such as self-harm, absence from school and truancy, isolation from peers, being too closely monitored by family, not participating in school activities and unreasonable restrictions from home. Where it is suspected that a child is at risk from Honour Based Violence, we will report those concerns to the appropriate agency.

### Trafficked Children

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation involves children being used for sex work, domestic work, shop or restaurant work, drug dealing, shop lifting and benefit fraud. If we suspect that or are made aware that a child is being trafficked / exploited, we will report our concerns to the appropriate agency.

### Protecting Children and Young People Linked to Gang Activity

We will endeavour to protect our children and young people from exposure to gang activity and exploitation by having robust attendance and behaviour policies and to act on relevant information or allegations. We will take all reports seriously and will share this information appropriately with other agencies to safeguard pupils from harm.

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Child Protection we will review and update our policy a appropriate and in line with the Local Child Protection Children Board and Local Authority to ensure Cockfield is a safe place to learn and work.

### **Peer on Peer Abuse**

Children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

Professionals should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action.

Professionals should be aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Professionals should be aware of the added vulnerability of children and young people who have been the victims of violent crime (for example mugging), including the risk that they may respond to this by abusing younger or weaker children.

The alleged perpetrator is likely to have considerable unmet needs as well as posing a significant risk of harm to other children. Evidence suggests that such children may have suffered considerable disruption in their lives, may have witnessed or been subjected to physical or Sexual Abuse, may have problems in their educational development and may have committed other offences. They may therefore be suffering, or at risk of Suffering, Significant Harm and in need of protection. Any long-term plan to reduce the risk posed by the alleged perpetrator must address their needs. (See Policy)

### **Domestic Abuse**

The government defines domestic abuse as 'Any incident of threatening behaviour, violence or abuse [psychological, physical, sexual, emotional or financial] between adults who are or have been intimate partners or family members regardless of gender of sexuality.'

If children are members of a household where domestic abuse is known or suspected to be taking place, we will report our concerns to the relevant agency.

## Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his / her welfare. A privately fostered child means a child under the age of 16 [under 18 if it is a child with disabilities] who is cared for and provided with accommodation for more than 28 days by someone other than:

a parent

a person who is not a parent but who has parental responsibility

a close relative

the LA.

It is a statutory duty for us to inform the LA where we are made aware of a child or young person who may be subject to private fostering arrangements.

## **Child Exploitation and Online Safety**

Children can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children, we have in place appropriate measures such as security filtering. [See E-Safety policy]. We ensure that members of staff are aware of the dangers of social networking sites. When it is suspected that a child is at risk from internet abuse or cyber bullying, we will report our concerns to the relevant agency.

**Mental Health Issues in Parents** If, as a school, we become aware of mental health issues in parents, we understand the need to be particularly vigilant, as mental health issues can have a negative impact on parenting capacity.

**Children who are Young Carers** As a school, we are vigilant with reference to Young Carers, as we are aware that children who are Young Carers are potentially vulnerable. We liaise, when appropriate, with Suffolk Young Carers.

**Bullying Under the Children's Act 1989** a bullying incident should be addressed as a Child Protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.'

**The Giving of Gifts.** At this school, it is considered acceptable for staff to give children small gifts, if they would like to do so, such as a few sweets or crayons, provided this is done openly as part of a recognised occasion. This could include prizes at an achievement assembly or a Christmas gift from a class teacher provided all the children in a class / year group receive the gift. To give gifts covertly to just one child or a small group of children could be considered 'grooming' and would be treated as a Child Protection concern.

The above list is not exhaustive and as new policy and guidance develops within the remit of Child Protection we will review and update our policies and procedures as

appropriate and in line with the Suffolk Child Protection Children Board and Local Authority.

## Training

Every member of staff, volunteers and members of the governing body will be expected to undertake training in school every two years; this may be more frequent if there are changes to legislation or to local requirements. Different areas of responsibility will require additional training. The people who are required to undertake this are the Head teacher/ Senior Designated Lead and any alternate members of staff, the Chair of Governors and the governor with responsibility for child protection.

The Child Protection Children's Board termly newsletter will be shared with staff. All up to date information from the Child Protection children website ([www.suffolkChildProtectionchildrenboard.onsuffolk.net/](http://www.suffolkChildProtectionchildrenboard.onsuffolk.net/)) will be shared with staff for information or implementation. Staff can find the most up to date Child Protection information on [www.education.gov.uk/childrenandyoungpeople/healthandwellbeing/ChildProtectionchildren](http://www.education.gov.uk/childrenandyoungpeople/healthandwellbeing/ChildProtectionchildren)

The Head teacher/ Senior Designated Lead will have up to date information and should be used as a first point of contact for concerns and queries regarding any Child Protection concern.

## Child Protection Conferences

From time to time staff members may be asked to attend a child protection conference on behalf of the school in respect of individual children. Usually the person attending from school will be the Head teacher, the Senior Designated Lead. In any case, the person attending will need to have as much relevant up to date information about the child as possible. This is more likely to be available from a class teacher, form tutor or subject teacher.

A child protection conference will be convened if a referral has been made and the following investigation findings have considered the child to be at risk of harm, or the child is already on the child protection register and a review conference is held to monitor the safety of the child and the required reduction in risk.

Staff may be required to attend child protection conferences or core group meetings to represent the school. For the most up to date information regarding child protection conferences staff will have access to Working Together to Safeguard Children.

All reports for child protection conference will be prepared in advance using the Education Report to Child Protection Conference form. The information contained in the report will be shared with parents at the conference and will include information relating to the child's physical, emotional and intellectual development. A risk assessment relating to the continuing risk of harm to the child will also be included.

Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is on the child protection register. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

Useful contacts:

Suffolk Local Child Protection Children Board [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk) Customer First: 0845023023

Child Exploitation and Online Protection Agency [www.ceop.org.uk](http://www.ceop.org.uk)  
<http://www.thinkuknow.co.uk>

### **Preventing Violent Extremism**

At our school we are committed to contributing to community cohesion and reducing the likelihood that our children may become radicalised. To support this process our staff report any concerns they have about our children in this respect to the Designated Child Protection officer in school using the 'note of concern'. The Designated Officer will then contact the Senior Adviser for Child Protection in Education (474 5657) for further advice and support.

Under the Counter Terrorism and Security Act 2015, schools have a duty to have: '...due regard to the need to prevent people from being drawn into terrorism.' The 'Prevent' duty reinforces existing duties placed upon schools for keeping children safe. Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. Extremism is defined as the holding of extreme political or religious views.

### **Safer Recruitment**

The County PREVENT lead is Tina Wilson and the Police Lead is Andy Hill. See Anit-Radicalization Policy.

At our school we are committed to the safer recruitment practices outlined in Safeguarding Children and Safer Recruitment in Education (2007).

We ensure that all appointments in our school are made by a panel which comprises of at least one person who has completed the NCSL training package. The school holds a copy of the certificates of everyone who has been trained within their organisation.

Our safer recruitment practices include:

1. Ensuring that all our adverts include a statement which explains our commitment to Safeguarding children

2. Ensuring that all our posts are detailed accurately through specific job descriptions and person specifications which state the contact that the post-holder will have with children
3. Discarding any applications that are made by an applicant who submit a CV instead of the required application form
4. Requesting references prior to interview
5. Scrutinising the application form and references, to identify any gaps in employment, or inconsistencies in the information presented. We use this information to formulate candidate specific questions that will be used during the interview.
6. Checking the validity of qualifications through HR where necessary
7. Checking the identity of the individual concerned and at all stages even interview
8. Checking the eligibility of the candidate to work in the UK through HR.
9. Asking specific questions during the interview that relate to Child Protection. We expect candidates to discuss individual experiences rather than talking hypothetically
10. Collecting the information for a DBS check. Discussing any self-declared information with the candidate in a non- prejudicial way during the interview
11. Reserving the right to call candidates back for further questioning if anything emerges either through the DBS process or late references
12. Reserving the right to dismiss a candidate if false information has been submitted during the recruitment process or if information comes to light that the candidate failed to disclose

In addition we:

- a) Maintain our single central record for our own employees, volunteers and Governors and a second central record for agencies involved in school.
- b) Have additional statements attached to the 'single central record' which explain our approach to working with other groups of people who may come onto our premises.
- c) Have a clear process of risk assessing any individuals who come onto our premises who do not require a DBS check e.g. maintenance personnel make confirmed appointments and sign in and out of the visitors book giving a valid phone number, also having to produce I.D. If reception staff still unsure they would accompany persons around the building.
- d) Ensure that all visitors to our school are met at reception and are given a visitors pass/badge. There may be some cases where this does not happen but these exceptions are listed in the arrangements stated above, see (b)

e) Ensure that where appropriate (LA officers/contractors) visitors are asked to show their formal identity badges to link them to a known organisation. They are only admitted to complete known and verifiable duties.

## **Safe Staff**

All staff will have access to and be expected to know our school's policy for safe restraint. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. Miss Perkins and Mrs Harkin are authorised personnel able to practice school safe.

If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

Sometimes allegations are made against adults who come in to contact with children. We have a responsibility to ensure that the requirements of Safeguarding Children in Education: Dealing Allegations of Abuse Against Teachers and Other Staff are adhered to.

There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in the Investigation, Referral and Support Coordinator guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings. ([www.teachernet.com](http://www.teachernet.com))

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. At Cockfield School we adhere to the guidance laid down in the county council's guidance and will seek appropriate advice from our local Area Education Office. Neither the Head teacher nor any other member of school staff will investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Head teacher, this will be reported to the Chair of our governing body who will liaise with the Area School Support Officer.

## **Records and Monitoring**

If we are concerned about the welfare or safety of any child all adults in school will record their concern on the agreed report form and give this to the senior designated person. Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the Senior Designated Person and information will only be shared within school on a need to know basis for the protection of the child.

Any Child Protection information will be kept in the file and will be added to. Copies of referrals, invitations to child protection conferences, core groups and reports will

be stored here. All our Child Protection files will have a chronology and contents front cover.

Reports of a concern to the Senior Designated Person must be made in writing and signed and dated by the person with the concern.

#### Information for Parents/Carers

It is made very clear to all parents/carers that our staff is legally obliged to follow up any concerns they may have around child protection. A statement to this effect is on our website and in our school prospectus.

#### Transfer of Records

If a child leaves our school with Child Protection issues we will ensure that our Senior Designated Person makes contact with the senior designated person at the following school and the file will be forwarded.

#### School Attendance

Regular school attendance has a very important part to play in Child Protection pupils. A pupil whose parents/carers repeatedly fail to provide adequate reasons for absence, or whose absence is on-going without medical evidence, will be referred to the Education Welfare Services. Such absences will not be authorised by the school.

#### Roles and Responsibilities

##### Head teacher

At Cockfield School the Head teacher is responsible for identifying a senior member of staff to be the Senior Designated Person. Through appropriate training, knowledge and experience our Senior Designated Person will liaise with Children's Services and other agencies where necessary, and make referrals to Children's Services.

##### Governing Body

The governing body of Cockfield School will ensure that our Child Protection policy is in place and is reviewed annually. This policy will be referred to in our school prospectus. The content of our policy has been written following consultation with the Local Authority and the requirements of the Child Protection Children's Board Policies and Procedures.

The governing body will receive a Child Protection report that will record training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all Child Protection activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify any individual pupil.

##### Curriculum

Cockfield CEVCP School will strive to create a safe environment for all children on roll. The curriculum will therefore be instrumental in preparing the children for their future responsibilities as adults.

Through the curriculum, children will be helped to understand what is and is not acceptable behaviour towards them. They will be taught about staying safe from harm and the importance of speaking to a member of staff should they have any worries or concerns.

### Bullying and Child on Child Abuse

It is important that children should be safe from each other in school. Cockfield CEVCP will not tolerate bullying amongst its pupils and is committed to dealing with all complaints of such a nature. Strategies for dealing with bullying are explained in the schools Behaviour and Anti-Bullying Policy.

Members of staff need to understand that children as well as adults can be abusers, where a child discloses abuse by a fellow pupil, the SDP will be sensitive to each individual case.

### Online Safety

As part of the school curriculum, Information and Technology (IT) programme, we offer pupil's access to the internet. Before being allowed to use the internet, all parents must sign an internet permission slip as evidence of their approval and acceptance. This fundamental aspect of Cockfield CEVCP School's Child Protection Policy should be read in conjunction with the IT/Acceptable Use/Online Safety Policy/ies.

### Staff Recruitment

Before confirmation of an appointment, all staff (teaching and support) who apply to work at Cockfield School will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children. References will be taken up and they will be required to give evidence of their qualifications, previous experience and history and proof of identity.

All potential staff and volunteers will be required to declare any criminal record, moreover, all staff, Governors and regular visitors (where a regular pattern of working in school is established) will be DBS checked. All contract workers are required to sign in and show their identification paperwork.

### Allegations Against Staff

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our school. Allegations can be made by children and young people or other concerned adults and are made for a variety of reasons.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL (at Cockfield, this is Mrs Harkin) or the Alternate DSL (Miss Perkins).

In the case of the allegation being made against the Head teacher this will be brought to the immediate attention of the Chair of Governors and the LADO (tel.: 03001232044).

The Head teacher/Chair of Governors must discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. This will constitute an initial evaluation meeting or strategy discussion involving the LADO. The DSL will also notify and seek advice from the Area Strategic Education Manager (Janice Lee 01473 263940). Dependent on the allegation being made, Head teachers will need to:

- \* Refer to the LADO immediately and follow up in writing within 48 hours. In Suffolk, schools should also refer in the first instance to the Area Strategic Education Manager.
- \* Consider Child Protection arrangements of the child or young person to ensure they are away from the alleged abuser.
- \* Contact the parents or carers of the child/young person if advised to do so by the LADO.
- \* Consider the rights of the staff member for a fair and equal process of investigation.
- \* Ensure that the appropriate disciplinary procedures are followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary.

Act on any decision made in any strategy meeting or evaluation meeting.

For Advice and Consultancy in relation to Child Protection, please contact:

Janice Lee (Professional Advisor – Child Protection in Education)

[Janice.lee@suffolk.gov.uk](mailto:Janice.lee@suffolk.gov.uk)

For Child Protection Training in schools please email:

[SLQA@suffolk.gov.uk](mailto:SLQA@suffolk.gov.uk)

Useful Contacts:

Janice Lee – Professional Advisor for Child Protection in Education

[Janice.lee@suffolk.gov.uk](mailto:Janice.lee@suffolk.gov.uk)

01473 260112

The Local Authority Designated Officer (LADO): 03001232044

[LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk)

Area Strategic Education Manager – Janice Lee: 01473 263940

Suffolk Child Protection Children Board [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)

Customer First: 0808 800 4005

Police: 999

BECTA [www.becta.org.uk](http://www.becta.org.uk)

Child Exploitation and Online Protection Agency [www.ceop.gov.uk](http://www.ceop.gov.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

ChildLine 0800111111

Signed \_\_\_\_\_ Headteacher

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_

Review Date March 2019

## APPENDIX A – GUIDELINES FOR VOLUNTEER HELPERS IN SCHOOL

Dear Parents/Helper,

### Guidelines for Volunteer Helpers at Cockfield School

Thank you for offering to come into school to help, we really appreciate it.

The safety of the pupils at Cockfield are paramount and there are some processes to go through to become a school helper, which are essential to ensure the protection of the children as follows:

Please see attached the school's Child Protection Induction document for your information (please complete the back page) and the Disqualification Under the Childcare Act 2006 Self-Declaration form which also needs to be completed and returned to the school office at your earliest convenience.

Please complete the PREVENT online course at: [http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html) and print off the certificate and return it to the office.

We will be completing a DBS check on you. You will receive an email that you will need to **complete and provide the office with 3 valid forms of ID to enable us to verify the information before sending it off (passport/ birth certificate, driving licence, and utility bill/bank statement would be perfect).**

- Finally, **read the info below and return the signed slip on the reverse** to the office too.

The following guidelines have been prepared to help you and ensure that the safeguarding and confidentiality policies of the school are adhered to.

- Please sign in and out at the office, and be issued with and wear ID/visitor badge – Fire Regulations
- Avoid physical contact (cuddling/picking up etc.) with the children – Safe guarding (see enclosed policy)
- Mobile phones are not to be used/taken out in school.
- The designated person for Safeguarding issues is Mrs Harkin or Miss Perkins in her absence.
- If a child is unwell or is injured please tell a member of staff. Most TA's and teachers are qualified first aiders.
- Please do not go into the playground at break times. Coffee and tea making facilities are available in the staff room. Please help yourself.

- Finally we expect all volunteers to respect confidential issues.  
Please do not discuss information regarding individual children or staff with others except teaching staff.  
Sharing information gained whilst working as a volunteer is an erosion of trust.

If you have any concerns please do not hesitate to talk to the class teacher or myself.

Yours sincerely,

Trudie Harkin  
Head teacher

.....

**Guidelines for Volunteer Helpers at Cockfield School**

I have read the volunteer helper guidelines. I recognise that they are there to ensure the safe and effective care of all of the children in the school.

I agree to abide by them and conduct myself in a professional manner.

Signed.....Date.....

## APPENDIX B – CDA Self Declaration form

# Disqualification under the Childcare Act 2006

## Staff self-declaration form

Version: 1.0

Date: March 2015

### Introduction

Under the Childcare (Disqualification) Regulations 2009 (“the 2009 Regulations”), made under the Childcare Act 2006 (“the 2006 Act”), individuals may be disqualified from providing certain early and later years childcare or being directly concerned with the management of that provision, where they are included in the Children’s Barred List, have committed certain violent and sexual criminal offences or because of certain orders or determinations made in relation to the care of children, childcare and private fostering.

The criteria for disqualification are explained further in the following pages and in the Department for Education’s statutory advice [Disqualification under the Childcare Act](#) (“the DfE statutory advice”), a copy of which is enclosed/available in the school office for your reference.

Schools are required to ensure relevant staff (including those undertaking training in schools (both salaried and unsalaried), casual workers and volunteers) are made aware of this legislation, including that they may be disqualified ‘by association’ where they live in the same household as a disqualified person or in a household in which a disqualified person is employed. Schools must ensure they do not knowingly employ a person who is disqualified.

You have been asked to complete this self-declaration form because your role is considered to be covered by the legislation. If you have any questions regarding the requirements of this form or relevant information, please talk to your school in the first instance. You may also seek advice from the Schools’ Choice HR Casework Team on 03456 066046 (option 3) or [hr@schoolschoice.org](mailto:hr@schoolschoice.org).

### Disqualification criteria

The criteria for disqualification under the 2006 Act and 2009 Regulations include:

- a. Inclusion on the Disclosure and Barring Service (DBS) Children’s Barred List;

- b. Being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
- c. Certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations (*in relation to England, the only relevant order for these purposes is a Care Order under the Children Act 1989, or equivalent under previous legislation*);
- d. Refusal or cancellation of registration relating to childcare\*, or children's homes, or being prohibited from private fostering\*\*, as specified in Schedule 1 of the 2009 Regulations;
- e. Living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2009 Regulations;
- f. Being found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

Relevant offences and orders are listed in Table A and B of the DfE statutory advice. However, the above list and the DfE statutory advice are not comprehensive. Further details about the specific orders and offences which will lead to disqualification are set out in the 2009 Regulations: [The Childcare \(Disqualification\) Regulations 2009](#).

\*Except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 Act (Regulation 4(1) of the 2009 Regulations).

\*\* Pursuant to legislation references in paragraph 17 of Schedule 1 to the 2009 Regulations.

## What you need to do

At the end of this form, you are asked to make a self-declaration regarding any disqualification under the Childcare Act 2006. Before completing this declaration, you should note **the following are not covered by the legislation and therefore do not need to be disclosed**:

- a. **Cautions dated before 6 April 2007**
- b. **In relation to anyone living or employed in your household, spent criminal convictions, cautions or youth cautions**

The Rehabilitation of Offenders Act 1974 (ROA) allows criminal convictions, cautions, and youth cautions (formerly reprimands and final warnings) to be considered spent after a specified period of time known as the rehabilitation period, which is decided by

the sentence or disposal received. Such offences do not need to be disclosed in relation to anyone living or employed in your household.

Sentences of over 48 months and public protection sentences (regardless of the length of sentence) can never become spent and guidance on the ROA is available [here](#). The vast majority of roles in schools and relevant childcare settings are exempt from the ROA, under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 (amended in 2013)). This means you should still disclose any relevant offences that you have committed which meet the disqualification criteria above

**c. Protected cautions or protected convictions**

Under an amendment to the ROA made on 29 May 2013, certain old and minor cautions and spent convictions are ‘protected’. They are not subject to disclosure under the Exemptions Order and will not appear on any standard or enhanced disclosure certificate issued by the Disclosure and Barring Service (DBS). Generally, this covers convictions which are over 11 years old (or over 6.5 years old if committed under the age of 18) for which a custodial sentence was not ordered, and cautions which are over 6 years old (or over 2 years old if committed under the age of 18). However some serious offences, such as violent and sexual offences, will never be protected. Guidance provided by the DBS: [DBS Filtering Guide](#) will help you understand the old and minor cautions and convictions that do not need to be disclosed.

You should also note, in order for the school to consider any disqualification ‘by association’, you are asked to provide relevant information about anyone who lives or is employed in your household, to the best of your knowledge. The nature of your relationship with any person living or employed in your household will determine the level of any enquiry you are able to make. Information shared by a person living or employed in your household should only be provided to the school where it is relevant to the criteria for disqualification described above and having advised the person that the information will be shared with the school for the purposes of determining any disqualification ‘by association’ under the Childcare Act 2006.

The DfE statutory advice does not define “employed in” the household. We interpret this to mean employment with some degree of regularity and permanency. We do not expect occasional work (for example, window cleaning, household repairs, garden maintenance, etc) to be covered by the 2006 Act.

**Self-declaration:**

I have read and understood the disqualification criteria and other information on this self-declaration form, referring to the DfE statutory advice and 2006 Act and 2009 Regulations as necessary, and confirm that:

*Please delete as appropriate, either:*

I am not disqualified under the 2006 Childcare Act, including 'by association'.

Or

I believe I may be disqualified under the 2006 Childcare Act, for the following reason(s):

*Please provide details of relevant offence, order or determination. You may wish to provide a copy of relevant documentation. However, this is not a requirement. If you are considering providing any additional documentation, please consider first whether this would result in you sharing additional sensitive personal data which is not relevant to the 2006 Act.*

I understand:

- I must notify my school immediately of any change in circumstances that may affect disqualification under the 2006 Childcare Act, including any new caution, reprimand or warning for a relevant offence
- That failure to complete this declaration accurately to the best of my knowledge or failure to notify the school of any relevant change in my circumstances is likely, for employees, to be regarded as gross misconduct and will be dealt with under the appropriate policy. In the case of volunteers/others, any such failure is likely to result in no longer being offered voluntary/casual work or other arrangements for training, etc
- That this form and any record of subsequent considerations regarding disqualification under the 2006 Act will be retained securely by the school and managed in accordance with the provisions of the Data Protection Act 1996. A note of the date and outcome of the school's check regarding any disqualification will be made on the school's Single Central Record. Any personal data I provide that is considered not relevant to the 2006 Act will be securely destroyed by the school.

Signed:

Name:

Role:

Date: