



# Child Protection Policy

Policy Dated: October 2011  
Review Date: October 2012

## 1. Introduction

1.1 Teachers and other school employees, by virtue of their daily contact with and knowledge of children are in a unique position to identify abuse and help abused children.

1.2 The Children Act 2004 requires all agencies dealing with children to adopt a multi-disciplinary approach to Child Abuse. Working in partnership with parents is a requirement of the Act and professionals should be as open and honest as possible with parents about concerns identified. However, the maintenance of good relationships with parents should not take precedence over the 'welfare principle' of the Act i.e. 'The welfare of the child is paramount'.

1.2 This policy must be read and adhered to alongside SCE guidelines for Safeguarding

## 2.0 Responsible Person

2.1 The Responsible Person for Child Protection is Mrs Edwards and in her absence Mrs M Gillett. The responsibility of the Responsible Person is to:

- to be the focal reporting point,
- co-ordinate Child Protection action
- liaise with SCE and other agencies
  
- Retain hand written teacher(s) records (timed dated and signed) of any signs of Child Abuse and any action taken (which would include referral)
  
- Arrange In-Service Training for all members of the school staff
  
- Advise staff as appropriate, on issues contained in the SCE Standing Instruction 37(D) and related guidance.

## 3.0 Working Definition of Child Abuse

3.1 A child is considered to be abused, or at risk of abuse by parents/carers when the basic needs of the child are not being met, through avoidable acts of either commission or omission.

3.2 Child Abuse cases are registered under the following categories: Neglect, Physical injury, Sexual Abuse and Emotional Abuse.

## 4.0 Indicators of Abuse

4.1 These may include: constant fatigue, listlessness or falling asleep in class, indicators of concern in children's writing and drawings, non school attendance, any injury that cannot be satisfactorily explained, reluctance to go home, inappropriate sexual behaviour/play.

## 5.0 Disclosure Procedure

5.1 Concerns should be referred to the Responsible Person as soon as possible. It is important to discuss even the slightest concerns with the Responsible Person at the earliest opportunity. Staff should record their concerns carefully in writing with dates , names and observations if appropriate.

5.2 Such documentation is strictly confidential and should be signed, dated and retained securely and separately from the child's normal records, by the Responsible Person.

All notes should be specific:

- distinguish fact from fiction, but record both
- state any action taken, other individuals or Agencies contacted
- describe injuries in detail
- include any statement made by the child

5.3 The first point of contact/liaison should be documented.

5.4 Where a formal referral is made to outside agencies all verbal communication should be confirmed in writing within two working days.

5.5 Incidents should be handled with tact and sensitivity.

5.6 It is not the responsibility of the teachers to investigate suspected abuse.

## 6.0 Allegations against Staff

6.1 Any allegation against a member of staff will be treated seriously and investigated fully.

6.2 Any adult hearing an allegation of abuse against a member of staff should report the matter to the Responsible Person.

6.3 The Responsible Person will obtain details of the allegation in writing, signed dated by the person who heard the allegation (not the pupil) and

countersigned by the Responsible Person. The report must record details about times, dates, locations and names of possible witnesses.

6.4 The Responsible Person will then immediately inform the Senior Educational Psychologist (Tel; 02161-908- 2225).

6.5 If the abuser is the Responsible Person (Headteacher), reports should be made to the deputy, who will report directly to the Senior Educational Psychologist.

## 7.0 Transfer of Information and Records

7.1 The Education (School Records) Regulations 1989 (S1 1989/1261) do not authorise or require the disclosure to parents and/or pupils of any information relating to child protection. Therefore any records regarding suspected or actual child abuse will **not** be included among the documents or records which the parents of children leaving SCE schools are expected to carry to the receiving school.

7.2 SCE school records and Educational Psychology and Child Guidance records relating to actual or suspected child abuse should be destroyed on the child's departure to a U.K. school. U.K. schools and LEAs will be able to access this information via their local Social Services Department.

7.3 In cases where the child transfers from one SCE school to another, then this information may be forwarded to the Headteacher of the receiving school.

7.4 Disclosures of Child Protection information is exempted from the requirements of the Data Protection Act 1984.