



# MARSH SCHOOL CHILD PROTECTION POLICY

**Fulfilling  
Uplifting  
Nurturing**

## Marsh Infant and Nursery School

This Policy is compiled in line with the Bucks Schools Policy.

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“Coming together is a beginning.  
Keeping together is progress.  
Working together is **success.**”  
Henry Ford

# Marsh Infant and Nursery School

## 1. Contacts

### 1.1 School contacts:

- Designated Person for Child Protection: Rebecca Morrisson Head Teacher  
Tel: 01494 522756 /07903 112032  
Email: [rmorrisson@bucksgfl.org.uk](mailto:rmorrisson@bucksgfl.org.uk)
- Other staff with child protection responsibilities: Sarah Stock  
Deputy Designated Person for Child Protection, Inclusion Manager, Designated Person for Children in Care.  
Tel: 01494 522756  
Email: [shouse@bucksgfl.org.uk](mailto:shouse@bucksgfl.org.uk)
- Nominated Governor: Patrick Heighes  
Email: [pheighes@ryltech.net](mailto:pheighes@ryltech.net)
- Chair of Governors: Steve Knight  
Email: [steve.knight@integratehr.com](mailto:steve.knight@integratehr.com)

### 1.2 Contacts in County:

- Safeguarding in Education Team 01296 382070
- Local Authority Designated Officer (LADO) 01296 382070
- Social Care - Aylesbury 01296 387957
- Social Care - High Wycombe 01494 475037
- Social Care - Out of Hours 01494 675802
- Thames Valley Police  
(Child Abuse Investigation Unit) 08458 505505
- Local Safeguarding Children Board [www.bucks-lscb.org.uk](http://www.bucks-lscb.org.uk)
- Local Guidance [www.bucks-lscb.org.uk/EducationStaff.htm](http://www.bucks-lscb.org.uk/EducationStaff.htm)

### 1.2 Other helpful contacts

- Crimestoppers 0800 555 111
- NSPCC 0800 800500
- Childline 0800 111111
- Kidscape Bullying Helpline 0207 730 3300
- Samaritans 0845

### 2 Introduction

This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:

“Working Together to Safeguard Children” 2006

“Framework for the Assessment of Children in Need and their Families” 2000

“What to do if you are worried a Child is being Abused” 2006 <sup>1</sup>

Safeguarding Children and Safer Recruitment in Education 2006

Buckinghamshire Safeguarding Children Board Multi-Agency Child Protection Code of Practice 2006

2.2 The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard <sup>2</sup> and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

2.3 We recognise that all staff<sup>3</sup> and Governors have a full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern.

2.4 All staff believes that our school should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.

#### 2.5 Aims:

2.5.1 To support the child’s development in ways that will foster security, confidence and resilience.

2.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected.

2.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

2.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children.

2.5.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.

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<sup>1</sup> What To Do If You Are Worried A Child is being Abused <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/>

<sup>2</sup> Safeguarding (as defined in the Joint Inspector’s Safeguarding report is taken to mean “All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children’s welfare are minimised” and “where there are concerns about children and young people’s welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies”

<sup>3</sup> “Staff” covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

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- 2.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 2.5.7 To develop effective working relationships with all other agencies, involved in safeguarding children.
- 2.5.8 To ensure that all adults within our school who have access to children have been checked as to their suitability. This includes other community users of our facilities.

### 3 Responsibilities

- 3.1 We understand that our responsibility to safeguard children requires that we **all** appropriately share any concerns that we may have about children.
  - 3.1.1 The Governing Body understands and fulfils its safeguarding responsibilities.
  - 3.1.2 The Governing Body of our school is responsible for ensuring the annual review of this policy, and for reporting back to the Local Authority.
  - 3.1.2 We have a Designated Member of the Senior Leadership Team (Rebecca Morrisson) who has undertaken appropriate training for the role, as recommended by the LA, within the past two years. Our Designated Person will update their training with LA approved training every two years.
  - 3.1.3 We have a member of staff (Sarah Stock) who will act in the Designated Persons absence who has also received training for the role of Designated Person, and who will have been briefed in the role.
  - 3.1.4 All adults, (including supply teachers and volunteers) new to our school will be made aware of the school's policy and procedures for child protection, the name and contact details of the Designated Person and the booklet "What to do if You're Worried a Child is Being Abused" (<http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/>), and have these explained, as part of their induction into the school.
  - 3.1.5 All members of staff and volunteers are provided with opportunities at least every three years to receive training arranged or delivered by the Designated Person in order to develop their understanding of the signs and indicators of abuse, how to respond to a pupil who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
  - 3.1.6 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our prospectus/brochure and available on the school's website and in the home school agreement.

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- 3.1.7 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.
- 3.1.8 Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures.
- 3.1.9 The School operates Safe Recruitment practices including all checks on staff and regular volunteers' suitability ascertained through Criminal Records Bureau checks as recommended by the LA and in accordance with current legislation and the appropriate use and checks of references.
- 3.2 We have a Designated Person (and Deputy Designated Person) who is responsible for:
- 3.2.1 Ensuring that all school staff are aware of the school's CP policy and procedures, and know how to recognise and refer any concerns.
- 3.2.2 Referring a child if there are concerns about a child's welfare, possible abuse or neglect to Social Care. A written referral using the Common Referral Form will be faxed/posted/e-mailed to Social Care as soon as possible within the school day.
- 3.2.3 Ensuring that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral.
- 3.2.4 Ensuring that all such records are kept confidentially and securely and are separate from pupil records, with a front sheet listing dates and brief entry to provide a chronology. Where children leave the establishment, ensure their child protection file is copied for the new establishment. This should be transferred separately from the main pupil information and addressed to the Designated Person for child protection in the new establishment marked private and confidential. Originals should be stored securely for 50 years.
- 3.2.5 Ensuring that an indication of further record-keeping is marked on the pupil records.
- 3.2.6 Act as a source of support, advice and expertise for staff with concerns and liaising with other agencies and professionals.
- 3.2.7 Ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups or other multi-agency planning meetings, provides a report which has been shared with the parents and contributes to assessments within Social Care or Local Delivery Team processes.
- 3.2.8 Ensuring that any absence of two days, without satisfactory explanation, of a pupil currently subject to a child protection plan is referred to their Education Welfare Officer.
- 3.2.9 Providing, with the Headteacher, an annual report for the Governing Body, detailing any changes to the policy and procedures; training undertaken by the Designated Person, and by all staff and Governors; number and type of incidents/cases, and number of children referred to Children's Social Care and

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subject to Child Protection Plans (anonymised). The Governing Body will use this report to fulfil its responsibility to provide the LA with information about their Safeguarding policies and procedures.

- 3.2.10 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years, provided by the Buckinghamshire Safeguarding Children Board, or the Safeguarding in Education Team.
  - 3.2.11 Be familiar with any updates to the BSCB procedures.
  - 3.2.12 Ensure that relevant staff are aware that these procedures are also available on the BSCB website: ([www.bucks-lscb](http://www.bucks-lscb))
- 3.3 All staff share the responsibility for safeguarding children and young people, protecting them from harm and promoting their welfare and are aware of and follow this policy.

## 4 Procedures

- 4.1 Our school procedures for safeguarding children are in line with Buckinghamshire Local Authority (the LA) and Buckinghamshire Safeguarding Children Board Child Protection Procedures, “Working Together to Safeguard Children 2006” and “Safeguarding children and Safer Recruitment in Education”. We will ensure that:
- 4.1.1 We will monitor and evaluate our procedures for effectiveness and to ensure we are satisfied that they are being complied with. This policy and our procedures will be reviewed annually by the governing body, up-dated and published for the whole school community.
  - 4.1.2 The name of the Designated Person and Deputy will be clearly shown in the school, with a statement explaining the school’s role in referring and monitoring cases of suspected abuse.
  - 4.1.3 Our Designated Person and Deputy undertakes training every two years and the whole school is trained every three years.
  - 4.1.4 All staff will follow the advice given in the booklet “What to do if You’re Worried a Child is Being Abused” (<http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/>).
- 4.2 Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.
- 4.2.1 All Teachers and Support Staff are required to have a book in which they record any concerns regarding the behaviour or welfare of a child. All staff should keep these records Private and Confidential. Care must be taken to record information accurately and as soon as possible after the event.

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- 4.2.2 Professionals can only work together to safeguard children if there is an exchange of relevant information between them. Therefore, all concerns must be copied to the Designated Person for Child Protection (DP) on a regular basis so that information can be collated and any further action may be taken. Good communication and time to discuss concerns is vital in ensuring the best is done for the child as quickly as possible.
- 4.2.3 When it becomes apparent that there are Child Protection concerns, the DP should be informed immediately. The person to report the matter should keep their own copy of a written account of the event, which should also be copied immediately into a central file. The DP then has an obligation to pass this information on to other agencies. Safeguarding in Education, The Local Delivery Team and Social Care's Referral and Assessment team may then be contacted either by phone or email.
- 4.2.4 There is a central file in which all paper work is kept for vulnerable families and children. This is a locked filing cabinet that should only be accessed by the Head Teacher or the DP. All files on the computer regarding any families and children are kept in the Head Teacher's documents which are not accessible to any other staff member.
- 4.2.5 The whole school Staff are continually updated with any relevant child protection information about the children they are working with. Staff are then in a better position to monitor the child and report any concerns. However, they are also aware that this information is Private and Confidential and may not be discussed outside of school.

## 5 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Head teacher or Designated Person will disclose personal information about a pupil to other members of staff on a need to know basis only.
- 5.3 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they **cannot** promise a child to keep secrets which might compromise the child's safety or well-being or that of another.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Safeguarding in Education Team or Social Care on this point.
- 5.6 Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.

## **6 Diversity Issues**

6.1 Although no culture sanctions extreme harm to a child, cultural variations in child rearing patterns do exist. A balanced assessment must incorporate a cultural perspective but guard against being over-sensitive to cultural issues at the expense of promoting the safety and well-being of the child.

6.1.1 *Fear of being accused of racism can stop people acting when they otherwise would. Fear of being thought unsympathetic to someone of the same race can change responses.*

*Every organisation concerned with the welfare and protection of children should have mechanisms in place to ensure equal access to services of the same quality, and that each child, irrespective of colour or background, should be treated as an individual requiring appropriate care.*

*(Victoria Climbié Inquiry Report)*

6.2 Research also tells us that children with special needs are at an increased risk of abuse. There are fewer signs and indicators and more possible explanations. Children with communication difficulties may be especially vulnerable. Systems must be put in place for these children to choose their own way of communication.

## **7 Supporting Children**

7.1 We recognise that a child or young person who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self worth.

7.2 We recognise that the school may provide the only stability in the lives of children and young people who have been abused or who are at risk of harm. We recognise that there may be other groups of children and young people who are particularly vulnerable, e.g. those with disabilities, young carers and children living with substance abuse.

7.3 We accept that research shows that the behaviour of a child or young person in these circumstances may range from that which is perceived to be normal to aggressive, attention seeking or withdrawn.

7.4 Our school will support all pupils by:

7.4.1 Encouraging the development of self-esteem and resilience in every aspect of school life including through all aspects of the curriculum.

7.4.2 Promoting a caring, safe and positive environment within the school.

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- 7.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children and young people.
- 7.4.4 Seeking advice or notifying Social Care as soon as there is a significant concern.
- 7.4.5 Ensuring that a named teacher is designated for Looked After Children (LAC) and that an up to date list of children who are subject to a Care Order or are accommodated by the Local Authority is regularly reviewed and updated. The Education of Children in Public Care (ECPC) Team must be made aware of all LAC in the school. The Designated Teacher for Looked after Children is Mrs. Becky Morrisson with support from Mrs. Stock. Marsh School follows close guidelines developed by ECPC and Bucks County Council when working with children in Public Care. (Please see 'School Guidelines for the Education of Children and Young People in Public Care')
- 7.4.6 Notifying Social Care when a child or young person attending the school is privately fostered.
- 7.4.7 Providing continuing support to a pupil (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Designated Person at the pupil's new school as a matter of urgency. The original copy of significant documents will be retained at our school, and photocopies forwarded as above.
- 7.5 Complaints or Concerns Expressed by Pupils
- 7.5.1 This school recognises that listening to children/young people is an important and essential part of safeguarding them against abuse and neglect. Children and young people may disclose abuse or make an allegation. We will take these matters seriously and ensure that the appropriate next steps are taken and endeavour to keep the child/young person regularly informed as to the progress of his/her complaint.

## **8 Supporting Staff**

- 8.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 8.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support. This could be provided by the Headteacher or another trusted colleague, Occupational Health, and/or a representative of a professional body or trade union, as appropriate. The governing body of the school take the well being of staff very seriously. If the Head Teacher thinks it is appropriate to have time away from school following stressful and emotionally draining situations, this will be allowed following discussion with the Head Teacher.
- 8.3 In consultation with all staff, we adhere to safe working practices and have a code of conduct for staff at our school (produced with regard to <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/>). This forms part of staff induction and is in the staff handbook. We understand that staff should have

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access to advice on the boundaries of appropriate behaviour and be confident to challenge colleagues when necessary.

8.4.1 We recognise that our Designated Person(s) should have access to support (as in 8.2 above) and appropriate workshops, courses or meetings as organised by the LA.

8.4.2 Staff are updated with Child Protection training every three years and are advised of any new Child Protection information from the government to allow them to work professionally and safely. Copies of policies and advice sheets are always available. Staff are aware of who they can talk to in school as well as the Governor for Child Protection Patrick Heighes and Rachael Bell from the Safeguarding in Education team. We also actively encourage staff to consult their Union should they be concerned and need advice.

## **9 Allegations against Staff**

9.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. (See also 8.3 above)

9.2 All staff should be aware of the school's behaviour/discipline policy. This can be found in general on the school network, the school's website and in the staff handbook.

9.3 We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head teacher or the most senior teacher if the Head teacher is not present.

9.3.1 The Head teacher/senior teacher on all such occasions will discuss the content of the allegation with the Safeguarding in Education Team Manager who is the Local Authority Designated Officer (LADO) for education.

9.3 If the allegation made to a member of staff concerns the Head teacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 9.3.1 above, without notifying the Head teacher first.

9.3.3 The school will follow the LA procedures for managing allegations against staff, a copy of which can be found on [www.bucks-lscb.org.uk/EducationStaff.htm](http://www.bucks-lscb.org.uk/EducationStaff.htm).

9.3.4 Our lettings agreement for other users requires that the organiser will follow LA procedures for managing allegations against staff and, where necessary, the suspension of adults from school premises.

9.3.5 We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.

9.3.6 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the delegated 'whistle blowing' Governor or the Safeguarding in Education Team Manager who is the Local Authority Designated Officer (LADO) for education.

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- 9.3.7 The name of any member of staff considered not suitable to work with children will be notified to the Independent Safeguarding Authority (<http://www.isa.gov.org.uk/>), with the advice and support of Human Resources.

## 10 Recruitment and Staff Selection

- 10.1 Safer recruitment procedures will be followed ([http://www.bucks-lscb.org.uk/safer\\_employment.htm](http://www.bucks-lscb.org.uk/safer_employment.htm)). All staff and volunteers will be carefully selected and vetted to try to ensure they do not pose a risk to children. References are considered extremely important and all references will be checked and verified. Those staff and volunteers having contact with children will be checked through the Criminal Records Bureau at the appropriate level. All staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a child. This will include information on recognising where there are concerns about a child, where to get advice and what to do if no one seems to have taken their concerns seriously.

## 11 Other Relevant Policies

- 12.1 Our policy on physical intervention/positive handling by staff is set out separately, as part of our Behaviour Policy. It complies with LA Guidance, 'The Use of Force to Control or Restrain Pupils' November 2007. This policy states that staff must only ever use physical intervention as a last resort, e.g. when a child is endangering him/herself or others and that, at all times it must be the minimal force necessary to prevent injury to another person.
- 12.1.1 Such events should be recorded and signed by a witness.
- 12.1.2 Staff who are likely to need to use physical intervention should be appropriately trained.
- 12.1.3 We understand that physical intervention of a nature, which causes injury or distress to a child, may be considered under child protection or disciplinary procedures.
- 12.2 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.
- 12.3 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

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- 12.4 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with effective lines of communication with trusted adults, supportive friends and an ethos of protection. The school community will therefore:
- 12.4.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.
  - 12.4.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
  - 12.4.3. Provide, across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.
- 12.5 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment and, for example, in relation to internet use, and when away from the school when undertaking school trips and visits.

Buckinghamshire LA would like to acknowledge the following, whose documents were referred to during the preparation of this policy: Thurrock, Cambridgeshire, Northamptonshire, Kent and IRSC colleagues.