



*Be all you can be*  
Hayes School

## **Policy Statement for Child Protection 2017-2018**

### **Rationale**

Hayes has a general duty under *The Children Act 1989* and *The Education Act 2002*, *The Children Act 2004* and *Keeping Children Safe in Education, September 2016* to safeguard and promote the welfare of all children. It is therefore the responsibility of ALL STAFF to be aware of their duties and to comply with school policy and procedures to protect children. To that end, the school works with parents, guardians and the LA to protect the best interest of the child.

### **Key roles and responsibilities:**

Designated Safeguarding Lead (DSL) - Mrs D Torpey

Deputy Safeguarding Lead- Mrs Caroline Farmer

Named Safeguarding Governor-Mr P Childs

### **Purpose**

Hayes School and its staff understand that the welfare of all pupils is paramount and protection of the pupil is their primary consideration. Whenever there is a cause for concern the school has a duty to act to protect the pupil and to take the necessary measures to inform the appropriate body of this concern. This can happen without the parental permission if it's thought the child is at risk of significant harm.

### **Guidelines**

Staff are encouraged to use their own well-informed professional judgement when interacting with pupils. They should also be aware of the guidance "Working Together to Safeguard Children March 2015". All new staff and 'unsupervised' volunteers at Hayes have an enhanced check by the Disclosure and Barring Service.

Regular training is given to all staff. Volunteers working in school are also given detailed guidance re safeguarding and procedures for when there may be a Child Protection issue. Attention is particularly drawn to the following:

#### **1. Interaction with pupil**

- i) Staff are advised that in their relationships with pupils attitude, demeanour and language all require proper care and thought and should be appropriate to the age, stage and gender of the pupils.
- ii) When using technology material of a sensitive nature, teachers should be vigilant as to the possibility of misinterpretation and if in doubt should consult with senior management.
- iii) Staff should be aware of their vulnerability when conducting one- to -one support with pupils. These should where possible be held in a room with visual access or an open door.
- iv) Staff are advised not to have any unnecessary physical contact with pupils. In some circumstances physical contact will/may be necessary, such as when a child is distressed and needs comforting, when a child is injured and needs first aid, when a child needs cleaning after an accident or messy activity (ref Intimate Care Policy), when 'hands-on' instruction is used in PE or sports. In all such situations, staff are advised to be aware of the danger being misinterpreted and to ensure the presence of other children or staff whenever possible.
- v) On residential and outside visits, staff should be aware of their increased vulnerability because of the more informal nature of such events.
- vi) In the unusual event where a pupil has to be physically restrained staff are referred to our 'Safe Handling' policy.

## 2. Suspected Child abuse/neglect

- i) School staff, having daily contact with numerous children, are well placed to observe aberrant behaviour and other signs of child abuse. **Staff need to be aware that pupils with disabilities are particularly vulnerable to abuse.** With this in mind staff should be familiar with the symptoms of child abuse in its various forms and are expected to have read 'Keeping children safe in education, (September 2016) part 1, (all staff are given this as part of their induction).
- ii) Any member of staff who has a reasonable cause for concern about the welfare of an individual child must complete a 'Record of Concern' form (found on the Safeguarding Board, in the staff room), this must be handed to the Designated Safeguarding Lead (DSL) or the Headteacher. If the concern is immediate, staff need to inform DSL/Headteacher immediately and follow up with the Cause for Concern form within 24hrs.
- iii) Internal referral procedures operate to monitor concerns. All referrals are confidential and kept secure.
- iv) The DSL will, with the Headteacher, exercise good judgement and decide whether outside agencies need to be contacted for further information gathering or investigation. These agencies could include Torbay Education Safeguarding Service (TESS) and/or Torbay MASH (Multi Agency Safeguarding Service).
- v) School recognises the importance of multi agency working and is committed to ensuring appropriate staff attend relevant meetings.
- vi) If staff have disquiet about the behaviour of any colleague they must inform the DSL or the Headteacher immediately.

vii) Information on children at risk or the subject of a Child Protection Plan is held in a secure place in the Head teacher's office. Individual pupil records held in classes do not contain information of a sensitive nature.

viii) School will support pupils who have been abused in accordance with his/her agreed child protection plan.

Hayes School exercises the appropriate degree of confidentiality in all matters of child protection. Staff are informed on a need-to-know basis. Records are kept in secure and confidential files which are passed on when a child who is subject of a Child Protection Plan or Child in Need Plan leaves the school.

Hayes School adheres closely to guidance from the 'Working Together to Safeguard Children, March 2015' document, copies of which are held in the office, staffroom and the Lodge.

### **Complaints of a child protection nature against a member of staff and volunteers.**

When a complaint is made against a member of staff which could be of a child protection nature, it is imperative that the following procedures are enacted:

1. Any complaint should be addressed to the Headteacher.
2. The incident- which may constitute Child Abuse- is reported to the LADO Hilary O'Leary (Local Authority Designated Officer) by phoning: **01803 208955**.