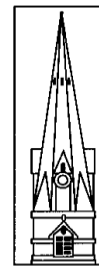


Higher Walton C.E. Primary School



Child Protection Information for Parents and Guardians

As a parent or guardian of a child at Higher Walton CE Primary School, it is important that you are aware of our Child Protection procedures.

WHO IS RESPONSIBLE FOR SAFEGUARDING MY CHILD?

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

DBS CHECKS

Higher Walton CE Primary School requires all paid staff and regular volunteers to be DBS checked. Anyone who is not DBS checked **MUST NOT** work on their own with children. This is to help ensure that unsuitable people are prevented from working with children.

A copy of our Child Protection Policy is available in the school office should you require it.

CATEGORIES OF ABUSE:

There are four categories of abuse:

- Physical abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

Each category is explained in more detail in the full policy.

WHAT WOULD HAPPEN IF SOMEONE IN SCHOOL HAD A CONCERN ABOUT MY CHILD?

If whilst working with a child an adult becomes concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

they must report their concerns to the DSLs using the school's CPOMS system.

WHAT WILL HAPPEN IF MY CHILD DISCLOSES THAT S/HE IS BEING HARMED/ ABUSED?

If an adult is approached by a child wanting to talk, they be listened to positively and reassured. If possible, the adult will try to ensure a degree of privacy but this may not always be possible.

For every child that does disclose information, evidence shows that they have usually tried up to 12 times before.

When harm or abuse is disclosed, the adult will:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child but WILL NOT promise confidentiality- they will explain to the child that they may have to tell other adults if it helps them to stay safe
- WILL NOT interrogate the child or ask leading questions
- Reassure the child that what has happened is not their fault
- Stress that it was the right thing to tell them
- Listen rather than ask direct questions
- Do not criticise or make judgments on the alleged perpetrator

Immediately after the disclosure, a written record will be made on CPOMS including where possible, the exact words used by the child. The DSL will then take any appropriate action which may be to find out more by asking the parent/guardian to explain certain things e.g. a mark, bruise or comment. This will be recorded and may not be taken any further. If the DSL feels that the child would be at risk of significant harm should the parent be spoken to, advice will be sought from Children's Social Care and a referral may be made. In extreme cases, Children's Social Care may intervene at that moment, and in some cases the police.

WHAT IF THE ALLEGED ABUSER IS A MEMBER OF SCHOOL STAFF?

All such allegations should be reported to the Head-teacher. If the allegation is about the Head-teacher, it should be reported to the Chair of Governors in writing via the school office..

APPROPRIATE ADULT BEHAVIOUR

Appropriate relationships with children should be based on mutual trust and respect. Adults working in school are responsible for their own actions and behaviour, and should avoid any conduct that would lead a reasonable person to question their motivation or intentions.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this.

Whilst working with a pupil on his/her own, staff will ensure that the door is left open and that they are visible to others.

Staff will NEVER make arrangements to contact, communicate or meet with pupils outside of school, including by email, text or any other messaging system.

Information regarding individual children and child protection should NEVER be emailed - this is not a safe method of transferring information. Any parents or guardians with questions or concerns about child protection should be directed to the DSL or Deputy DSL in the first instance.

OPERATION ENCOMPASS

Operation Encompass is a unique Police and Education early intervention safeguarding partnership which ensures that a child/young person's school is informed, prior to the start of the next school day, that there has been a domestic abuse, vulnerable child or missing incident to which the child or young person has been exposed, and which might then have an impact on them in school/ college the following day.

Each school is informed of all such incidents, not just those where an offence can be identified or those which are graded as high risk. The partnership recognises that all domestic abuse, vulnerable child and missing incidents can be harmful to children and young people.

This information will be shared throughout the year, including holidays and weekends. Information will only be shared with the school by the police where it is identified that a young person was present, witnessed or was involved.

A nominated member of staff, known as a Key Adult, has been trained to liaise with the police. At Higher Walton CE Primary School our Key Adult is Mrs Rourke. They will be able to use information that has been shared with them, in confidence, to ensure that the school makes provision for possible difficulties experienced by children or their families. The Key Adult will keep this information confidential and will only share it on a need to know basis, for instance, to teaching staff for the child or young person. It will not be shared with other school students.

This national initiative has been implemented across the whole of the Lancashire Police area. If you would like some more information about it, you can view it online at www.operationencompass.org or contact the school's Key Adult, Mrs Rourke.

We are keen to offer the best support possible for our pupils and a recent review of Operation Encompass showed that it is beneficial and supportive for all those involved.

CONTACTS:

- **Designated Senior Lead for Safeguarding** - Mrs V Clarke, Headteacher
- **Deputy Designated Senior Lead for Safeguarding** - Mrs J Noblet, Deputy Headteacher
- **Deputy Designated Senior Lead for Safeguarding** - Mrs S Rourke, Bursar/Office Manager
- **Operation Encompass Key Adult** - Mrs S Rourke
- **Chair of Governors** – Mrs Alison Moxham
- **Child Protection Governor** – Mrs Catherine Prince

All contact details are available from the school office – 01772 335945

OTHER USEFUL NUMBERS:

Children's Social Care - If you are concerned about a child being abused or neglected or about an adult that works with children call 0300 123 6720 or out of hours 0300 123 6722.