

Child Protection Policy Safeguarding February 2020



Introduction

Child Protection is the responsibility of all those who work with children. The agencies with statutory responsibility with whom we might need to work are the Social Services department and the Police. Follow-up investigative processes are carried out by these two departments.

Procedure

The Child Protection Designated Teacher is Miss Butterfield. She will act as a contact point for all staff on any child protection issue.

Mrs Gum and Mrs Do are designated when Mrs Gum is unavailable.

Specific Duties

1. Liaison with other staff
2. Liaison with Education Welfare, Social Services and other agencies concerning individual cases of actual or suspected child abuse.
3. Supporting staff as appropriate
4. Handing on information to appropriate agencies upon transfer of children to secondary education
5. Updating Cheshire west and Chester Council Procedures for Child Protection. .

Training

Miss Butterfield, Mrs Gum and Mrs Do have attended Level 3 training. All staff have received appropriate safeguarding training.

Record Keeping and Confidentiality

Each teacher keeps personal notes of incidents which may concern them about any individual child. These may be 'one-off' situations, but might also be the start of a pattern of incidents or behaviour, which when combined, give reasons for deeper concern which should be brought to the attention of the CPD. These notes should whenever possible be contemporaneous, dated and recorded on CPOMS. They should include the names of people with whom concerns are discussed and if appropriate their advice. Drawings or sketches might also add to their validity. These notes should not be left open to access. Time is made available at staff meetings for teachers to mention any change in circumstances or problem which may affect a child of which other teachers may need to be aware. The CPD's list and notes are also kept in a safe place. Confidential and sensitive Child Protection records including notes of case conferences are kept in a secure place and on CPOMS by Miss Butterfield.

Access to confidential and sensitive material may be restricted to those involved with the particular issue. Parents have no right to information contained in school records which relate to child abuse. (Education: School Records Regulations 1989 and DfES circular 17.89). It is realised that factual information may be required at any subsequent case conferences or at court proceedings which parents and children may attend.

We realise that confidentiality in child protection is there to protect the child, but a child disclosing abuse is expecting help as a result. There will be a point in a disclosure when it is necessary to tell the child that you need to share this information with other people in order to help them.

Information to Parents

Parents should be aware that where it appears to a member of staff that a child may have been abused, the school is required as part of the Cheshire West and Chester Child Protection Procedures to report their concerns to the Integrated Access Referral Team (iART) at Wyvern House 0300 123 7047.

Curriculum Applications

Through our PSHCE Curriculum we actively encourage co-operation and co-operative activities to develop social skills and awareness amongst our children. We aim to improve their confidence to ensure their own protection and to help them to develop in a secure environment.

Security

The school has taken measures to improve security by installing gates and fences. The vehicular access gates now are automatic to ensure access is restricted and that gates are only open for a minimum amount of time. Locks are in place on doors that can be opened with a staff fob.

At all times we follow the Cheshire Child Protection Committee's Manual of Procedures, and we remember that **THE WELFARE OF THE CHILD IS FOREMOST.**

The following points were agreed by all staff.

1. At the end of each staff meeting a few minutes would be set aside to raise any future concerns.
2. The procedure to be followed:
 - a. If the incident appears to be minor or a one-off, to record the incident on CPOMS. Future instances of behaviour could be added as necessary and patterns of behaviour can then be addressed as below.
 - b. If the incident is of a disturbing and more serious nature, or forms a definite pattern, it should be brought to your Key Stage Leader and Mrs Gum the Child Protection Designate.
 - c. If in any doubt seek advice which can be obtained from Mrs Gum, Miss Butterfield, and Mrs Do - Child Protection Designates.
Chester West and Chester Child Protection Team
Educational Welfare Officer (Punctuality, absence, unsuitable clothing etc.)
 - d. Once the matter is passed as a cause for concern the decision on how to proceed will be taken by Mrs Gum, who will take the ultimate responsibility as once official channels are instigated the matter is out of our control.
 - e. The Cheshire West and Chester Procedures will be adhered to. Appendix 1

Reviewed: January 2025

Re: Children's Social Care Contact and Referral Duty Arrangements

1. The Access team is now called the Integrated Access Referral Team (iART). This acts as the first point of contact for all new children's social care enquiries. The iART is staffed by contact officers and supported by social workers. The team is based at Wyvern House and operates Monday – Thursday, 8.30am – 5.00pm and Friday, 8.30am to 4.30 pm. The telephone number is 0300 123 7047. The Emergency Duty Team can be contacted out of office hours on 01244 977 277
2. A children's social care multi-agency referral form has been developed. This should be completed by practitioners in making a referral to the Contact and Referral team. The referral form is currently in Microsoft Word format and is available by contacting the Contact and Referral team.

The referral form is available in a web based format and practitioners are able to complete the form via a secure email site. Please note the multi-agency referral form cannot be completed without initial contact with the iART. www.cheshirewestandchester.gov.uk/childreferral

In making a referral to the iART, please remember practitioners are required to confirm details of their referral in writing within 48 hours, in accordance with Working Together to Safeguarding Children (2010).

A practitioner should be notified by a children's social worker about what action will be taken in response to the referral within 24 hours of receipt. If a practitioner hasn't received notification within 3 working days, they should contact the iART.

3. Practitioners who are unsure about whether to make a referral to children's social care, in the first instance should seek advice from the lead safeguarding practitioner in their own Organisation. If required, the Children's Safeguarding Unit and iART are able to provide consultation and advice to practitioners on safeguarding matters.

Team Operating	Hours	Location	Telephone/Fax	Email Address
Integrated Access and Referral Team	8.30am – 5.00pm Mon – Thurs 8.30 am - 4.30 pm Friday	Wyvern House, The Drummer, Winsford, CW7 1AU	Tel: 0300 123 7047	childreferral@cheshirewestandchester.gov.uk childreferral@cheshirewestandchester.gov.uk.cjsm.net
Emergency Duty Team	4.30 pm – 8:30 am Monday - Thursday From 4.00pm Friday and 24 hours at weekends and bank holidays	Wyvern House The Drummer CW71AU	Tel: 01244977277	edt@cheshirewestandchester.gov.uk edt@cheshirewestandchester.gov.uk.cjsm.net
Local Safeguarding Children's Board	8:30am to 5:00pm Mon to Thurs 8:30am to 4:30pm Fri	4th floor, 4 Civic Way, Ellesmere Port, CH65 0BE	Tel: 0151 356 6625 Fax: 0151 355 4692	scie@cheshirewestandchester.gov.uk

