

## HUTTOFT PRIMARY SCHOOL (Academy)

### CHILD PROTECTION POLICY

A Governing Body Policy: Summer Term Review  
(and more frequently if required)

Reviewed Summer 2017

**All staff must understand that in the event of a concern about possible abuse being raised – physical, emotional, behavioural or spoken – the member of staff must report it to the Designated Safeguarding Lead (DSL) (Mrs. Hurrell) immediately. Our CP procedure is detailed inside each class teacher’s cupboard and on the back of the office door.**

***‘Failure to sound the alarm is the ultimate betrayal of the children we care for’ - NSPCC***

#### **Definitions:**

- **Child Protection** refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
- **Safeguarding** is defined as:
  - protecting children from maltreatment
  - preventing impairment of children’s health or development
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
  - taking action to have the best outcomes

#### **Implementation**

The procedure for Child Protection is laid down by the Lincolnshire Safeguarding Board. This must be followed at all times and staff must familiarise themselves with this procedure. The yellow file ‘LACPC Child Protection Supplementary Procedure’ gives additional information. A copy of each file is kept in the Headteacher’s office.

If any member of staff has reason to believe that a child may be the victim of abuse, or is likely to be, they have a duty to report this to the Designated Person. The Designated Person at Huttoft Primary School is Mrs A. Hurrell and for Nursery, Mrs V. Denton. Mrs D. Osborne is the deputy DSL. The Designated Person will follow the set procedure as outlined in the LACPC Code of Practice. The school’s designated lead for Looked After Children (LAC) is Mrs A. Hurrell.

The DSL acts as the focal point for all matters concerning child protection and safeguarding children and young people. One of the primary tasks is to act as the contact between school, the family and other agencies.

The member of staff reporting a suspicion of abuse must complete a written record of any disclosure as soon as possible and ideally before the child goes home. This record may be used in case conferences. A copy of the school's specific form is on the 'S' drive.

### **Child Protection: Allegation Against a Member of Staff**

All allegations of alleged or suspected abuse (sexual, physical or serious/repeated intimidation) must be reported to the Headteacher or Chair of Governors, Mr D. Porter-Robinson. It will then be considered by the Statutory Agencies, not the school. HR and Social Services will decide on how the investigation will proceed.

### **Information for Parents/Carers**

- a) General matters of Child Protection are shared with parents via newsletters, in the School Prospectus and on the website.
- b) The Child Protection Policy is available on the website and on request to all parents.
- c) A copy of our 'Safeguarding Our Children' leaflet is issued to all new parents including Nursery.
- d) Where a referral is to take place, the school will inform the parent if at all possible before taking further action. However, if it would increase the risk of significant harm to the child if the parent was informed, a referral will take place without parental engagement.

### **Records**

Confidential Child Protection files are kept in the Headteacher's Office.

On transfer to another school, CP records will be sent separately from other records and with a 'confirmation of receipt' slip enclosed.

### **Governing Body**

One member of the Governing Body is elected annually to oversee the school's Safeguarding and Child Protection procedures, the implementation of both the 'Child Protection and Safeguarding' and the 'Child Protection' Policies and to view the school's Central Register. This governor and the headteacher meet at least termly to discuss Safeguarding and Child Protection matters and inform the Governing Body.

A governor with special interest in pupil welfare and development meets at least termly with the headteacher to discuss actions taken in response to parental concerns/queries.

This designated governor will also liaise with the LADO in the event of allegations of abuse being made against the Headteacher. The designated governor is Mrs J. Porter-Robinson. The chair of governors is Mr D. Porter-Robinson.