

# BRIDGEWATER HIGH SCHOOL

## CHILD PROTECTION POLICY

Written by:	T.Hatton	Date	October 2017	Policy ref	A22
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The school recognises its obligation under Section 175 of the Education Act 2002 to promote and safeguard the welfare of all pupils and sees its Child Protection Policy as fulfilling a key part of this duty. The policy is compliant with the guidance issued by the Department for Education in Working Together to Safeguard Children March 2013 and Keeping Children Safe in Education September 2016

### Introduction

Bridgewater High School is committed to ensuring that all necessary steps are taken to keep children and young people safe from harm. We are determined that all of our children and young people will be educated in an enjoyable and safe environment where the holistic needs of the child are our key focus. We recognise that it is the responsibility of all staff and adults employed by the school to fulfil their obligations in safeguarding young people and that where there are suspicions and disclosures of harm that the necessary steps are taken at all levels in order to support the child or young person.

Our policy applies to all staff and volunteers working in the school; staff, governors, teaching assistants, mid-day supervisors, secretaries, technicians, exam invigilators and the catering staff. The policy also applies to pupils at the school whilst participating in extra-curricular activities and school organised trips.

### The Aim of the Policy

The aim of our policy is that:

- Pupils know who to talk to get help and feel secure that they will be able to receive support.
- All staff are aware of the Designated Senior Leads and their role.
- All staff are appropriately trained to be able to identify children who may be at risk of or experiencing harm or any type of abuse in the home.
- All staff are aware of all aspects of Safeguarding including CSE, FGM, Forced marriage, teenage peer to peer abuse and those at risk of radicalisation and can identify the signs of these types of abuse.
- All staff are aware of the procedures for referring their concerns either to the DSL or directly to external agencies.
- The mechanisms for reviewing monitoring and evaluating the practice behind the policy clearly show that these working practices are having a positive impact in supporting pupils.

### Statements and Procedures

We follow the procedures set out in the Safeguarding Procedures Manual produced by the Warrington Safeguarding Children Board (WSCB).

We have two Designated Senior Leaders for Child Protection on each of the site. They are responsible for supporting other staff and/or for liaising directly with external agencies in order to support children and young people. The DSL's will work closely with the Pastoral Team and Pastoral Support Staff who are the first point of contact for pupil welfare and the members of staff who know the children best.

The Designated Senior Leads are:

Mr M Malam Upper School 01925 263919 Ext 337

Mr T Lambriandes Upper School 01925 263919 Ext 318(RES)

Mrs C Unsworth Lower School 01925 263814 Ext 213

Mr P Jones Lower School on Tel No 01925 263814 Ext 207(RES)

### **Referral-principles**

- All staff are made aware of the Designated Senior Leads, the role that they undertake and how to contact and make referral through to them.
- Staff are aware that anyone can make a referral direct to Social Care should they have concerns that a child is subject to abuse, or the child has made a disclosure. Staff should inform the DSL if they have had reason to contact Social Care or external agencies themselves.
- All staff should undertake the responsibility themselves to establish the follow up to their concern being passed on.
- In all referrals the views of the child will be listened to and acted on however confidentiality cannot be assured.
- The member of staff will ensure that the child is aware that any information must be passed on.
- **All staff must keep notes from the child at the point of any disclosure and to pass them to the Designate Senior Lead.**
- All staff are aware of the emphasis on Early Help and look to support all children at the earliest opportunity.
- The school will work proactively with external agencies to ensure that information is shared in the best interest of the child. This includes in particular, partnership work with Early Intervention Teams as allocated through the ***Early Help Process, Social Care and agencies working with children victim of and vulnerable to CSE.***

***(The process for Referral is given in Flowchart A/B and C and the relevant forms can be found in Appendix 2 & 3)***

### **Communication of the Policy**

- On issuing, all members of staff sign to confirm they have read this policy.
- All members of staff are issued with this policy and any updates at least annually.
- All new staff receive and sign that they have read the Child Protection Policy as part of their induction training (see below)
- Pupils are told who to go to should they have welfare a concerns of their own in PSHE lessons and assemblies.
- Parents can read and access the Child Protection policy from the school's website.
- The school's commitment to safeguarding children is made clear in the school prospectus.
- Visitors, volunteers and staff working for a short time at the school are issued with the Child Protection Awareness Document which summarises the main points of the policy. (Appendix 1)
- The safeguarding Committee of the Governing Body will review the policy annually.

### **Training and briefing**

- The DSL's attend refresher training every two years.
- The DSL's attend multi-agency training throughout the year.
- All school staff receive up to date Safeguarding and Child Protection training annually.  
This includes topics of CSE, Radicalisation and FGM as well as the signs of Emotional, Physical, Sexual and Neglect abuse.
- Staff receive briefing on how to spot the signs of CSE and how to refer potential or known victims of CSE.
- Appropriate staff have received additional briefings on how to support children and families who are victim of CSE.
- 30 staff have received in-house training on the Prevent Duty as part of the CPD programme.
- Appropriate staff receive Channel training.
- DSL's receive training on FGM, Forced Marriage and Teenage Peer to Peer abuse.
- DSL's attend the Warrington DSL Network organised by Warrington Education Safeguarding Team.
- DSL's receive weekly Safeguarding update from Andrew Hall.
- **All staff receive the Safeguarding Directory with information on and the signs of CSE, FGM, Radicalisation, Private Fostering, Forced Marriage and Sexting.**
- The school has established links with the CSE officer of the Northern PPU for Cheshire Police.
- All staff are issued annually with the policy and are reminded of the routes of referral to the DSL through the September training day
- All staff new to school receives Child protection training as part of their Induction.

## **Record Keeping**

- Where Child Protection referrals are made through to the MASH team the call must be logged on CPOMS and any associated documents will be stored in the secure document vault.
- Where the case becomes an open and on-going case, paper copies are securely retained and kept until the pupil is 26.

## **Support for Vulnerable Pupils**

More vulnerable pupils may be less likely to ask for help or are more at risk of being the victim of abuse.

- Vulnerable Pupils will have the support of a key worker to best spot any signs to indicate possible abuse or identify broader safeguarding concerns. These pupils are listed in the school's Vulnerable Pupils Register.
- Vulnerable Pupils will be discussed fortnightly by the Safeguarding Team who will review the safety and progress of the child.
- The Safeguarding Team will ensure necessary support for young people who have disabilities which make it harder for them to access or benefit from the channels of support available.

## **Reviewing Child Protection at Bridgewater High School**

- The Child Protection Policy is reviewed annually by the Safeguarding Committee and the Leadership representative.
- The Leadership representative will report annually to the Safeguarding Committee to update the schools Child protection work through Case Studies of vulnerable pupils.
- The Committee is informed of the numbers of pupils currently on Child Protection Plans, Common Assessment Frameworks or are designated as Children In Need.

## **Glossary**

**CPOMS: Child Protection on Line Management System.**

**CSE: Child Sexual Exploitation.**

**MASH: Multi-Agency Safeguarding Hub**

**DSL: Designated Senior Leader for Child Protection.**

**MAF: Multi Agency Form**

**LADO: Local Authority Designated Officer**

**PPU: Public Protection Unit.**

**PSHE: Personal Social and Health education.**

**WSCB: Warrington Safeguarding Children's Board.**

**VPR: Vulnerable Pupils Register**

## **Key documents/legislation and web links**

## **Keeping Children SAFE IN Education September 2016**

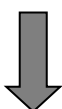
Warrington Safeguarding Children Board: [www.warringtonlscb.org](http://www.warringtonlscb.org)

Flowchart A: Concerns about a pupil's welfare no disclosure

**Concerns about the safety or welfare of a pupil in school**



Share your concerns with either the pupil's Pastoral Leader/Manager or directly with a DSL on the appropriate site **via email sims or verbal communication. You will be asked to make a written copy of your concern. Reporting forms available in staff rooms and offices.**



Discussion if required or decision taken as to the level of concerns there are for that pupil. Consideration of Child's vulnerability.

Are the concerns significant enough to be Child Protection?

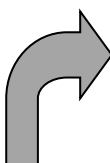


YE



N

DSL or Pastoral Manager discusses the concerns with the pupil through supportive conversation. Advises pupil on duty to pass on. Further conversation leads to **disclosure.**



Routine Pastoral monitoring of the pupil continues. Early Help Assessment is considered.

N



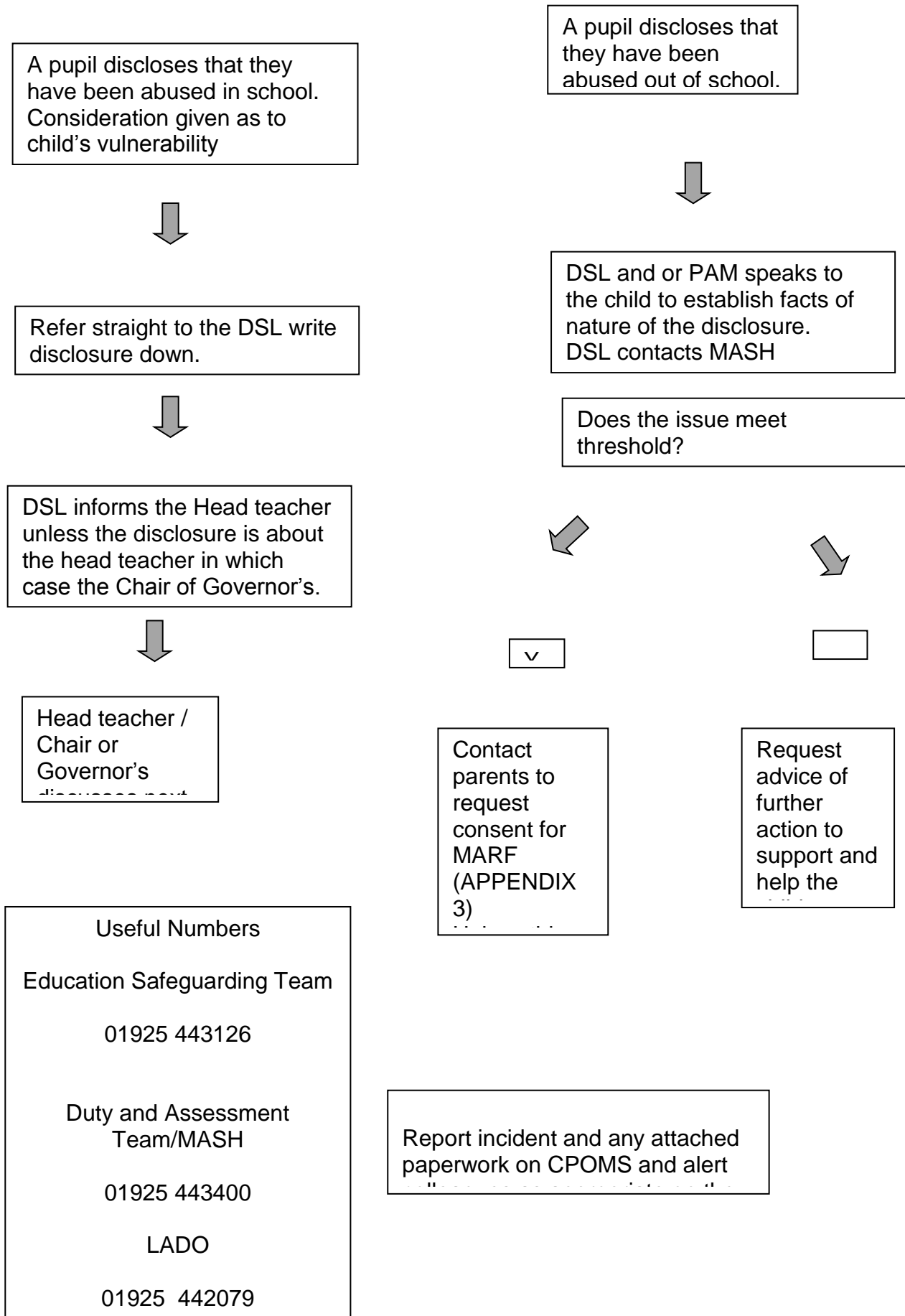
YE

Incident logged on CPOMS with

Follow flowchart B: DISCLOSURE

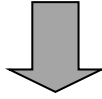
Education Safeguarding Team: 01925 443126  
DSL / Pastoral Manager / MASH

Flowchart B: Disclosure



## Flowchart C: Supporting the child

**A child is subject to on-going Child Protection Plan**



- Consideration given of child's vulnerability
- DSL or allocated key worker speaks with the child about their plan.
- DSL or allocated key worker discusses with the child how they feel the school could support them.
- Key Worker allocated to the pupil who is someone who knows the child well.



## Appendix 1



### **CHILD PROTECTION AWARENESS DOCUMENT**

*Bridgewater High School is committed to keeping the children and young people in our care safe from harm. All visitors, supply staff, and indeed all personnel commencing employment with us must read this document prior to commencing their work. The document identifies your responsibilities and the schools responsibilities which will enable the safety of the child to be maintained as the schools key focus.*

#### **Introduction:**

##### **Child Protection: Summary**

- Teachers and others in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidence and concerns. Regrettably, there are occasions where child abuse is alleged or suspected. All such situations must be taken seriously.
- It is the policy of this school/establishment to safeguard the welfare of children and all others involved in the school's activities by protecting them from physical, sexual and emotional harm and being aware of the risk to them of CSE FGM and Radicalisation.
- It is the responsibility of each adult to ensure that his/her behaviour is appropriate at all times. A Code of Behaviour is included in this document to give positive guidance for all adults. It is essential that all adults follow the Code of Behaviour whether they work with children, young people or adults. Details of the steps to take if abuse is alleged or suspected are also included in this document.
- If there is a disclosure or suspicion of abuse then this must be reported immediately to the Designated Senior Person for child protection, whose responsibility it is to refer to social services/police (who are the investigative agencies). At all times the welfare of the young person is paramount. Swift reporting will enable the investigative agency to give advice and take appropriate action.
- These procedures exist, not to discourage adults from being involved in the life of this school/service, but to ensure, as far as possible, that people who may abuse children do not get the opportunity to do so.

## **Complying to School/Establishments Child Protection Policy**

- All adults coming into contact with children and young people in this school/service must comply with the Child Protection Policy and Code of Behaviour.
- You are required to read this document. The form must be read, before you take any duties in this establishment.
- In all matters of child protection, the welfare and safety of the child is the paramount consideration.

### **Procedure**

#### **If you suspect that a child/young person is being abused:**

- Immediately tell the **Designated Senior Leader for child protection:** Record the known facts and give them to the above person. Verbally, SIMS,EMAIL or via internal form see appendix 2.

The Designated Senior Leads are:

***Mr M Malam Upper School 01925 263919 Ext 337 Key Stage 4  
m/malam@bridgewaterhigh.com***

***Mr T Lambriandes Upper School 01925 263919 Ext 316: Key Stage 5  
t.lambriandes@bridgewaterhigh.com***

***Mrs C Unsworth Lower School 01925 263814 Ext 213 Key Stage 3  
c.unsworth@bridgewaterhigh.com***

#### **If a child or young person tells you he/she is being abused:**

1. Allow him/her to speak without interruption, accepting what is said;
2. Advise him/her that you will offer support, but that you **MUST** pass information on to the Designated Senior Leader for child protection
3. Immediately tell the Designated Senior Leader for child protection
4. Record the facts as you know them, including the account given to you by the young person and give a copy to the Designated Senior Leader for child protection

#### **If you receive an allegation about any adult or about yourself:**

1. Immediately tell the Head teacher (or Designated Senior Leader for child protection or Chair of Governors where the Headteacher/Principal is implicated)
2. Record the facts as you know them and give a copy to the Designated Senior Person for child protection or Chair of Governors where the Headteacher/Principal is implicated)

## **Code of Behaviour**

**At Bridgewater High School all staff or visiting adults are expected to:-**

- Treat everyone with respect.
- Provide an example you wish others to follow.
- Plan activities so that they involve more than one person or at least are in sight or hearing of others.
- Respect a young person's right to personal privacy.
- Provide access for young people and adults to feel comfortable enough to point out attitudes or behaviours they do not like, and try to provide a caring atmosphere.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Do not permit abusive youth/peer activities (e.g. bullying)
- Do not play physical contact games, make inappropriate comments, or have inappropriate verbal banter with young people.
- Clarify the facts and then pass on information.
- Do not make suggestive remarks, gestures or jokes.



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## Child Protection Concern: Internal

**Name of Pupil** \_\_\_\_\_

**Date** \_\_\_\_\_

**Recorder** \_\_\_\_\_

(outline your concerns below)

**Pass to designated Senior Lead**

**Caroline Unsworth Key Stage Three (c.unsworth@bridgewaterhigh.com)**

**Mark Malam Key Stage Four (m.malam@bridgewaterhigh.com)**

**Theo Lambriandes Key Stage Five (t.lambrianades@bridgewaterhigh.com)**

**The DSL will respond to your referral within 24hours**

**APPENDIX 2**



**WARRINGTON JOINT-AGENCY ASSESSMENT AND REFERRAL FORM**

This joint-agency assessment and referral form should be used when an agency considers that a child has needs which cannot be met solely by that agency, and where co-ordinated intervention is required to promote, safeguard or protect the welfare of the child/children concerned

Completed by: ..... Date: .....

Designation & Agency: ..... ☎ .....

Address of referrer: .....

**CHILD DETAILS:**

Family surname(s) (or alias): .....

Name(s) of child(ren) Religion	M/F	DOB	Nursery/School	Ethnicity
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**Address:** .....

Parent's first language: ..... Is an interpreter or signer required: .....

GP name & address: ..... NHS no: .....

**FAMILY DETAILS:**

**Parents names (forename and family name/surname) responsibility**                      **DOB**                      **Parental**

Mother: .....                       Yes                       No  
 Father: .....                       Yes                       No

**Other significant adults in the household nature**                      **DOB**                      **Relationship & Of care given**

.....                      .....                      .....  
 .....                      .....                      .....

**Previous address of the family:**

.....

If immediate protective action is required, a child protection referral must be made by telephone/visit to the local services office. This joint-agency form must be completed and forwarded to social services following the telephone referral. Within 48 hours a copy should also be sent to the referrer's manager if agency procedure so requires.

Information on statutory status:	Please give details:	
Child/young person or other child(ren)/young person(s) in family is/has been on a disability register:	Yes / No	.....
Child/young person has Statement of Educational Need	Yes / No	.....
Child/young person or other child(ren)/young person(s) in family is/has been on a child protection register:	Yes / No	Category: .....
Child/young person or other family member(s) has/ Have been looked after by a local authority:	Yes / No	.....

**Reason for referral to social services** *(please indicate if previous referrals have been made and attach any relevant information):*

.....

**DETAILS OF OTHER AGENCIES INVOLVED WITH THE FAMILY/CHILD(REN):**

Agency	Names	Address and tel no.	Current involvement


**Summary of main areas of concern:**

(to be completed by professionals who have access to the following information):

**Child's health and development:**

**Parenting skills:**

**Family and environmental factors:**

**Please outline the work undertaken by your agency to assist this child/family.** *Please also include any contact, which has been made with other agencies in respect of this referral, and provide details of any joint work.*

**ADDITIONAL INFORMATION:**

**What are the child's views about this referral?**

Does the child consent to the sharing of information between agencies?

Yes

No

**What are the parents' views about your concerns and this referral?**

Please detail any special needs or circumstances of any family member, which may affect this referral or communication and understanding between the family and professional agencies.

I agree for this referral to be made to Social Services and understand that they will contact other agencies, including my doctor, my child's school and health visitor, as part of the assessment.

**Signed:** .....(Parent/Carer) **Date:** .....

**Signed:** ..... **Designation:** .....

**Forwarded to:** ..... **Copy to:** .....

**Date:** .....

**Please return this form to:** Children's duty and assessment team  
Telephone: 01925 443400  
Email: [childreferral@warrington.gov.uk](mailto:childreferral@warrington.gov.uk)

EH/pm/Jul2003





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**BRIDGEWATER HIGH SCHOOL  
CHILD PROTECTION POLICY 2017-2018**

*I have read the Child Protection Awareness Document*

Signed:- \_\_\_\_\_ Date:- \_\_\_\_\_

Print name:- \_\_\_\_\_

Authorised:- \_\_\_\_\_