

Policy Lead: CET	Creation Date: 29/11/17	Revision due: September 2024
Date of Amendment:	Staff Initials:	
29/11/17	CET	
8.10.18	CEF	
22.8.19	CEF	
29.9.20	CEF	
28/09/2021	CEF	
26/10/2022	CEF	
25/09/2023	CEF	



WORKSHOP COLLEGE
AND
RANBY HOUSE

Child Protection Information and Procedures

School Tier: Whole School

Related Policies: WSNL Safeguarding and Child Protection Policy; Policy for Induction of New Staff and Volunteers in Safeguarding and Child Protection

POLICY AIMS

Through the operation of this policy we aim to: ensure staff know the procedures to follow in the event of a child protection issue arising.

ALL PROCEDURES WILL FOLLOW THOSE SET OUT BY THE SAFEGUARDING PARTNERS AND IN ACCORDANCE WITH "KEEPING CHILDREN SAFE IN EDUCATION" (Sept 2023)

7 GOLDEN RULES FOR INFORMATION SHARING

1. The Data Protection Act is **NOT** a barrier to sharing.
2. Be open and honest with the child about information sharing.
3. Seek advice.
4. Share with consent when appropriate.
5. Consider safety and wellbeing.
6. Necessary, proportionate, relevant, accurate, timely and secure.
7. Keep a record.

CHILD PROTECTION

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A DUTY OF CARE

TEN KEY POINTS:

1. Always stop and listen.
2. Never stop a child who is freely recalling abuse.
3. Record information – if you can, write brief notes and keep these for possible future use.
4. Do not guarantee confidentiality; explain that you may have to share information.
5. Do not ask leading questions.
6. Report to your designated member of staff.
7. Never attempt to carry out an investigation.
8. Continue to support the child wherever possible.
9. Expect a simple update on what is happening.
10. Never think that abuse is impossible in our school.

Dealing with disclosures

Receive

- Listen to the child. If you are shocked by what they tell you, try not to show it. Take what they say seriously. Children rarely lie about abuse and to be disbelieved adds to the traumatic nature of disclosing. Children may retract what they have said if they meet with revulsion or disbelief.
- Accept what the child says. Be careful not to burden them with guilt by asking 'Why didn't you tell me before?'

Reassure

- Stay calm and reassure the child that they have done the right thing in talking to you. It's essential to be honest with the child, so don't make promises you may not be able to keep, like 'I'll stay with you' or, 'Everything will be all right now.'

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- Try to alleviate any feelings of guilt that the child displays. For example, you could say, 'You're not to blame' or 'You're not alone, you're not the only one this sort of thing has happened to.'
- Acknowledge how hard it must have been for the child to tell you what happened.
- Empathise with the child – don't tell them what they should be feeling.

React

- React to the pupil only as far as is necessary for you to establish whether or not you need to refer this matter, but do not 'interrogate' them for full details.
- Do not ask 'leading' questions such as: 'What did he do next?' (this assumes that he did!) or 'Did he touch your private parts?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court. Instead ask open questions like 'Anything else to tell me?', 'Yes' or 'And...?'
- Do not criticise the perpetrator: the pupil may love him/her and reconciliation may be possible.
- Do not ask the pupil to repeat everything to another member of staff.
- Explain what you have to do next and to whom you have to talk.
- Inform the designated teacher for child protection or the deputy designate.

Record

- If possible fill in a safeguarding referral form:
Support staff; these are with your line managers.
Teaching staff; these are on the t drive (hard copy from DSL'S/on safeguarding notice board in SCR)
If this is not possible make some very brief notes at the time on any paper which comes to hand and write them up as soon as you are able.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, any noticeable non-verbal behaviour and the words use by the child. If the child uses their family's own private sexual words, record the actual words used, rather than translating them into 'proper' words.
- Draw a diagram to indicate the position of any bruising.

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- Be objective in your recording: include statements and observable things, rather than your interpretations or assumptions.

Support

- Get some support for yourself, without disclosing confidential information about the child to colleagues.

Barriers to children telling

Children often don't tell because they:

- are scared because they have been threatened
- believe they will be taken away from home
- believe they are to blame
- think it is what happens to all children
- feel embarrassed
- feel guilty
- don't want the abuser to get into trouble
- have communication or learning difficulties
- may not have the vocabulary for what happened
- are afraid they won't be believed
- believe they have 'told'

Barriers to implementing procedures

- fear you may be wrong
- doubt about the child's truthfulness
- anger and distress
- child attempts to bind you to secrecy
- uncertainty of procedures and consequences
- unresolved feelings
- there may be other reasons for the child's behaviour

PLEASE NOTE

The above procedures should be related to many other policies regarding safeguarding. These include:

- Safeguarding and Child Protection Policy
- Anti- Bullying policy (including cyber bullying)
- Guidance on interaction with pupils
- Pupils confidentiality policy
- Acceptable Use Policy
- Staff/ Pupil relationships
- Staff Facing Allegations of Abuse
- Guidance on Interaction with Pupils

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- Taking, Storing and using Images

These and other related policies may be found on the T drive or can be obtained as hard copy through line managers (support staff) or from Mark Pymm the Designated Safeguarding Lead or Dan Simpson at the Prep site.

Contact numbers

- The Local Authority Designated Officer (LADO) 01158041272
01158041498
- Moira Cordon Education Adviser MASH (Multi Agency Safeguarding Hub) 01158042525 and The Emergency Duty Team [0300 456 4546] out of office hours and at weekends
- Early Help: 01158041248
- CEOP: 03704967622
- Children's Social Care Reception and Assessment Team 01623 520520
- NSPCC Helpline 08088005000
- Childline 08001111
- The Samaritans 116123
- The Children's Commissioner contact details 02077838330 email: advice-team@childrenscommissioner.gsi.gov.uk

References:

Legal Framework: Keeping Children Safe in Education(2023); Working Together to Safeguard Children(2018)