



Child Protection

Policy

Al-Falah Primary School
20/06/2013

Reviewed 12th January 2015

Reviewed 18th January 2017

Child Protection Reform

Amendment Act 2016

Will comply this policy

This policy is written with regard to

- Department for Education (DfE) guidance "Keeping Children Safe in Education" issued in September 2016
- Home Office guidance "Channel: Protecting Vulnerable People From Being Drawn into Terrorism" issued in 2015
- Home Office guidance "Prevent Duty Guidance in England and Wales" issued in 2015 and the associated 'The Prevent Duty: Departmental advice for schools and childcare providers' subsequently issued by DfE in 2015;
- Home Office guidance "Channel: Vulnerability Assessment Framework" issued in 2012;
- DfE guidance "Working Together to Safeguard Children" issued in 2015;
- DfE guidance "What To Do If You're Worried A Child Is Being Abused" issued in 2015;
- DfE guidance "Disqualification Under the Childcare Act 2006" issued in 2015
- It also draws upon good practice within Local Safeguarding Children Board procedures.

Child Protection Policy

The Child protection policy devised and approved by the Al-Falah School management committee and outlines the following bellow code of practices, which will safeguard the welfare of children and young people within our activities, projects and general care. The main principle of this policy is to act as a set of guidelines for our staff and volunteers who have substantial contact with children and young people.

Responsibility/Duty of Care:

We have a duty of care towards all children and young people coming onto our School. Parents and carers have a right to expect that staff and volunteers who run activities for children and young people will not abuse their positions of trust and cause physical, sexual or emotional harm to those in their care. Child protection officer is overall responsible to implicate and use the policy as it is follows.

Keeping Children Safe in Education (2015)

Keeping Children Safe in Education (2015) is statutory guidance from the Department for Education issued under Section 175, Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children and young people.

Planning for Activities and Projects:

Before any activity is planned we will make sure that people are clear on their roles and responsibilities and that the following are considered:

- If the activity is going to be carried out by children/young people
- The staff/child ratio required and availability of staff.
- If the activity is the sole activity at the time within the school
- The age groups of children involved and any special needs requirements.

- The skills and experience of staff
- The general health and safety requirements of the project e.g. space, first aid.

Staff and Volunteers:

- Staff need to be aware of any strangers who on the premises, who they are and their reasons for being on the premises. Staffs also need to know where they are in relation to the children/young people.
- Staffs need to reduce opportunities for abuse; by the way they use the premises. We will supervise the children at all times.

- We will also aim to ensure that we limit the occasions that a single adult is in the company of a lone child.
- We will ensure that no activity takes place without being supervised by at least 2 responsible trained adults for at least 25/30 children.
- Two workers will also supervise toilet breaks for 25/30 children.
- Workers will ensure that staff are not using their position to form a relationship with a child/young person and will be informed clearly that at no time should they encourage children/young people in their care to their home.

Code of behaviour:

All members of the staff and volunteers are required to follow the code of behaviours adopted by the Head teacher and make it mandatory for all staff and volunteers to follow:

- Any activities or events participating 25/30 children must attended and supervised by the two staffs and males should never enter toilets or female changing room.
- Parents /carers should be immediately informed if staff/volunteers have had to do things of a personal nature for a child such changing clothing.
- The designated person is required to keep updated and inform all others in the group of any changes regarding child protection laws or best practice.
- A worker or volunteers should not be left alone with a child or drive a child home alone.

What is child abuse?

Child abuse consists of any act or failure to act that endangers a child's physical or emotional health and development. A person caring for a child is abusive if he or she fails to nurture the child, physically injures the child, or relates sexually to the child. The four types of child abuse are common:

Physical abuse:

Beating, whipping, padding, punching, slapping, or hitting

Pushing, shoving, shaking, kicking or throwing

Pinching, biting, choking, or hair-pulling, burning with cigarettes, scalding water, or other hot objects emotional abuse, Neglect.

Signs of Physical abuse:

Bruises, black eyes and broken bones are obvious signs of physical abuse, but there are other signs of abuses include:

Injuries to parts of the body where accidents are unlikely, such as Bruising which looks like hand or finger marks, cigarettes burns, human bites, scalds and burns, anti social behaviour, problems in school etc.

Becoming sad, withdrawal or depressed, having trouble sleeping, behaving aggressively or being disruptive, showing fear of certain adults, showing lack of confidence and low self esteem, using drug or alcohol

Emotional abuse:

Emotional abuse is any attitude, behaviour or failure to act on the part of the care givers that interact with a child's mental health or social development such as:

Ignoring, withdrawal of attention, or rejection, lack of physical affection, praise or positive reinforcement.

Yelling, screaming, threatening, frightening, belittling, humiliating, shaming habitual scapegoat, blaming, or negative comparison to others.

Using extreme or bizarre forms of punishment and terrorizing a child. Including parental child abduction.

Sign of emotional abuse:

Apathy, depression, hostility, lack of concentration, eating disorder etc.

Sexual abuse

Sexual abuses are such as:

Fondling, touching, kissing a child gentiles, penetration, intercourse, incest, rape, oral sex, sodomy, sexual exploitation, enticing children to pornographic sites or material on the internet, child prostitution or using a child in the production of pornographic materials etc.

Regardless of child's behaviour or reactions, it is the responsibility of the adult not to engage in sexual acts with children. Sexual abuse is never the children faults.

Sign of sexual abuse:

Inappropriate in or knowledge of sexual acts, seductiveness, drastic changes in appetite, excessive aggression, fear of particular person or family member, withdrawal, secretiveness or depression, suicidal behaviour, eating disorder etc.

Neglect:

Neglect is a failure to provide for the child's basic physical, emotional and educational needs such as:

Inadequate provision of food, housing, clothing, lack of supervision, expulsion from the house, denying medical care, inadequate hygiene,

Signs of neglect:

Unsuitable clothing for weather, being dirty or un-bathed, extreme hunger, apparent lack of supervision etc.

How to deal with discovery or disclosure of abuse:

- Staff and volunteers must use team/staff meetings and supervision as various means of discussing problems and issues of child protection.
- Play leaders and workers must build good relationships with parents as well as children.
- Staffs have a duty in law to take action if they have grounds for suspecting abuse is taking place. Concern first and foremost must be for the child. Workers may feel caught between their responsibilities to the parent and the child. However, the worker's duty must be with the child. In any situation where child abuse is suspected, the social services department must be informed. Recordings of observations or discussions should be kept.
- If child abuse is suspected, confidentiality and sensitivity must be regarded at all times.
- Staff and volunteers must inform their senior manager.

Guidance on how to respond to disclosures of abuse:

Do:

Do treat any allegations extremely seriously and act all times towards the child as if you believe what they are saying.

Do tell the child they are right to tell you

Do reassure them they are not to blame

Do be honest about your own position, who you have to tell and why.

Do write down everything said and what was done.

- The person responsible to deal with possible discovery of child abuse should not promise the child that he/she will keep the information secret but that he/she will inform someone who will be able to help him/her in this matter.
- Don't interrogate the child - it is not your job to carry out an interrogation- this will be up to the police and social services who has experiences in this
- Don't say anything that makes the child feel responsible for the abuse.
- The person responsible to deal with possible discovery of child abuse should not promise the child that he/she will keep the information secret but that he/she will inform someone who will be able to help him/her in this matter.

Reporting Procedures:

Any complaints about the suspected or actual child abuse or being children being put at risk must be taken seriously and acted upon immediately. If somebody believes that a child may be suffering, or may be at risk of suffering significant harm from physical, emotional, sexual abuse or neglect must report to the Child protection officer who subsequently will report to the local social services.

Confidentiality:

All information either in forms, reports, and minutes of the meeting related to any incidents with regards to child abuse will be kept confidential and stored securely or that information will be disclosed on a need to know basis.

Don't Delay:

An accurate account should be made of:

- Date and time of what has occurred and the time the disclosure was made
- What has said or done by whom
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

Whistle Blowing Procedures:

Allegations of abuse against members of staff or volunteers should be fully recorded and reported appropriately.

Reporting arrangements are:

- All such allegations should be reported immediately to the designated child protection officer and the chair person/manager of your group. Where the allegation relates to the chairperson/manager of the group, then this should be reported immediately to the local authority/ appropriate body.
- The Head teacher should establish the practical details about the time, date(s) and location of the alleged abuse and the names of potential witnesses. On no account should the Head teacher and DSL seek to interview either a child or children, or the person(s) against whom the allegation has been made. A written record must be kept and this should be signed and dated by the Head teacher and DSL.
- These enquiries about the practical details relating to the allegation should not constitute an investigation and should not in any way try to establish guilt or innocence.
- All allegations must be reported to the Child Protection Advice Line. The Duty Attendance and Welfare Advisor (AWA) will complete a Record of Concern form (Social Care). The referrer will be asked for information about the child including her/his full name, date of birth, address, telephone number, parents/carers' names, GP, ethnic background and language spoken at home etc. The Duty AWA will also need a brief description of the allegation.

Protection of workers:

- Although these guidelines are for the protection of children and young people, they are also there to protect the workers.

- An anxiety shared at an early stage can prevent trouble. E.g. A worker may be the object of provocative behaviour from a young person of the opposite sex. This must be reported to the line manager/person in charge.
- If a worker is accused by a child or young person of any abuse or sexual advance, the worker must always know that the Al-Falah School supports their right to fair and just treatment.

Premises, play area, transport:

No child will be left unattended, unauthorized person will be barred; and staffs and volunteers will be extra vigilant for the safety and security of the children.

Appointing Staff:

Discloser Baring Service

When recruiting new staff a criminal record check must be requested for all workers and volunteers who will be working with children and young people. This will be done via an agency that is registered to undertake these checks.

Disclosure:

In addition to the standard disclosure anyone having substantial contact with children and young people will require an enhanced disclosure. This contains details of all convictions on the Police National Computer (PNC). It includes spent convictions (i.e. convictions which happened some time ago and normally no longer need to be revealed as specified in the Rehabilitation of Offenders Act 1974). It also contains details of any cautions, reprimands or warnings. Where appropriate, information contained on the government department lists held by Departments of Health and Education will be included. The process from application to disclosure should take a maximum of six weeks.

Procedure:

- The requirement for an enhanced disclosure from a successful candidate will be included in candidates' application packs and on the application form.
- All applicants called for interview should be encouraged to provide details of their criminal record at an early stage in the application process.
- When a job offer is made the letter must state that this is subject to the receipt of satisfactory references. The candidate must be asked to complete and sign an application for the relevant disclosure. Once processed a copy of the disclosure will be sent to the applicant. Depending on the content of this disclosure, either the candidate's application can be accepted (s) he can be called in for further discussion or the application can be declined with a brief explanation of the reasons.
- Each case should be considered on its merits taking into account the nature of the position and the circumstances and background of the applicant's offences. Where a manager is unsure of the appropriate approach guidance and professional advice should be taken where appropriate.

Subsequent checks:

Once in post, follow up checks will be made every three years to ensure that an offence has not been committed during the period of employment.

Code of Practice:

There is a code of practice governing disclosures, which is to ensure that the process works fairly and that sensitive personal information is handled appropriately.

The DBS Code of Practice should be made available to all job applicants where a Disclosure will be requested.

As a group using the (DBS) Disclosure service via a local agency to help assess the suitability of applicants for positions of trust, the group complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining with the safe handling, use, storage, retention and disposal of Disclosure information.

Disclosure information will never be kept on an applicant's personnel file and will be always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling:

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage:

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention:

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so.

Disposal:

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means.

References:

Two written references will always be sought. If at all possible, one should be from a previous employer and relate to the applicant's record of and suitability for working with children and young people. The other should be a character reference from someone, other than just a friend, who is able to comment with some insight. It is important to telephone referees as well

as getting written responses. Sometimes people will say on the phone what they are unwilling to put in writing.

Training:

It is important all workers and volunteers have access to and attend training on this area of work. It is the responsibility of senior workers and line managers to ensure guidelines are understood and training needs are met. All staffs or volunteers must undertake child protection training and will be recommended to attend child protection training provided by London Borough Hackney or other reputed organizations. DSL required appropriate training and certificate about Safeguarding and Child Protection.

Safe Environment:

We ensure that a safe and suitable environment is provided for all users of our service and participants in activities and projects. We have an adequate health and safety policy and procedure carryout for all away day/trips. We have confirmed that (where appropriate) project premises, play equipments, play areas; transport arrangement and vehicles are safe and suitable in our organisation. First aids box should be available and in place and reachable easily by any members of staff and volunteers.

- Any visitor have to report to the reception
- Staff and volunteers working for the Al-falah School should ask visitors their reasons for being in the premises.
- Staff and volunteer should challenge any one who is unknown to entering the premises.
- Staff should seek permission of parents before other adult remove any child from the premises.
- An accurate register of attendance for all activities should be maintained.

Review policy:

The policy will review by 15 January every two year starting from 2013. The Management and staff will review the procedure in line with local authority's child protection policy.

The child protection officer will arrange a workshop/meeting and all the staff have to participate in discussion about the policy in order to be familiar with the policy. The policy will be kept in the office confidentially.

Referral procedures:

The Designated Child Protection Officer should contact the Child Protection Advice Line operated by Learning Trust Hackney Attendance and Welfare Service and speak to the Duty Attendance and Social care on 020 83356 4569. Professionally qualified social workers from the Attendance and Welfare Service work on the Child Protection Advice Line on a rota basis. The Duty Attendance and Welfare Advisor will be able to discuss the concern, assist in deciding whether a formal child protection referral is appropriate, to facilitate the reporting of a formal child protection referral in accordance with Learning Trust Hackney Local Safeguarding Children Board Procedures and to offer advice.

The Child Protection Advice Line operates between 9.00am and 5.00pm except at weekends and on public holidays. If the concern arises outside of the hours operated by the Advice Line and it is believed the child may be at immediate risk then the Social Care Emergency after Hours Duty Team or the Police should be contacted without delay.

If you are unable to get through to the Attendance and Welfare Service Child Protection Advice Line because the telephone lines are down, referrals should be made direct to the Duty Social Worker in Children's Social Care (Social Services) in the area in which the child lives.

The contact telephone numbers are:

Advice & Assessment	020-8820 7551
Social Care	020-8356 5114/8982
Social Care Emergency After Hours Duty Team (5.00pm onwards)	020-8356 2346
Police Child Abuse Investigation Team	020-8217 4941(or use 999 if not available)

Children missing school Hackney learning trust	Billy Baker: 0208 820 7406/ 0208 820 7060 E-mail: Billy.Baker@learningtrust.co.uk
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Al-Falah Primary School Safety & Welfare Guidelines for Ec Members, Staff & Volunteers Working with Al-Falah Primary School.

- Management has the responsibility to be aware of the emotional state of staff and its volunteers.
- Management must always know the person, to whom each staff/ volunteer is accountable.
- This policy will be reviewed every two years time from March 2013 and this document will be available at the office.

The overall responsibility lies on to:

Shahan Uddin

Designated Safeguarding Lead (DSL)

48 Kenninghall Road

London E5 8BY

0208 8985 1059

I confirm that I have read the guidelines on this subject.

I understand the contents and I agree to follow these procedures when I am serving as a School Governor member or working or volunteering for Al-Falah Primary School.

We the undersigned confirm on behalf the Al-Falah School education project that we are responsible for co-ordinating child protection policy and monitoring its implementation:

This document amended in line with Keeping Children Safe in Education (2015) and is approved by the Child protection officers and the Chair of the Governing Body.

Signed: ----- Date.....

Name-----

Signed: -----Date.....

Name-----

Incident record form

Organisation Name:

Al-Falah Primary School

Your Name:

Your Position:

Child's Name

Child's address

Parents/carers Name & Address

Child's date of Birth

Date and time of any incident

Your observations

Exactly what the child said and what you said	
Action taken so far	
External Agencies contacted date and time:	
Police: Yes/No	If yes which Name and contact Number Date of Advice Received
Social services Yes/No	If yes which Name and contact Number Date of Advice Received
Sport's Governing Body Yes/NO	Name and contact Number Date of Advice Received
Local Authority Yes/NO	If yes which Name and contact Number Date of Advice Received

Other e.g. NSPCC	which Name and contact Number Date of Advice Received
Signatures Print name	
Date:	

Agreed by Governors: 18th January 2017