

## Windmill L.E.A.D. Academy

### Child Protection Policy

Windmill Primary and Nursery School fully recognises its responsibilities for child protection.

Our policy applies to all staff, governors and volunteers working in the school.

There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

### Windmill L.E.A.D. Academy's Values

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

### Windmill L.E.A.D. Academy's Procedures

Awareness of Child Protection issues

There are four main types of abuse;

- Physical
- Emotional
- Sexual
- Neglect

All staff members have received training in Child Protection and Safeguarding issues as it is important that all staff have an understanding of what constitutes abuse and what would be considered significant harm. If in doubt staff will be encouraged to consult the child protection officer or another more highly trained member of staff to clarify what each type is and what are the signs to look for.

We will follow the procedures set out by Nottingham City's guidelines and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection and a deputy (please see Appendix 1 for details), who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection (please refer to Appendix 1).
- Rigorously renew training for all appropriate staff on a 3 year cycle
- Ensure all staff know who they need to contact if any child protection issues arise
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately
- Ensure all records are kept securely, separate from the main pupil file, and in safe locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

### **Windmill L.E.A.D. Academy's Actions**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school.
- The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

### **Records and Monitoring**

Child Protection records are held separately from a child's school file and in secure storage within the school. There are two types of record kept. Firstly there is a folder for one-off or low level concerns, out of school injuries and ongoing monitoring which is maintained in all classrooms and secondly individual red folders for children with significant concerns. The child's school file is marked with a red dot to indicate that there is a confidential file.

The school uses colour coded concern forms to record all concerns relating to Child Protection. There are master copies in the staffroom and all class monitoring folders.

### **Links**

Windmill Primary School has adopted Photograph and Medicine policies in connection with Child Protection.

### **Contact points**

NCCS (Emergency Duty Team) 0115 9151132

NSPCC Helpline 0808 8005000

### Appendix 1

Name	Role
Helen Savage	Designated Child Protection Person
Claire Evans	Deputy Child Protection Person
Daphne Carter	Governor in charge of Child Protection