



Endon High School

CHILD PROTECTION PROCEDURES

The purpose of this document is to provide manageable guidance to infrequent visitors who attend the school (for example (Cover Staff). This should be considered in conjunction with the Safeguarding Policy which is available in full on the school website.

The staff seek to adopt an open and accepting attitude towards children and young people as part of their general responsibility for pastoral care. Staff hope that parents and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see the school as a safe place if there are any difficulties at home. Children will be taken seriously if they seek help from a member of staff.

“Children in Need” and “Children in Need of Protection”

If a pupil makes a disclosure to a member of staff then this will be reported immediately (in writing) to the designated officer for Safeguarding children (Miss T Hill). Do not leave concerns for the end of the school day or a later day. The relevant agency will usually be contacted and advice sought regarding informing parents. This will either be done by the agency or school as soon as possible, usually in conjunction with the relevant Progress Manager.

If staff have significant concerns about any child which **may** indicate

- physical abuse,
- emotional abuse,
- sexual abuse or
- neglect,

they have an obligation to refer them to the school’s designated officer (or Deputy) for Safeguarding who will liaise as appropriate with the agencies responsible for investigation and child protection.

Staff who observe injuries which appear to be non-accidental, or who are told anything significant by a child, **must** report their concerns to the designated officer (or Deputy). School staff do not, however, carry out investigations into whether children have been abused. Open questions should be asked, and a record of students’ words used should be put in writing ASAP, without conjecture or interpretation. Staff should not photograph any injuries.

Procedures

All staff will be trained in the Level 1 Safeguarding training. They will be shown where the recording sheets are kept and reminded annually of the importance of appropriate documentation.

All staff will be familiar with the school’s internal procedures for keeping a confidential written record of any incidents and with the inter-agency recording requirements of the local Area Child Protection Committee. Further information is available on request to the Headteacher. Advice may be sought from the Local Authority, the Social Services Department or the Police if staff are unsure how to proceed. Any member of staff can contact these agencies, but staff should attempt to liaise with the designated officers and the LT before phoning.

Temporary staff are issued with a copy of these procedures to ensure that they are also in a position to keep our young people safe.

Designated Officers complete Level 2 training every 2 years.

Resources

The Governing Body will ensure that all Governors have an understanding of child protection issues and the policies and procedures which are in place in the school to safeguard and promote the welfare of all pupils in the school.

Curriculum

Child protection issues will be addressed through the curriculum as appropriate, explicitly in Personal, Social and Health Education in Year 7 and through sex education and the weekly assembly themes across the whole school.

Related Policies

Child Protection issues are also addressed through other school policies e.g. Inclusion Policy, Restrictive Physical Intervention, Bullying, Harassment and Bullying, Health and Safety, Admissions, Use of Photography and Images of Children, E-safety and the Safeguarding Policy.

Staff issues

Parents can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children.

Any use of physical force or restraint against pupils will be carried out and documented in accordance with the relevant guidance and policy. If it is necessary to use physical action to protect a child from injury, to prevent a child from harming others, or if any child is injured accidentally, parents will be informed immediately. Children will not be punished within the school by any form of hitting, slapping, shaking or other degrading treatment.

Any complaints about staff behaviour may be made to the Headteacher, or to the Chairperson of the school Governors. All those involved will be entitled to a fair hearing, both children and staff. Complaints which raise child protection issues will be reported under local inter-agency procedures for investigation outside the school.

The designated officer for child protection matters in the school is:

Miss T Hill, Assistant Headteacher (Student Support)
Deputy: Mr A Skelding

The nominated Governor for Child Protection is: Mrs J Wallbanks

Contact details

First Response (includes LADOs)	0800 1313 126
Emergency Duty Team (out of office hours)	0845 604 2886
Stoke on Trent Children's Services	01782 235100

SSCB: - interagency training and procedures www.staffsscb.org.uk

Education Safeguarding Advice Service (ESAS) 01785 895836 or email:
esas@staffordshire.gov.uk

Workforce Development Team (Level one training and submission of Nomination forms for level 2 training) Miranda Smith on 01785 854577 or email safeguardingtraining@staffordshire.gov.uk

Staffordshire Safeguarding Children Board
www.staffsscb.org.uk or telephone 01785 277151

ADOPTED BY THE GOVERNORS: May 2018
To be reviewed annually – next review May 2019