



Child Protection  
Policy

INFORMATION FOR PARENTS

July 2018

## **‘Safeguarding is everyone’s responsibility’**

### **The Children Act 2004**

**At Courthouse Green we take seriously our responsibility to ensure that the wellbeing of our children is at the heart of our child protection policy.**

#### **Purpose of the Policy –**

- Courthouse Green Primary School (CGPS) fully recognises its responsibilities for safeguarding children (child protection).
- Our policy applies to all staff, governors, trainees and volunteers working in the school.
- We ensure that all of our staff are thoroughly checked in line with government requirements before starting work with us. This includes our trainees and volunteers. We also make sure that all staff are aware of what they should do if they feel they need to report inappropriate behaviour by another adult in school.
- We make sure that we raise awareness of child protection issues and equip our children with the skills needed to keep them safe.
- We have secure procedures for identifying and reporting cases, or suspected cases, of abuse
- We support all of our children who have suffered any type of abuse in accordance with his/her agreed child protection plan
- We establish a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. We will always try to discuss our concerns with parents and external agencies before drawing any conclusions and will always be open and honest with everyone involved. However, in some cases we are advised by social care not to speak to parents about allegations made by a child. There is nothing that we can do to go against this advice as it is deemed to be what is in the best interest of the child.

We use the following to ensure that we are able to safeguard your children effectively:

- The Children Act 1989 & 2004
- The Education Act 2002 (section 175)
- The Education (Pupil Information) (England) Regulations 2005
- Safeguarding Children and Safer Recruitment in Education (DfES, 2006)
- Dealing with Allegations of Abuse Against Teachers and Other Staff (DfE, 2011)
- Working Together to Safeguard Children (DfE, 2018)
- Keeping Children Safe In Education – (DfE 2016)
- Procedures set out by the Coventry Safeguarding Children Board.

#### **Staff:**

Our Pastoral Support Manager – Kate Halfpenny is our Designated Safeguarding Lead. The Headteacher - Sarah Malam, Harriet Owen – Learning Mentor and our SENCo – Claire Jones are our Deputy Designated Safeguarding Leads. Kate Halfpenny works with various agencies to implement support plans for our families and keeps track of our reporting systems. These four members of staff take part in additional safeguarding training every two years – Working Together to Safeguard Children with the Coventry Safeguarding Board. Justine McKim is our governor responsible for overseeing safeguarding at the school and she also undertakes additional training for this role.

All of our staff are trained in Safeguarding and the procedures relevant to CGPS. This training takes place every year during one of our teacher training days. In addition to this, our Intervention Team – 4x Learning Mentors; Jenny Tegerdine (Deputy Head); Claire Jones (Assistant Headteacher) and Kate Halfpenny (Pastoral Support Manager) participate in other areas of training that enable us to work with parents, children and external agencies with the breadth of knowledge and understanding that is required.

Any new member of staff receives training on arrival and regular updates are given to all staff and appropriate governors throughout the year.

All of our staff are aware of their responsibilities for safeguarding and child protection and are alert to the signs of abuse and of their responsibility to report and record any concerns. This means that they must:

- Recognise that a disclosure may come directly from the child, or from a third party, e.g. friend, neighbour, other family member. Alternatively, it may be through the suspicion of staff based on a variety of symptoms and knowledge of possible indicators of abuse
- Take seriously any disclosures made to them and provide reassurance to the discloser through their responses and behaviour.

If any member of staff has a concern about a particular child in their care, they **must** report their concerns to, and seek advice from the Designated Senior Person, or in their absence, the Deputy Designated Senior Person.

Similarly, once we have established all the details of a disclosure made by a child, parent or other adult, we have a duty of care to report this information to relevant agencies. This usually means making a referral to social care but alternatively could mean that we contact police, health agencies or Family Hubs on the advice of social care.

We never promise confidentiality to a child or any other person making a disclosure to us. We always explain that we will have to let someone else know what we have been told so that we can be sure that the child is safe.

In certain circumstances there may be a need to contact other agencies without first notifying parents and carers. This decision will be made in partnership between school and Social Care Services. This is a legal obligation and not a personal decision and we always act on the advice given by social care. We will, where the disclosure does not present as an immediate risk to the child, try our very best to speak with parents first before making enquiries with external agencies.

### **Support within school:**

We recognise that some issues that come up at home can be very difficult for children and parents to deal with. We have an open door policy for our parents to discuss any problems or difficulties they might be experiencing. Some issues, if left unspoken about or not dealt with may well lead to greater problems for your child and so we would always prefer to work with families before things get to the point of contacting social care whenever possible. Having said this, it is important to remember; any intervention by social care is usually only when necessary and is a support to get things back on track for your family.

We have well trained staff in school who can offer support for any of the following issues – Domestic Violence; homelessness; debt; parenting skills; family structure breakdown; bereavement; substance misuse; mental health difficulties; housing issues; financial difficulty and benefit applications among others. We also support our children regularly with social skills work; referral to counselling; low self-esteem; anger management; family therapy; wishes and feelings work; emotional literacy and friendship groups. We often do this work with children regardless of whether we suspect or know of any child protection issues.

We also carry out work with children in all years on E-Safety. We draw attention to the dangers of using the internet inappropriately and talking to strangers over the internet. We also offer support to deal with cyber bullying. All of our staff take e-safety very seriously. We will never publish photographs of children without permission to do so.

### **How do we offer this support?**

By asking parents to engage in a CAF plan. CAF stands for Common Assessment Framework and is a set of questions designed to help us get a full family history from you. After gathering your answers, we then work with you to make a plan of actions to help make improvements for you and your family. The CAF is a completely voluntary process and nobody can force you to have a CAF. However, engaging in the process is the easiest way to make sure someone else can act as the person to guide you in making positive changes for your family. We would advise parents to come in and talk to any of our Inclusion Team if this is something that could help you.

On occasion, you may come to us with a variety of issues and in this case it may be more helpful if the Family Hub Team are the people to support you through the CAF process. This team offer more intensive support for when school staff are not able to move things along quickly enough for you or when the difficulties you are facing need more expert advice and guidance. Please do not be concerned if someone from the Family Hub Team contacts you, they are also offering support.

## **USEFUL CONTACTS FOR YOU:**

### **Courthouse Green Primary School – 02476 688022**

#### Intervention Team

Jenny Tegerdine

Claire Jones

Kate Halfpenny

Luke Davies

Harriet Sutch

Tina Cutts

Chelsea Wallbank

Head Teacher – Sarah Malam

Governor (Safeguarding) – Justine Mckim

### **Moat Family Hub Team – 02476 786808**

Moat House Leisure Centre

Winston Avenue

Coventry

CV2 1DX

CGPS Early Help Coordinator – Sarina John

### **Multi Agency Safeguarding Hub (Previously Children’s Social Care) – 02476 788555**

Broadgate House 4<sup>th</sup> Floor

Broadgate

Coventry

CV1 1NG

### **NHS DIRECT – 111**

Telephone health advice

### **Coventry Walk-In Centre – 0300 2000 60**

### **Valley House – 024 7626 6280**

Navigation Centre, 55-57 Bell Green Rd, Coventry CV6 7GQ

### **Recovery Partnership (Drug and Alcohol Advice) - 024 7663 0135**

### **Police – 999**

### **Non emergency – 101**

**NSPCC (for concerned adults):** 0808 800 5000

**NSPCC FGM Helpline:** 0800 028 3550

**University Hospital Coventry:** 024 7696 4000

**Child Exploitation and Online Protection:** <https://www.ceop.police.uk/safety-centre/>

**CAMHS (Coventry):** 02476 961 366

