



CHILD PROTECTION POLICY

“We will provide a Christian Education for all pupils based on the teachings of Jesus and the Spirit of the Gospels. The whole life of the school will be determined by the Gospel Values of Love and Justice. We will always value and care for all members of the All Saints Community according to their needs, and will affirm and nurture the development of all”

School Mission Statement

Policy Reviewed by Governing Body

Date Reviewed: December 2015

Next Review Date: December 2016

ALL SAINTS CATHOLIC HIGH SCHOOL

SAFEGUARDING TEAM 2015- 2016

Designated Safeguarding Person (DSP) for Child Protection is:

Deputy Principal & Child Protection Officer

Mrs Carol Murray

Deputy Designated Persons for Child Protection are:

Assistant Principal/SENCO

Mr Brian Bradley

Educational Support Manager

Miss Lynne Jackson

Other members of the Safeguarding Team are:

Principal

Mr Tony McGuinness

Senior Operations Manager

Mr Stuart Evans

There are 2 designated Child Protection Governors

Mrs Kerry Arands

Mrs Eileen Byrne

All members of the Safeguarding Team can be contacted via All Saints Catholic High School, telephone number: 0151 477 8740 or 0151 477 8745

The aim of this policy is to promote a safe environment where safeguarding children concerns can be managed in an appropriate way. The policy reflects current legislation and statutory guidance in relation to child protection and safeguarding in schools.

Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

Keeping Children Safe in Education, 2015.

STATEMENT

All Saints Catholic High School recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of the Knowsley Safeguarding Children Board (KSCB).

POLICY PRINCIPLES

- The welfare and interests of the child are paramount.
- All children, regardless of age, gender, ability, culture, ethnicity, language, religion, disability, sexual identity or socio-economic backgrounds have equal rights to protection.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- Pupils and staff involved in child protection issues will receive appropriate support.

Our school understands that some children, including children with disabilities or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

POLICY AIMS

- To promote and prioritise the safety and wellbeing of children and young people.
- For all pupils to have a sense of being valued and cared for.
- To ensure everyone understands their roles and responsibilities in respect of safeguarding and child protection.
- To ensure everyone is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- To ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- To ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- To prevent the employment/deployment of unsuitable individuals.
- To help protect children and young people from extremist and violent views.
- To ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in school. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from All Saints Catholic High School.

DEFINITION OF ABUSE

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. There are four categories of abuse: Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect. Abuse may be committed by adult men or women and by other children or young people.

In line with Working Together to Safeguard Children 2015, the definition of safeguarding for this document is as follows:

Protecting children from maltreatment;

Preventing impairment of children's health or development;

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;

Taking action to enable all children to have the best outcomes.

Working Together, March 2015

In accordance with our Mission Statement, All Saints Catholic High School recognises that children who are abused or who witness domestic abuse may find it difficult to develop a sense of self-worth. They may feel helpless, humiliation and some sense of blame. School may be the only stable, secure and predictable element in the lives of children and young people who are at risk so our school will endeavour to support pupils by:

- Establishing and maintaining an environment where children and young people feel safe, secure and are encouraged to talk and feel listened to.
- Ensuring children and young people know there are adults in school they can talk to if they are worried.
- Ensuring that the content of the curriculum encourages self-esteem and self-motivation and children and young people are taught the skills they need to recognise and stay safe from all kinds of harm.
- Ensuring that children and young people who may be particularly vulnerable are supported.
- Ensuring that children and young people who have English as an additional language have access to support and information that is clear, accessible and in their preferred language.
- Ensuring all of our school's policies are upheld and procedures are applied appropriately.
- Identifying a Designated Safeguarding Lead and two Deputy Designated Persons.
- Identifying a key member of staff as an Operation Encompass champion whose role is to receive information from the Police relating to incidents of Domestic Abuse.
- Monitoring the welfare of children and young people and notifying Children's Social Care as soon as there is a child protection concern.
- Initiating and contributing to assessments relating to the child/young person and their family, including Early Help Assessments in line with the Knowsley Model of Children in Need.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School and College staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and colleges and their staff form part of a wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children 2015. Schools and colleges should work with Social Care, the Police, health services and other services to promote the welfare of children and protect them from harm.

Keeping Children Safe in Education, 2015.

CHILDREN WHO MAY BE PARTICULARLY VULNERABLE

To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:

- disabled or have special educational needs.
- young carers.
- affected by parental substance misuse, domestic violence or parental mental health needs.
- asylum seekers.
- living away from home.
- vulnerable to being bullied, or engaging in bullying.
- living in temporary accommodation.
- live transient lifestyles.
- living in chaotic and unsupportive home situations.
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality.
- at risk of sexual exploitation.
- do not have English as a first language.
- at risk of Female Genital Mutilation (FGM).
- at risk of forced marriage.
- at risk of being drawn into extremism.

MISSING CHILDREN

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The DSP will monitor unauthorised absence and take appropriate action including notifying the Local Authority, particularly where children go missing on repeated occasions and/or are missing for periods during the school day. Staff must be alert to signs of children at risk of travelling to conflict zones, FGM and forced marriage.

STAFF TRAINING

The ability of staff to recognise the signs and symptoms of abuse will depend upon their experience and training, however **all** members of staff should be alert to the possible signs of abuse, neglect and exploitation and to know what to do if they have a concern.

New staff will receive a briefing during their induction, which includes the school's Child Protection Policy and Staff Code of Conduct, reporting and recording arrangements, and details of the DSP. All staff, including the Principal and Governors will receive training that is updated at least every two years and the Safeguarding Team will receive training on an annual basis. Supply staff and other visitors will be given the All Saints' Visitors Advice and Guidance Leaflet.

SAFER RECRUITMENT

All Saints High School endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in *Safeguarding Children and Safer Recruitment in Education*.

Safer recruitment means that all applicants will:

- Complete an application form, which includes their employment history and explains any gaps in their history.
- Provide two referees, including at least one who can comment on the applicant's suitability to work with children.
- Provide evidence of identity and qualifications.
- Be checked through the Disclosure and Barring Service as appropriate to their role.
- Provide evidence of their right to work in the UK.
- Be interviewed.

At least one member of each recruitment panel will have attended Safer Recruitment training.

All staff sign to confirm they have received a copy of the Child Protection Policy and Staff Code of Conduct.

The school obtains written confirmation from supply agencies that agency staff or other individuals who may work in the school have been appropriately checked.

Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.

The school maintains a Single Central Record of recruitment checks undertaken.

VISITORS

All regular visitors to our school are added to our Single Central Record (S.C.R.). All visitors to the school are issued with a photographic ID badge.

EXTENDED SCHOOL & OFF-SITE ARRANGEMENTS

All extended and off-site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. Where extended school activities are provided and managed by school our own Child Protection Policy and procedures apply. If other organisations provide services or activities on our site, we will check that they have appropriate procedures in place including safer recruitment procedures. When our pupils attend off-site activities including day and residential visits and work-related activities we will check that effective child protection arrangements are in place.

PHOTOGRAPHY & IMAGES

We ensure that we have safeguards in place. To protect pupils we will:

- Seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications).
- Seek parental consent.
- Ensure only the pupils' first names are used with an image.
- Ensure pupils are appropriately dressed.
- Encourage pupils to tell us if they are worried about any photographs that are taken of them.

E-SAFETY

Our pupils increasingly use electronic equipment on a daily basis to access the Internet and share content and images via social networking sites. Unfortunately, some adults and young people use these technologies to harm children. All Saints' e-Safety Policy explains how we try to keep pupils safe online and in school and protect and educate pupils in the safe use of technology.

Many of our pupils own or have access to handheld devices and parents/carers are encouraged to consider measures to keep their children safe when using the Internet and social media at home and in the community. All staff receive E-Safety training.

Our school provides advice to staff regarding their personal online activity and has strict rules with online contact and electronic communication with pupils. Staff found to be in breach of these rules may be subject to disciplinary action or child protection investigation.

All incidents of bullying should be reported and will be managed through our anti-bullying procedures.

BULLYING

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing.

All incidences of bullying, including cyber-bullying and prejudice-based bullying should be reported and will be managed through our anti-bullying procedures. Our school's Anti-Bullying Co-ordinator is Mrs Linda Townley but if the bullying is particularly serious, the Principal and the DSP may consider implementing child protection procedures.

TAKING ACTION

Key points to remember for taking action are:

- Report your concern immediately to the DSP or one of the Deputy Designated Persons or Principal if the DSP is not available.
- Do not start your own investigation - **Under no circumstances should you attempt to resolve the matter yourself.**
- Share information on a need-to-know basis only. Do not discuss the issue with colleagues, friends or family.
- Complete a Record of Concern Form as soon as possible.
- Seek support for yourself if you feel distressed.

IF YOU SUSPECT A PUPIL IS AT RISK OF HARM

There will be occasions when you suspect that a pupil may be at risk but you have no 'real' evidence. In these circumstances, you should try to give the child or young person the opportunity to talk. It is fine to ask the pupil if they are OK or if you can help in any way. If, following your conversation, you remain concerned, you should discuss your concerns with your line manager.

IF A PUPIL DISCLOSES TO YOU

If a pupil talks to you about any risks to their safety or well-being you will need to let them know that you must pass the information on – **you are not allowed to keep secrets.**

During your conversation with the pupil:

- Listen carefully and actively allow them to speak freely.
- Remain calm and do not over react – the pupil may stop talking if they feel they are upsetting you.
- Give reassuring nods or words or comfort, “I’m so sorry this has happened”, “I want to help”, “This isn’t your fault”, “You are doing the right thing in talking to me”
- Do not be afraid of silences – remember how hard this must be for the pupil
- **Under no circumstances ask leading or investigative questions.**
- At an appropriate time tell the pupil that in order to help them you must pass the information on.
- Do not automatically offer any physical touch as comfort; it may be anything but comforting to a child who has been abused.
- Do not admonish the child for not disclosing earlier. Saying “I do wish you had told me about this when it started” or “I can’t believe what I’m hearing” may be your way of being supportive but the child may interpret it that they have done something wrong.
- Tell the pupil what will happen next. They may agree to go with you to see the DSP, otherwise let them know that someone will come to see them before the end of the day.
- Report verbally to the DSP.
- Write up your conversation as soon as possible on the Record of Concern Form and hand it to the DSP.
- Seek support if you feel distressed.

NOTIFYING PARENTS / CARERS

All Saints Catholic High School will normally seek to discuss any concerns about a pupil with their parents/carers. This must be handled sensitively and the DSP will make contact in the event of a concern, suspicion or disclosure to ensure that parents/carers have a clear understanding of the **duty** placed on school staff with regards to safeguarding and child protection.

Parents/carers will also be made aware of any referral that has been made to Children’s Social Care, unless to do so could put the child or young person at increased risk of significant harm.

REFERRAL TO CHILDREN’S SOCIAL CARE

The DSP will make a referral to Children’s Social Care if it is believed that a pupil is at risk of significant harm. The DSP will contact the Knowsley Assessment Team/Multi Agency Safeguarding Hub (MASH) and make a telephone referral. This must be followed up in writing using the Multi-Agency Referral Form (MARF) within 24 hours.

CHILDREN WITH SEXUALLY HARMFUL BEHAVIOUR

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use All Saints Catholic High School’s anti-bullying procedures where necessary. However, there will be occasions when a pupil’s behaviour warrants a response under child protection rather than anti-bullying procedures. Staff who become concerned about a pupil’s sexual behaviour, including any known online sexual behaviour, should speak to the DSP as soon as possible.

CHILD SEXUAL EXPLOITATION

Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people; victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs and alcohol, and sometimes accommodation. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to child trafficking.

A common feature of sexual exploitation is that the child or young person often doesn't recognise the coercive nature of the relationship and doesn't see themselves as a victim. The child may initially resent what they perceive as interference by staff, but staff must act on their concerns, as they would for any other type of abuse. All staff are made aware of the indicators of sexual exploitation and all concerns should be reported immediately to the DSP.

FEMALE GENITAL MUTILATION

FGM is the collective name given to a range of procedures involving the partial or total removal of external female genitalia for non-medical reasons. It has no health benefits and harms girls and women in many ways. The practice, which is most commonly carried out without anaesthetic, can cause intense pain and distress and long-term health consequences, including difficulties in childbirth.

FGM is carried out on girls of any age, from young babies to older teenagers and adult women, so all staff are made aware of risk indicators. Many such procedures are carried out abroad and staff should be particularly alert to suspicions or concerns expressed by female pupils about going on a long holiday during the summer vacation period.

In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003. Any person found guilty of an offence under the Female Genital Mutilation Act 2003 is liable to a maximum penalty of 14 years imprisonment or a fine, or both.

FORCED MARRIAGE

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse. A forced marriage is not the same as an arranged marriage. In an arranged marriage, which is common in several cultures, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

Children may be married at a very young age, and well below the age of consent in England. Staff should be particularly alert to suspicions or concerns raised by a pupil about being taken abroad and not be allowed to return to England.

Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

RADICALISATION

The government defines extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Some children are at risk of being radicalised: adopting beliefs and engaging in activities, which are harmful, criminal or dangerous. Islamic extremism is the most widely publicised

form and schools should also remain alert to the risk of radicalisation into white supremacy extremism.

School staff receive training to help to identify signs of extremism. Opportunities are provided in the curriculum to enable pupils to discuss issues of religion, ethnicity and culture and the school follows the DfE advice Promoting Fundamental British Values as part of SMCS (spiritual, moral, social and cultural education) in Schools (2014).

PRIVATE FOSTERING

A private fostering arrangement occurs when someone other than a parent or a close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16, or aged under 18 if the child is disabled. Children looked after by the Local Authority or who are placed in a residential school, children's home or hospital are not considered to be privately fostered.

Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age. Most privately fostered children remain safe and well but safeguarding concerns have been raised in some cases so it is important that schools are alert to possible safeguarding issues, including the possibility that a child has been trafficked into the country. By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Services as soon as possible. Where a member of staff becomes aware that a pupil may be in a private fostering arrangement they will raise this with the DSP and school will notify the Local Authority of the circumstances.

SUPPORT FOR THOSE INVOLVED IN A CHILD PROTECTION ISSUE

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved. We will support pupils and their families and staff by:

- Taking all suspicions and disclosures seriously.
- Nominating a link person who will keep all parties informed and be the central point of contact. Where a member of staff is the subject of an allegation made by a pupil, separate link people will be nominated to avoid any conflict of interest.
- Responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety.
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies.
- Storing records securely.
- Offering details of help lines, mentoring, counselling or other avenues of external support.
- Co-operating fully with relevant statutory agencies.

CONFIDENTIALITY

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the Designated Safeguarding Team, Principal or Chair of Governors (depending on who is the subject of the concern). A member of the Safeguarding Team will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Child protection information will be stored and handled in line with the Data Protection Act 1998. Information will be stored separately from the pupil's school file and the school file will be 'tagged' to indicate that separate information is held.

SHARING INFORMATION

Information sharing between agencies/services is essential in working together to safeguard children. Professionals are required to securely share information -

- about children and their health and development in relation to exposure to possible abuse and neglect.
- about parents/carers who may not be able to care adequately and safely for children.
- about individuals who may present a risk to children.

The DSP will normally obtain consent from the pupil and/or parents/carers to share sensitive information within our school or with outside agencies; however, where there are concerns that a child is, or may be at risk of significant harm, the needs of the child must always come first and the DSP may share information *without* consent. The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child. If there is any doubt about confidentiality, staff should seek advice from a senior manager or outside agency as required.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents/carers do not have an automatic right to see them. If any member of staff receives a request from a pupil or parent/carer to see child protection records, they will refer the request to the Principal or DSP.

ROLES & RESPONSIBILITIES

All schools must nominate a senior member of staff to co-ordinate child protection arrangements. The Local Authority maintains a list of all DSPs for child protection.

The DSP:

- Is appropriately trained.
- Acts as a source of support and expertise to the school community.
- Encourages a culture of listening to children and taking account of their wishes and feelings.
- Has an understanding of KSCB's procedures.
- Keeps written records of all concerns, ensuring that such records are stored securely and flagged on, but kept separate from the pupil's general file.
- Refers cases of suspected abuse to Children's Social Care or the Police as appropriate.
- Notifies Children's Social Care if a child with a Child Protection Plan is absent for more than two days without explanation.
- Ensures that when a pupil with a Child Protection Plan leaves the school, their information is passed to their new school and the pupil's Social Worker is informed.
- Attends and/or nominates a member of the Safeguarding Team to attend Child Protection Conferences.
- Co-ordinates All Saints Catholic High School's contribution to Child Protection Plan.
- Develops effective links with relevant statutory and voluntary agencies.
- Ensures that all staff sign to indicate that they have read and understood the Child Protection Policy.
- Ensures that the Child Protection Policy is updated annually.
- Liaises with the nominated Governor and Principal as appropriate.
- Keeps a record of staff attendance at child protection training.
- Makes the Child Protection Policy available publicly, on the school's website or by other means.

The Deputy Designated Persons:

Are appropriately trained and, in the absence of the DSP, carry out those functions necessary to ensure the ongoing safety and protection of pupils. In the event of the long-term absence of the DSP, the deputies will assume all of the functions above.

The Governing Body:

Ensures that All Saints Catholic High School has:

- A DSP for child protection who is a member of the Senior Leadership Team and who has undertaken training in inter-agency working, in addition to basic child protection training.
- A Child Protection Policy and procedures that are consistent with KSCB and statutory requirements, reviewed annually and made available publicly on the school's website or by other means.
- Procedures for dealing with allegations of abuse made against members of staff including allegations made against the Principal and allegations against other children.
- Safer recruitment procedures that include statutory checks on staff suitability to work with children.
- A training strategy that ensures all staff, including the Principal, receive child protection training, with refresher training at least every two years. The DSP should receive training on an annual basis.
- Arrangements to ensure that all temporary staff and volunteers are made aware of the school's arrangements for child protection. The Chair of Governors is responsible for liaising with the Local Authority and other agencies in the event of an allegation being made against the Principal.

The Principal:

- Ensures that the Child Protection Policy and procedures are implemented and followed by all staff.
- Allocates sufficient time and resources to enable the DSP and Deputy Designated Persons to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings.
- Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle-blowing procedures
- Ensures that pupils' safety and welfare is addressed through the curriculum.
- Liaises with the team in the Local Authority where an allegation is made against a member of staff.
- Ensures that anyone who has harmed or may pose a risk to children is referred to the Disclosure and barring Service.

ABUSE OF A POSITION OF TRUST

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

WHISTLE BLOWING IF YOU HAVE A CONCERN ABOUT A COLLEAGUE

Staff who are concerned about the conduct of a colleague towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount. Our school's whistleblowing code enables staff to raise concerns or allegations, initially in confidence and for a sensitive enquiry to take place.

All concerns of poor practice or possible child abuse by colleagues should be reported to the Principal. Complaints about the Principal should be reported to the Chair of Governors.

ALLEGATIONS AGAINST STAFF

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to pupils and we must act on every allegation.

Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not the default option and alternatives to suspension will always be considered. In some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected. In the event of suspension the school will provide support and a named contact for the member of staff.

Staff, parents/carers and Governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing, including content placed on social media sites. Allegations concerning staff who no longer work at the school, or historical allegations will be reported to the Police.

MONITORING & EVALUATION

This policy will be reviewed annually by the Safeguarding Team and Governors and staff will be informed of any changes.

ALL SAINTS HIGH SCHOOL SAFEGUARDING CHARTER

To meet and maintain our responsibilities towards pupils we need to agree standards of good practice.

Good practice includes:

- Treating all pupils with respect.
- Setting a good example by conducting ourselves appropriately.
- Involving pupils in decisions that affect them.
- Encouraging positive and safe behaviour among pupils.
- Being a good listener.
- Being alert to changes in pupils' behaviour.
- Recognising that challenging behaviour may be an indicator of abuse.
- Reading and understanding All Saints Catholic High School's Child Protection Policy and guidance documents on wider safeguarding issues, for example bullying, physical contact and information-sharing.
- Asking the pupil's permission before doing anything for them of a physical nature, such as assisting with dressing, physical support during P.E. or administering first aid.
- Maintaining appropriate standards of conversation and interaction with and between pupils and avoiding the use of sexualised or derogatory language.
- Being aware that the personal and family circumstances and lifestyles of some pupils lead to an increased risks of safeguarding.



CONFIRMATION OF RECEIPT OF CHILD PROTECTION POLICY

Name:
Date of joining school:
Post:
Date of Induction:
Name & designation of staff member responsible for induction:

I confirm that I have received and read the school Child Protection Policy. I have been made aware of my duty to safeguard and promote children's welfare. The procedure for reporting concerns about a pupil has been explained to me.

Signature:
Name:
Date:

Please sign and return this form to the main office for filing on your personal file

ALL SAINTS CATHOLIC HIGH SCHOOL



CHILD PROTECTION CONCERN / DISCLOSURE

Child' Details:

PUPIL'S NAME:				
FORM CLASS:				
ADDRESS:			TELEPHONE:	
GENDER:	M		F	DATE OF BIRTH:

Parental Responsibility:

NAMES:				
ADDRESS:				
TELEPHONE NO:				
RELATIONSHIP TO PUPIL:				
IS THIS PUPIL A CHILD LOOKED AFTER:	Yes		No	

Nature of your Concerns:

Please give details of incidents or conversations and the dates they occurred. You must make clear what is fact and what is hearsay. You must not ask leading questions or try to investigate the concern yourself. Please complete the details below as appropriate:

What have you observed & when?

What have you been told and when?

Anything you have been told by the pupil or any other person?

Be clear about who has said what.

What have you heard & when?

This may be third party information that is relevant but as yet unsubstantiated.

If an allegation has been made give any details you have about the alleged abuser.

Date & Time this record was made.

NAME:

POSITION:

Please hand this to the DSP or one of the deputy-designated persons if they are not available.

Date and Time Handed over:

Handed to: