

## **1 Introduction**

The New Charter Academy is determined to ensure that all necessary steps are taken to protect children from abuse, harm and inappropriate or inadequate care. The Academy recognises that as staff are in regular and frequent contact with children they are particularly well placed to observe and identify indicators of possible abuse or neglect at an early stage.

This policy acknowledges the Academy's statutory duties and responsibilities under s157 of the Education Act 2002 and forms a part of our Safeguarding and Promoting Student Welfare Policy.

## **2 Objectives**

The objectives of this policy are to:-

- Ensure that the welfare of the child is paramount;
- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to;
- Ensure that a senior member of staff is designated to take lead responsibility for child protection issues;
- Practice safe recruitment in checking the suitability of staff and volunteers
- Ensure that all suspicions and allegations of abuse are taken seriously and responded to appropriately;
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.

## **3 Designated Child Protection Officer**

The Academy Director is the designated child protection officer (CPO) and will be the officer responsible for child protection issues. He/she will receive training in child protection issues and inter-agency working, as required by the Tameside Safeguarding Children Board (TSCB). He/she will be required to keep up to date with developments in child protection issues and receive refresher training every 2 years.

The designated child protection officer will be responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the Social Services Access Team and the Child Protection Officer of the local police;
- Providing advice and support to other staff on issues relating to child protection;
- Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral);
- Ensuring that parents are aware of the Academy's child protection policy;
- Liaising with the LEA and TSCB and other appropriate agencies;

Author:	Version:	Date Approved:	Page 1 of 4
	1	08/05/08	

- Ensuring that staff receive basic training in child protection issues and are aware of the Academy's child protection procedures.

#### **4 Reporting Concern**

In the event of a member of staff having a child protection concern about a student, they must immediately report that concern to the CPO. The member of staff will be asked by the CPO to document briefly the events which have given rise to the concern.

The Academy follows the Local Government guidelines for Child Protection and will liaise with Social Services and other agencies, as appropriate. The action taken by the CPO will, therefore, be in line with the Local Authority guidelines.

#### **5 Record keeping**

The CPO is required to manage records in relation to child protection matters. These records must be stored securely. Where a person makes an oral statement, a written record should be produced and it should be signed and dated by the author.

Staff should be given as much information as necessary in order to help the child concerned. In general, this will mean that where a child is on the Child Protection register, or where there are concerns about a child, the student's tutor or any other relevant staff will be kept informed. In some cases staff may be given a few details to raise general awareness that there are issues which may affect a student's behaviour and level of achievement at that time.

#### **6 Listening to students**

The Academy recognises the importance of listening to students at all times, particularly when they are distressed, worried or concerned. It is appreciated that at times students may feel stressed and confused. The Academy shall identify quiet areas and provide the opportunity to students to take respite from the normal day when necessary.

All staff shall be made aware that children who are not known to be the subjects of concern may, however, be experiencing ill treatment, neglect or abuse. This means that staff should be aware of the need for sensitivity when dealing with students at all times.

The Academy recognises that students who are distressed through experiences outside the classroom may be less able to achieve their potential. While it is clear that such students need firm boundaries, staff will take into account the student's distress when managing behaviour.

#### **7 Confidentiality**

Students should be reassured that their best interests will be maintained. However, staff cannot offer or guarantee absolute confidentiality. If confidentiality has to be broken, the student should be informed first and then supported, as appropriate.

Parents should not be informed of concerns unless staff are certain that the child would not be put at risk by their doing so. (In this policy statement, "parents" means all those having a parental responsibility for a child.)

Author:	Version:	Date Approved:	Page 2 of 4
	1	08/05/08	

**8 Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

**References**

DFES Guidance "Safeguarding Children in Education", Number 0027/2004

Author:	Version:	Date Approved:	Page 3 of 4
	1	08/05/08	

Author:	Version:	Date Approved:	Page 4 of 4
	1	08/05/08	