

Child Protection Policy

(This policy should always be read in conjunction with the Safeguarding Policy)

***Let it be known to all who enter here that
Christ is the reason for this school,
the unseen but ever present teacher in its classes,
the model for its children, the inspiration for its staff.***

1. AIMS

We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse. We aim to develop the self worth of each individual so that they can:

- recognise their achievements in fulfilling their potential,
- develop self confidence,
- self-awareness and honesty about emotions and feelings,
- learn to be self giving and trustworthy,
- to think for themselves and develop self-discipline,
- have a positive attitude in all circumstances - success or otherwise.

At Sacred Heart, within a secure, loving, relaxed and happy environment, we will therefore:

- a) establish and maintain an environment where pupils feel safe and secure and are encouraged to talk, and are listened to.
- b) create a culture of vigilance
- c) ensure that pupils know that there are adults within the school who they can approach if they are worried or are in difficulty.
- d) include in the curriculum activities in Relationships and PSHE (RSHE), which equip pupils with the skills they need to stay safe from abuse.
- e) ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies and Hillingdon Safeguarding Partnership (the LA, the clinical commissioning group for Hillingdon and the chief of police for the area).

2. ROLES AND RESPONSIBILITIES

- 2.1 All adults working with or on behalf of children have a responsibility to protect them. Safeguarding incidents could happen anywhere and all staff should be alert to possible concerns being raised in school. There are, however, key people within schools and the local authority who have specific responsibilities under child protection procedures.
- 2.2 It is the role of the Designated Safeguarding Lead to ensure that all child protection procedures are followed within the school, and to make appropriate, timely referrals to the Hillingdon Hub in accordance with school procedures. If for any reason the Designated Safeguarding Lead is unavailable, the headteacher will act in their absence (see appendix). All staff may raise

concerns with children's social care if they believe there is a risk of immediate serious harm to the child. If the situation does not appear to be improving, the staff member with concerns, should press for reconsideration. It is the role of the Designated Safeguarding Lead to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.

- 2.3 The Governing Body and school leadership team are responsible for ensuring that the school follows safe recruitment processes. As part of the school's recruitment and vetting process, enhanced Disclosure and Barring Service (DBS), Children's Barred list and other statutory lists and local intelligence checks will be sought on all staff that have substantial and unsupervised access to children. All staff have an on-going obligation to disclose to the school if they are or become a Disqualified person (see Disqualification Policy).
- 2.4 The role of the designated governor for child protection is to ensure that the school has an effective policy and works in line with Hillingdon's Safeguarding Children Partnership and to support the school in this area. Governors must not be given details relating to individual child protection cases or situations to ensure that confidentiality is protected.
- 2.5 The designated teacher or headteacher provides the governing body with an annual report. This report covers changes to policies and procedures, training undertaken by staff and governors, the Single Central Register, the number of referrals made to Social Care, and the Safeguarding Curriculum.
- 2.6 The Child Protection Officer at the Local Authority is available to offer support and advice as needed.

3. PROCEDURES

- 3.1 All action is taken in line with the following guidance;
 - a) Hillingdon Safeguarding Children Partnership (website)
 - b) Working Together to Safeguard Children (2023, HM Government)
 - c) Keeping Children Safe in Education (2025, DfE)
 - d) Guidance for safer working practice for those working with children and young people in education settings. (February 2022)
- 3.2 Staff are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. There may be other adults in the school who rarely work unsupervised, more usually working alongside members of the school staff, however the Headteachers will ensure they are aware of the school's policy and the identity of Designated Safeguarding Lead.
- 3.3 Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred **must** record it in writing (preferably on a Record of Concern form - available in the staff room or on the Shared Drive - Safeguarding) and report it **immediately** to the Designated Safeguarding Lead or in their absence, the Headteachers, or other designated officers. In the absence of all of the above, the matter should be brought to the attention of the most senior member of staff.
- 3.4 The Designated Safeguarding Lead or the Headteachers will immediately refer cases of suspected abuse or allegations to the Hillingdon Hub. This referral is then followed up by a Multi - Agency Referral Form within 24 hours.

- 3.5 The school will always undertake to share our intention to refer a child to Social Care Services with the parents or carers unless to do so could place the child at greater risk of harm or impede a criminal investigation.
- 3.6 Parents can obtain a copy of the school child protection policy on the school website.
- 3.7 Any safeguarding concerns about adults in the school should be made directly to the Designated Safeguarding Lead.
- 3.8 The name of the Designated Safeguarding Lead will be displayed within the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.
- 3.9 We will ensure all parents and carers are aware of the responsibilities of staff members to safeguard and promote the welfare of children by publishing the policy and procedures on our website.

4. TRAINING AND SUPPORT

- 4.1 The Headteachers and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively and that the knowledge and skills of the designated safeguarding lead and any deputies are updated, at least, annually, (and, formally, every two years) and staff receive safeguarding updates termly (in accordance with Keeping Children Safe in Education 2025).
- 4.2 The nominated governor for safeguarding and child protection will undergo training prior to or soon after appointment to the role; this training will be updated every three years.
- 4.3 Temporary staff and volunteers who work with children in the school will be made aware of the school's arrangements for child protection and their responsibilities.
- 4.4 Support will be available for staff from the Designated Safeguarding Lead in the first instance, and from members of the school's leadership team where there are concerns about queries about child protection.
- 4.5 All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the staff handbook and guidelines issued annually.
- 4.6 All governors will read all relevant and updated safeguarding and child protection policies and procedures annually.

5. PROFESSIONAL CONFIDENTIALITY

- 5.1 Confidentiality is an issue which needs to be fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret, as where there is a child protection concern this must be reported to the Designated Safeguarding Lead and may require further investigation by appropriate authorities.
- 5.2 Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.

Review Date: Sept 2026

6. RECORDS AND MONITORING

- 6.1 Well-kept records are essential to good child protection practice. The school is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.
- 6.2 Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.
- 6.3 These file notes are kept in a confidential file, which is separate to other files, and stored in a locked filing cabinet in the DSL/Assistant Head's office. In the same way, notes must be kept of any pupil who is being monitored for child protection reasons.
- 6.4 If a pupil transfers from the school, these files will be forwarded to the pupil's new school marked confidential and for the attention of the receiving school's Designated Safeguarding Lead. Confirmation of receipt of the file is requested in writing. Where a parent elects to remove their child from the school roll to home educate, the school will make the necessary arrangements to notify the local authority and pass on any safeguarding concerns.
- 6.5 Our school will apply appropriate safeguarding policies, procedures and responses for any child who goes missing from education, particularly on repeat occasions. Staff will be alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

7. ATTENDANCE AT CHILD PROTECTION CONFERENCES & CORE GROUPS

- 7.1 It is the responsibility of the Designated Safeguarding Lead to ensure that the school is represented or a report is submitted to any child protection conference called for children on their school roll or previously known to them. Whoever attends should be fully briefed on any issues or concerns the school has and be prepared to make decisions on registration at the end of the conference.
- 7.2 When a child is placed on the Child Protection Register and is, therefore, a child with a plan, it is the responsibility of the Designated Safeguarding Lead to ensure that the child is monitored regarding their school attendance, welfare and presentation. If the school are part of the core group then the Designated Safeguarding Lead should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed.

8. SUPPORTING LOOKED AFTER PUPILS AND PUPILS AT RISK

- 8.1 Sacred Heart Catholic Primary School recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.
- 8.2 School may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at school their behaviour may still be challenging and defiant or they may be withdrawn.
- 8.3 We will endeavour to support pupils through:
- a) The curriculum to encourage self-esteem and self-motivation.

- b) The school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- c) The implementation of the school's behaviour management policies.
- d) A consistent approach agreed by all staff which will endeavour to ensure the pupil knows that some behaviour is unacceptable but s/he is valued.
- e) Regular liaison with other professionals and agencies who support the pupils and their families.
- f) A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
- g) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- h) **SEND** - Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse so staff who, in any capacity, work with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
- i) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

8.4 This policy should be considered alongside other related policies in school, in particular the Safeguarding Policy.

9. CHILD ON CHILD ABUSE

9.1 Our school may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst at school, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. Our school recognises that some children may abuse their peers and any incidents of child-on-child abuse will be managed in the same way as any other child protection concern and will follow the same procedures.

9.2 Child on Child abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, 'sexting', sexually harmful behaviour, or up-skirting. We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Our school understands the different gender issues that can be prevalent when dealing with child-on-child abuse.

10. E Safety

The school has a detailed policy to ensure that children are able to use all media associated with the curriculum safely. Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Pupils should not be left unattended whilst using computers and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay. Pupils are taught to use the internet safely as part of the curriculum and regular E-Safety talks are provided for parents.

(see also school's On-line Safety Policy and information re. Filtering and Monitoring in the school's safeguarding Policy))

11. POLICY REVIEW

- a) The Governing Body is responsible for ensuring the annual review of this policy.
- b) Ensuring that the list of key contacts in the appendix is kept up to date.

Approved by Governing Body

Signed: _____

Date: Adopted June 2014

Chair of Governors

(Reviewed at least annually and when additional changes required)

Reviewed and Updated Sept 25 (in line with KCSIE 2025)

Next annual review – Sept 2026

APPENDIX

Key Names and Contacts

Role	Name	Contact details
Designated Teachers	Daniel Wright Susan Morahan Catherine Stockwell	01895 633 240
Co Headteachers	Susan Morahan Catherine Stockwell	01895 633 240
Designated Governor	C Wloch	01895 633240 canderson@shpsruislip.org
Lead Child Protection Officer	Nicole Diamond	01895 277463 07702 989901 ndiamond@hillingdon.gov.uk
Social Care	follow up with completion of Early Help Assessment form (All Staff Docs – Child Protection. email to strongerfamilieshub@hillingdon.gov.uk	01895 556006 Out of hours number 01895 250111
Schools' LADO (Local Authority Safeguarding Officer)	Hannah Ives	07753 431258

Concern / Incident Record Form

*It is essential that **ALL** concerns that may be of a child protection nature are passed to S. Morahan ASAP.*

Please complete this form as soon as possible after the incident

Pupil's Details:			
Full name:			
Address:			
Telephone No:			
Gender	Male	<input type="checkbox"/>	Female
DOB:			
LAC?	Yes	<input type="checkbox"/>	No
Date joined school:			
Ethnicity:			
Religion:			
SEN	No	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	Please specify:

Parents' Details	
Name:	
Address:	
Telephone No:	
Relationship to child:	

Details of siblings:	
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Has a CAF been completed previously?	
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Why are you concerned about this child?

Please provide a description of any incidents or conversations and the dates they occurred. You must make clear what is fact and what is opinion or hearsay. You must not ask the child leading questions – use TED! Do not attempt to investigate the concern yourself.

What have you observed and when? *(This relates to anything you have personally witnessed)*

What have you been told and when? *(This relates to anything you have been told by the child or any other person. Be clear about who has said what.)*

Any other information you feel is important to share

Your name:	
Position / Role:	
Date & Time:	
Contact details (if you are not a member of school staff):	