



*Thomas Alleyne School  
Specialist Science College*

**Policy Title:** Child Protection  
**Date of Construction:** September 2008  
**Type of Policy:** School  
**Responsible Author:** Child Protection Officer  
**Review Date:** January 2012  
**Review By:** Governors Welfare Committee  
**Approved:** January 2010

## **A) Policy Title: \_ Child Protection**

## **B) Rationale:**

It is part of the school's responsibility to safeguard and promote the welfare of its students, and a Child Protection Policy is an important part of this and a statutory requirement for all schools. This policy follows the CSF procedures for Child Protection

## **C) Basic Guidelines**

### Principles

- 1) Any adult, member of staff or parent helper could be:
  - a) approached by a student needing help/ guidance.
  - b) in a position to notice or be concerned about physical, sexual or emotional abuse or neglect suffered by a student at home or in school.
- 2) In all cases, they must report the matter immediately to the Designated Teachers for Child Protection. In the absence of any of these, the report should be made to the Head Teacher.
- 3) If an allegation is made involving the Designated Teacher, the report should be made to the Head Teacher. If the allegation involves the Head Teacher the report should be made to the Head of the Education Welfare Service at County Hall and the Chair of Governors.

### Guidelines

- 1) If you have concerns regarding a learner fill in a concern sheet. Place in a sealed envelope and put it in the Designated Teacher's pigeon hole, or give it to them personally.
- 2) If you are approached by a learner, never promise total confidentiality; the learner should be informed that some people (such as social services or the police) may need to be informed in order to protect him/her in future.
- 3) Allow the learner to talk freely. Limit any questions to a minimum. Seek only to clarify and strictly avoid leading the learner by making suggestions or asking questions that introduce your own ideas about what may have happened.
- 4) Report the matter immediately to the Designated Teacher. As soon as practicable, make a written record of the meeting with the learner being as clear and precise as possible, and distinguishing between fact and opinion.

- 5) If appropriate the Designated Teacher will refer the matter in person or by telephone, to CSF Social Care Team and act as the liaison for further action. The Designated Teacher will also seek to reassure the learner and explain elements of the procedure that they may need to understand.
- 6) Ongoing care of an individual learner who may be the subject of a child protection investigation will be the responsibility of the appropriate pastoral staff in consultation with the Designated Teacher.
- 7) In the event of a learner being placed on the Child Protection Register, the Designated Teacher will attend CP Conferences and report to pastoral staff as appropriate. Directors of Intervention and Pastoral Support will prepare reports for Conferences and Reviews as part of the ongoing care of the student, and attend Core Group Meetings as practicable

## **D) Conclusions**

The key concern in matters of Child Protection is that the learner(s) is properly protected. This policy ensures that all staff understand their responsibilities in this regard.

## **E) Appendices**

## **F) Linked Policies**

Herts Child Protection Guidelines  
Allegations Against Staff Policy