

# Ballacottier Primary School



## Child Protection and Safeguarding Policy

Approved By:	Full Governing Body
Date:	February 2023
Review Date:	February 2024
Signed:	

To comply with the Isle of Man Children's Plan and to ensure that we properly protect the children attending Ballacottier Primary School, the Safeguarding policies of the Isle of Man Department of Education and Children will be wholly adopted by the school. The purpose of the policy is to ensure that the 5 key outcomes of the Children's Plan are met:

Being Healthy, Staying Safe, Enjoying Life and Achieving Making a Positive Contribution, Prospering.

Our Safeguarding policy is one of the key policies that will support all adults in ensuring children achieve these aims. This, alongside the contents of the Child Protection (Record Keeping) Policy, will be shared every school year in order that all adults working at Ballacottier School understand procedures. The Child Protection and Safeguarding Policy applies to all staff, volunteers, sub contractors and those on work placement/training.

All staff within the school are DBS checked and a log is kept of certificate numbers and expiry dates. Trainee teachers provide copies of DBS certificates before starting placement. The school has a thorough Induction Policy so that all new staff are aware of Child Protection and Safeguarding procedures.

The Policy and procedures within apply to all children and young people regardless of gender, age, ethnicity, disability, sexuality or religion. It is known that children with additional needs and disabilities can face additional safeguarding challenges.

Child abuse may be one of four types, or a combination of:

Physical Abuse;  
Emotional Abuse;  
Sexual Abuse;  
Neglect.

Staff are trained to be aware of initial signs of abuse. Agency specialists are involved as appropriate. Disclosures by children are always taken seriously and reported up the 'chain of command'. Where abuse is identified the school will ensure pupils access appropriate support.

### Key Actions

If you see or hear something that concerns you the following actions should be followed-

- Report it to the designated senior person for child protection- ie Headteacher  
If you can't find him/her, speak to a senior member of staff.
- You should complete a written record. Forms for this are stored in the file in the Staff Room marked 'CP'.
- Don't delay. Report your concerns before you leave the school premises.

- If you cannot find anyone in school to report it to and you feel it is urgent, ring the Department 686053 and ask for Grainne Burns stating "Child Protection", or Ian Postlethwaite on 686905 or in their absence contact the Duty Social Work team: (686179 ext 2).

#### Recording Information

- Record your concern on the peach coloured 'Logging A Concern Form', copies of which are in the CP file in the staff room.
- Include the child's name and age.
- Include dates, times, what you have observed, what the child has said to you and your reply.
- Check that what you have written would be clear to someone else if they read it in a years time. Ensure that you distinguish between fact, opinion and hearsay.
- Hand the written record to the designated person or a senior member of staff.

All records will be kept on file by the headteacher in a locked cabinet in the Headteacher's Office.

If a pupil tells you they are worried about their safety

- Explain that you must tell someone else who can help them. The point at which you do this, is a matter for professional judgement. Too early – they may think you do not want to listen. Leave it until the end and they may feel misled into revealing more than they would have otherwise.
- Listen carefully – reassure them that they were right to tell you. Remain calm and do not over react.
- Don't try to investigate or ask leading questions.
- Report your concerns to the designated person or a senior member of staff before you leave the school premises.
- Record your information and hand it to the designated person or a senior member of staff.

It is important that the headteacher and other adults within Ballacottier school ensure:

- Information about individual children and families is handled sensitively and shared appropriately
- Via formal and informal curriculum opportunities children are given the skills to recognise and manage risk and keep themselves safe.
- They know how to raise a concern about a child

- They know the difference between Safeguarding and Child protection \*
- They attend CP or safeguarding training every three years
- Records are clear, detailing action taken and outcomes.

\* *Safeguarding and promoting the welfare of children is defined as:*

*protecting children from maltreatment*

*preventing impairment of children's health or development*

*ensuring 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*

*Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.*

This Policy is part of the wider policy and practice framework of the school including:

- Recruitment and DBS procedures
- Health and Safety Policy
- Safer Working Practices
- Acceptable Use Policy
- Behaviour Policy
- Educational Visits and the use of EVOLVE
- Managing Allegations Against Staff Guidance
- Complaints Procedure
- Induction Policy
- Anti-Bullying Policy
- GDPR
- E-Safety Policy
- Pastoral Care Policy

The policy is reviewed annually and in conjunction with other key school policies.

February 2023