



# Child Protection Policy

William Reynolds Primary School and Nursery

Designated Person - Irene Baxter  
Nominated deputy - Justin Crilly

Be healthy, Stay safe  
November 2012

## Context

**"Section 11 of the Children Act 2006 and section 175 of the Education Act 2002 place duties on organisations to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children" taken from HM Government "Working Together to Safeguard Children" Chapter 2 2006 (revised 2010).**

## Aims

**The aim of this policy is to make all within the school feel safe and have clear roles and responsibilities for this to happen.**

**The school's duty is in line with Government Legislation and Local Telford & Wrekin Safeguarding Children Board Procedures (SCB)-Child Protection Procedures, 2010 which are reviewed and updated on an ongoing basis.**

The protection of children is the responsibility of everyone. Primary responsibility for the care and protection of children rests with parents, but a range of services are available to help them in this task. Many referrals to agencies are made by parents seeking help for themselves. Relatives, friends and neighbours may also directly, or indirectly to encourage families to seek help or alert statutory authorities to children about whom they are concerned. All agencies with staff who are in direct contact with children and families must be involved in the process.

The safety and protection of all children is of paramount importance to all those involved in Education. For avoidance of doubt the role of governing bodies of maintained schools and non maintained special schools is set out in paragraph 2.18 page 14, "Safeguarding Children and Safer Recruitment in Education", effective from January 1 2007. This guidance coupled with "Working Together to Safeguard Children" 2006, 2010 Chapter 2, 2.155 page 77 is the blueprint for all inter agency working and should be available and accessible to all those responsible for children's welfare. This policy reflects this guidance with the previous DCSF Status "Statutory/strongly recommended" these can be viewed at;

[www.teachernet.gov.uk/childprotection](http://www.teachernet.gov.uk/childprotection)

An agreed definition of safeguarding is: 'All agencies take all reasonable measures to ensure that the risks of harm to children's welfare are minimised. Where there are concerns, all agencies take action to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies' .

*Joint Chief Inspectors' report 2002.*

All children have the right to be safeguarded from harm or exploitation whatever their

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

### **Purpose**

The purpose of this policy is to:

- afford protection for children in our school community
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safe place to learn

Children can develop a special and close relationship with the school community and view them as significant and trustworthy adults. For the purpose of these policies and for avoidance of doubt, the school community shall include all those that work at the school. These being teachers, school staff, governors, children, parents and volunteers engaged in school activities.

All of the school community believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

Therefore it is not surprising that a child, if they have been abused, may confide or disclose to a member of staff. It is important to note that the four defined categories of abuse are; Physical, Sexual, Emotional and Neglect. These categories can currently be viewed on page 39 in "Working Together to Safeguard Children" 2010

School staff are also in a unique position to notice any change in demeanour or circumstances, or notice injuries, marks or bruises when children are doing PE, games or swimming which might indicate a child has been abused.

### **Statement on child protection**

At William Reynolds Primary School we agree that the safety, welfare and protection of all children is paramount and any delay in reporting concerns unacceptable. All staff will adhere to this principle and the child protection procedures established by the Telford & Wrekin Safeguarding Children Board (SCB) and the underlying principles of the Telford & Wrekin Children's Trust.

- We will work appropriately with each child, their family and other agencies to protect in all cases the welfare of the child.

- The school's role is to refer to Telford & Wrekin Safeguarding Team the information received and **under no circumstances** become the investigator.
- The school also follows the Safeguarding Children Board's procedures for all staff who work with children, where allegations may be made by a child/adult of abuse in any form. All staff will adhere to the procedures drawn up by the Board in line with national guidelines and supported by the SCB managing allegations against those working with children, where this is managed by the SCB through the Local Authority Designated Officer (LADO). The process for managing allegations can be viewed at [www.telfordsafeguardingboard.org.uk](http://www.telfordsafeguardingboard.org.uk)
- This school believes that those who work within the school community are in positions of trust and as such codes of conduct are based on the underlying principle that the highest standards are expected from all.
- The document "Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings" produced by the Government Office for the West Midlands March 2009, provides guidance on the expected standards of all those that work with children.

*This is contained in the Child protection folder kept in the staffroom for reference and all those in the school community will be made aware of its existence.*

- Adults working in Early Years in school will adhere and ensure that they follow the new "**Statutory Framework for the Early years Foundation Stage**" (Introduced September 2012). This is fundamental in setting the standards for learning, development and care for children from birth to five.

## **Key Responsibilities**

### *Head Teacher and Governors*

The Head Teacher and Governors are committed to working together to create and maintain a safe learning environment for the children and young people attending the school.

The Headteacher and Governors will follow the specific guidance as set out in paragraph 2.155 of 'Working Together to Safeguard Children' 2006 & 2010 and will ensure that:

- clear arrangements are in place to encourage, facilitate and support the reporting of child welfare concerns to the Designated Persons, including instances where pupils are missing from school
- a Designated Person, or nominated deputy is available at all times whilst pupils are under direct supervision of school staff

- provision is made for appropriate training, induction, support and supervision for the Designated Person and other members of the school's community and workforce
- the school works with the Local Authority Designated Officer (LADO) and appropriate partner agencies proactively to safeguard pupils
- records relating to safeguarding are kept safely and shared appropriately
- appropriate safeguarding policies are adopted, monitored and evaluated which will include areas such as:
  - ❖ child protection
  - ❖ bullying, harassment and discrimination
  - ❖ use of force and restraint and behaviour management
  - ❖ health and safety including use of equipment and provision of first aid
  - ❖ use of the internet and social networking sites
  - ❖ school trips, placements, outdoor activities
  - ❖ drugs and substance misuse
  - ❖ meeting the needs of pupils with special medical conditions
  - ❖ extended services provision-(the extended services team provide separate guidance and support for schools)
  - ❖ intimate care
  - ❖ school security
  - ❖ issues which may be specific to our local area or population, for example gang activity or knife crime
  - ❖ Whistle Blowing "Speak Up" Policy
- the school premises are safe and not open to unwanted visitors
- appointments to staff positions and other roles within the school community are made following the safer recruitment guidance issued by the DCSF and all appropriate vetting checks have been completed (see safer recruitment section)
- safer recruitment training, as designated by the NCSL, has been completed by appropriate members of selection panels.
- the school's single central record of recruitment and vetting checks covering all staff and others identified by the school as having regular contact with children is kept up-to-date in line with OFSTED requirements
- the identity of new visitors to the school is checked, a record made in the visitors book and that visitors wear a visitor's badge which names the main Designated Person.

### ***The Designated Persons***

The Designated Person for child protection is Mrs Irene Baxter

Mr Justin Crilly is the Nominated Deputy

Mr Alan Hughes is the link Governor with responsibility for Child Protection

*Responsibilities of the designated persons include*

- Attending child protection training and liaising with appropriate people in accordance with the SCB procedures and Telford & Wrekin Children's Services Human Resources procedures. It is the professional responsibility of the Designated Persons to update their own training needs with Level 2 updates which are held throughout the year and regularly offered by the SCB and other mainstream providers. If in doubt, "Safeguarding Children and Safer Recruitment in Education" page 71 should be referred to for clarification.
- Ensuring that whole school child protection training is made available to all staff, the content of which will meet the requirements identified in 'Training Resource for Working Together to Safeguard Children'
- Making known to the whole school community the location of the SCB website address [www.telfordsafeguardingboard.org.uk](http://www.telfordsafeguardingboard.org.uk) where the policies & procedures are on view; these are regularly reviewed and updated by the SCB.
- Direct referral links with the **Social Care Safeguarding Team Helpdesk via the Family Connect Team 01952 385385**. For avoidance of doubt the Designated Person(s) should be the point of contact with regard to referring a child if there are concerns about possible abuse. A formal written referral should not delay a verbal discussion so that immediate action can be taken if necessary. However, any referral should be confirmed in writing within 48 hours.
- Making it clear to all staff that if the Designated Person or someone from the Senior Management Team is not available, then this should not delay in sharing any concerns about a child to the Social Care Safeguarding Team via The Family Connect Team on 01952 385385
- Keeping all written records of concerns about a child even if there is no need to make an immediate referral for action; this will include any e technology use issues that may cause indirect abuse to a child. E safety will be treated as any other form of abuse and recognition that bullying can transgress across all four defined categories of abuse.
- Keeping all such records confidential and secure and are separate from pupil records, ensuring that an indication of further record keeping in terms of child protection is marked on the pupils records.
- Ensuring that they or a senior colleague are available to attend any Strategy/Resolution/Conference/Professionals/CAF/TAC or Planning Meetings as deemed necessary in the remit of child protection. Also that attendance by any

school staff includes key information to be tabled at the meeting, especially attendance figures which are considered a key element of all conference reports.

- Informing the Children's Services Social Care Team of any pupil currently on a Child Protection Plan and deemed "at risk", who is absent without explanation for two days.

### ***The Staff***

*Provision to view the SCB website is accessible to all staff.*

All those in the school community, including supply teachers, visiting professionals working with children in the school (e.g. counsellor), those who support sex education (e.g. school nurse) and those supporting school/'s visits, are informed of the name of the Designated Persons and the school's procedures for protecting children, for example, how to report their concerns, suspicions and how to receive, record and report disclosures:

- ❖ during their first induction to the school
- ❖ through a copy of this policy
- ❖ through the staff handbook

All staff need to be alert to signs of abuse. They should report any concerns or suspicions if not immediately, as soon as possible, that day to the Designated Person. If in doubt they should talk with the Designated Persons, **delay is unacceptable**.

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All of the school community should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Unacceptable standards, conduct or behaviour should be challenged appropriately at the outset, and will not be tolerated

We will adopt the "Speak Up" Telford & Wrekin Policy (attached) on raising concerns.

*This is contained in the Child protection folder kept in the staffroom and is displayed on the notice board in the staff room, for reference and all those in the school community will be made aware of its existence.*

### **Response in School**

#### ***Reporting to the Designated Person***

- Any concern must be discussed with Mrs Irene Baxter or Justin Crilly, as soon as possible.

#### ***Immediate response to the Child***

- It is vital that our actions do not endanger the child further or prejudice an investigation, for example:
  - ❖ listen to the child, if you are shocked by what is being said, try not to show it
  - ❖ it is OK to observe bruises but not to ask a child to remove their clothing to observe them
  - ❖ if a disclosure is made, the pace should be dictated by the child, without the child being pressed for detail or by asking leading questions such as "what did he/she do next?" or "where did he/she touch you?" **It is our role to listen not to investigate.** Use open questions such as "is there anything else you want to tell me?" or "yes?" or "and?"
  - ❖ accept what the child says. Be careful not to burden them with guilt by asking "why didn't you tell me before?"
  - ❖ do acknowledge how hard it was for them to tell you and reassure them that they have done absolutely the right thing by telling you
  - ❖ don't criticise the alleged perpetrator, the child may have warm feelings for them, but merely wish any abuse to stop
  - ❖ **don't promise confidentiality**, reassure the child that they have done the right thing, explain whom you will have to tell (the Designated Person) and why; and, depending on their age, what the next stage will be. It is important that you don't make promises that you cannot keep such as "I'll stay with you all the time" or "It will be all right now".

### Recording information

Make some brief handwritten notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern, recording facts and not assumption, supposition and interpretation. Please add your name.

Record where you spoke with the child and personal safety details such as "I discussed the incident with the child in the Head's office with the door open" or justify if it were closed. If alone, reason that rationale stating "the child stated they would only confide in me if I was alone".

If it is an observation of bruising or an injury try to record detail, e.g. "right arm above elbow", "bruise noticed on fleshy part leg"

Note the non-verbal behaviour and the key words in the language used by the child (try not to translate into 'proper terms' ensuring that you use the child's own words). Body language should be noted and support any disclosure.

It is important to retain on file signed original handwritten notes and pass them on to the Designated Person(s) who may ask you to complete a Social Care Safeguarding Team referral form.

## **Support for Children & Staff**

### ***Children***

- The child would be made aware of the school's pastoral work and offered access to that or any other appropriate service if needed.
- Recognition that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child may feel self blame and we will ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Recognition that the school may provide the only stability in the lives of children who have or who are at risk from harm. The school community will therefore establish an ethos where children feel secure and are encouraged to talk and are always listened to.
- Acceptance that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. We will ensure PSHE curriculum opportunities which equip children with the skills they need to stay safe from harm.
- Our policy on bullying and racist incidents is set out in separate documents and acknowledges that to allow or condone bullying or racism may lead to consideration under child protection procedures. These will be documented like all other incidents. Any bullying whether racist, emotional, physical, sexist, homophobic, cyber or in any other forms will not be tolerated under any circumstances.
- Children in Care (CIC) have access to a Designated Person in our school, where they can seek support, and where in certain circumstances the needs are specific or different. This may be the same Designated Person for all school child protection issues. (See the Children in Care Policy).

### ***Staff-Disclosures and Allegations***

Staff (to whom the disclosure was made, who will be supporting the child and who might be attending, strategy and case conferences) would be able to liaise with the Designated Person, with the minimum number of people involved who have "a need to know basis" of detail.

- Of the staff not directly involved they will be informed on a "need to know basis".

- Staff may also need support either as a person who has received a disclosure or if an allegation has been made against them and subsequently needs investigation. In both cases support should be offered and Human Resources consulted appropriately. Staff should be advised to seek support from their Professional Association or Trade Union.
- Staff should not accept personal invitations visits to the homes of children unless permission or instruction has been sought from the Head teacher and it is viewed as a professional appointment, for example supporting Education Welfare issues etc. This should be viewed on a case by case basis. "To support this guidance from the Department of Education (September 2010) states "Meetings with pupils away from the school premises should only be arranged with the specified approval of the Headteacher and the prior permission of the pupil in question"
- We accept this guidance from the Department of Education (September 2010) stating that in the case of private meetings "Staff and volunteers should be aware that private meetings with individual pupils could give cause for concern. There will be occasions when a confidential interview or a one-to-one meeting is necessary. Such interviews should be conducted in a room with visual access or an area which is likely to be frequented by other people. Another pupil or adult should be present or nearby. Where conditions cannot apply, staff should ensure that another adult knows that the interview is taking place.
- The process of managing allegations against those who work with children can be viewed on the SCB website [www.telfordsafeguardingboard.org.uk](http://www.telfordsafeguardingboard.org.uk) Section 4.1 Managing Allegations Against Adults who work with Children and Young People.
- The school has internal procedures and processes in place for dealing with allegations and will follow SCB Policies & Procedures and involve the Designated Person in school. The procedures make it clear that all allegations are to be reported straight away, to the Head teacher. The procedures also allow for the Chair of Governors to be informed and the Head teacher, the Deputy head and Designated Person will liaise with the Chair of Governors and follow the appropriate process. The SCB procedures allow for the Local Authority Designated Officer (LADO) to be party and responsible for monitoring cases to conclusion.

### **Confidentiality**

- If abuse is suspected, information should be given directly to the Designated Persons.
- The personal information about all families is regarded by those who work in this school as confidential. All staff need to be aware of the confidential nature of

personal information and will aim to maintain this confidentiality in all areas of the school.

- Staff should understand they need to know only enough to prepare them to act with sensitivity to a child and to refer concerns appropriately. It is inappropriate to provide all staff with detailed information about the child, the incident, the family and the consequent actions.
- Staff have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies.
- If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he/she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the welfare of that child.
- Within that context, the child should however be reassured that this will be shared on a "need to know" basis. If conversations need to take place and confidentiality is paramount to welfare, then these conversations will be held in appropriate settings and away from any general areas, where that confidentiality may be compromised. Further details on information sharing currently viewed at [www.education.gov.uk](http://www.education.gov.uk)

### **Parents/carers**

Parents/caers play an important role in protecting their children from abuse. The school is required to consider the safety of the child and should a concern arise, professional advice will be sought prior to contacting parents. If deemed appropriate parents will be contacted, and the school will continue to work with the parents to support the needs of their child.

The school aims to help parents understand that the school, like all others, has a responsibility for the welfare of all children and has a duty to refer cases to Social Care in the interests of the child. A statement about child protection procedures is in the school prospectus.

Parents who may have concerns regarding a staff member can in the first instance raise those with the Headteacher, Designated Person or Governing Body of the school for further exploration. This may involve sharing those concerns with the relevant agencies. Where the parent may have concerns regarding the Headteacher, the Governor for Child Protection or Deputy Head should be consulted in the first instance.

Parents can liaise with Ofsted on such conduct issues or regulatory concerns, advice can be found on its website [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or contact can be made direct to Ofsted on; Helpline (08456 40445) or a Whistle-blowing line (08456 404046)

We will keep parents informed in all areas of safeguarding and child protection through the regular methods of interaction such as parents' consultations, newsletters and through the school web site.

## **Record Keeping**

The present policy for record keeping is to chronologically record concerns on a confidential file, including details of dates, times, staff involved and action taken. These should be handwritten but can be typed up to sit alongside handwritten notes. **Never discard handwritten notes.**

Copies of email streams are also useful additions which can clearly document sequential action. Again, these should be used alongside handwritten notes and by no means be regarded as a substitute action. It is preferable not to name children in an e mail, but if they are then this should be password protected. If you are alerting a colleague to a concern then it is preferable to state you have made a reference under "D" in the concerns book for example. The "D" pertaining to the child's surname.

As a school we prefer to note down these concerns in a specific ring binder alphabetically indexed. The records are kept up to date by the Designated Person and checked to be chronological, tidy, legible and factual in content. This should be undertaken on a regular basis, as professionals may sometimes immediately require records. Where reports are needed for Child Protection Conferences these should include attendance figures where the child is of compulsory school age. The Designated Person is the only people who can add or remove information.

Irene Baxter and Justin Crilly have access to these records.

All child protection records are clearly marked as such and are kept securely locked in the Head teacher's office. Withdrawal from the school by staff will be noted and signed for, as will files released to Professionals, such as the Group Solicitor, Safeguarding/Child Protection, NSPCC or Police Teams

Upon releasing records the school will request ID Badges for release.

Anonymised statistics in relation to Child Protection are an important part of performance information. From 1 October 2011 each Designated Person will have access to a Designated Person's Workbook. This information will be collated in the Workbook and will inform the Head and the Governing Body of how our school is coping with child protection issues. These will be entered and updated on a regular basis.

### ***When a student transfers to another school***

- If a child is subject to a Child Protection Plan deemed at risk, the Designated Persons will contact the child's key worker within Social Care.
- When a child changes school within the authority, all child protection records will be passed on to the Designated Person of the next educational setting by the

Designated Person, or to Social Care within the authority if the student is transferring to another authority. If the child is transferring/leaving to another school within term time, a signed record is kept in acknowledgement that the transfer of files has taken place.

### **Retention of Children's Files**

All schools must keep educational records on their children. These should include:

- copies of the reports which have been sent to parents/carers on the child's achievements, as well as other records about those achievements
- exchanges of correspondence between parents and the school
- any information the school has on the child's education from the local authority
- any statement of special educational needs
- any personal educational plan

There may be other records kept like details of attendance, exclusions, behaviour and family background. This is not compulsory but would be viewed as "best practice". The educational record does not include the notes that a teacher makes for his or her own use only.

The Child Protection file is a separate file to the educational records. It must be noted that if files are asked to be secured, both files are key elements in any processes for which they are needed. It is important that on releasing files they are signed for on release and on return.

Pupil record files must be kept until the individual reaches the age of 25 years. At this point the file should be shredded.

Further information is available via: [www.education.gov.uk](http://www.education.gov.uk) and [www.direct.gov.uk](http://www.direct.gov.uk)

### ***Children Missing From Education, Poor/Irregular Attendance, Issues Of Forced Marriage, Female Genital Mutilation and Children Abused Through Exploitation (CATE)***

"School staff need to be particularly sensitive to signs which may indicate possible safeguarding concerns. This could include for example, poor or irregular attendance or children missing from education" (Ofsted September 2009). The recognised figure for persistence absence being less than 85%, although concerns may still be raised if above this. The Head teacher, Administrative staff and the Education Welfare

Officer monitor attendance on a 3 weekly basis A clear action plan for attendance is agreed and shared with Governors on an annual basis.

In respect of this, the school will require behaviour and attendance leads to refer to and use the established protocol document of notification to the Local Authority, filling out the appropriate paperwork, "Protocol For Identifying and Maintaining Contact with Children Not receiving Education" Telford & Wrekin Council (September 2007 updated October 2009 attached)

Where issues may be raised of Forced Marriage or Female Genital Mutilation whether by people within the community, secondary school aged children or information overheard by younger siblings in primary settings, we will follow Government guidance "Handling cases of Forced Marriage" (multi agency practice guidelines) June 2009 (attached) "Female Genital Mutilation" (multi agency practice guidelines) HM Government February 2011 (attached) and consult appropriately and sensitively in line with that guidance.

If there is a concern that children is being abused through exploitation (CATE), we will consult in the normal way with the Safeguarding Team Helpdesk via The Family Connect Team on 01952 385385 and seek advice as to whether the incident follows a CATE referral pathway. The concerns will be followed through sensitively and appropriately with fellow professionals

Where children leave the classroom or leave school grounds without permission, we will establish where he or she has gone. Teachers will not run after them but will send a message to the office for adult support. It is advisable to keep a watchful eye on any child who has taken him or herself out of the school building and possibly out of the school grounds, unless this provokes the child to run further. If a child is no longer on school premises, parents will be contacted in the first instance. If they are not at home or contactable the police will be informed that a pupil has left school and is at risk.

### **Health & Safety and Physical Intervention**

Policies on Health & Safety and Physical Intervention are set out in separate documentation. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits. There is separate documentation "Guidelines for Educational Visits and Journeys" relating to this.

### **Uncollected Children**

Parents are asked to keep school informed of their most up to date contact details. We ask that parents keep school informed if they are going to be late in collecting their child at the end of the day.

If a child is not collected by the end of the school day, staff will contact parents so that alternate arrangements can be made. If parents cannot be contacted the Head teacher needs to be informed. School can accommodate the children up to an hour after the end of session. If the child has not been collected social services will need to be informed and advice sought.

## **Training**

The School will set aside a sum of money per annum to be agreed within its budget as contingency for training, updates and for attendance at inter-agency meetings.

## ***Safer Recruitment and E Safety***

- One person involved in interviewing an applicant for a post in school must have completed the safer recruitment training developed by the previous DCSF/NCSL. This is part of our policy on Child Protection.
- All staff working in the school community are subject to enhanced CRB checks and registered with the Independent Safeguarding Authority (ISA) upon its inception of registration requirements. Reference to this process can be viewed at; [www.isa.gov.org.uk](http://www.isa.gov.org.uk)
- All within the school community must adhere to an Information Communication Technology (ICT) Acceptable Use Policy (AUP); the school will make all aware of its existence and importance. Where appropriate, intervention will take place when anyone uses e-technology in an unacceptable fashion. Any monitoring software that is used within the school will be reviewed and checked regularly. On occasions unacceptable websites might be accessed inadvertently; if this occurs then this should be logged and reported to Senior Management and to the ICT Team. It is recognised at this school that all Information Technology, whether personal or work based, is **a whole school issue** and all staff has a duty to be vigilant. The Telford & Wrekin Safeguarding Children Board issued guidance "Raising Awareness in the Safe Use of ICT Systems at home and in the workplace" this is attached to assist all in the school community to keep themselves safe. Some useful guidance around social networking "Using Facebook Safely: A Guide for Professionals Working with Young People" (attached) will form part of staff awareness training.
- All children's parents have access to the Cyber Sentinel home monitoring software package, which will be offered and promoted by our school. This will be in line with our safeguarding agenda to protect children as much as is possible from harm when using e technology, even when they are away from the school community.
- The school has noted that Telford & Wrekin Council along with the four Safeguarding Children Boards across the West Mercia Region, have formed a web based partnership for e safety [www.telford.gov.uk/esafety](http://www.telford.gov.uk/esafety). This is a one stop shop for e safety issues, education, anti bullying, surveys and general advice. The

site is for all age groups, parents and carers. which will form the basis and assist with e safety education in our school

## **Taking photographs in School**

Recent good practice guidance from the Information Commissioners Office, on taking photographs in educational institutions will be followed.

This means that adults should:

- be clear about the purpose of the activity and about what will happen to the images when the activity is concluded
- be able to justify images of children in their possession
- avoid making images in one to one situations or which show a single child with no surrounding context
- ensure the child understands why the images are being taken and has agreed to the activity and that they are appropriately dressed.
- only use equipment provided or authorised by the school
- report any concerns about any inappropriate or intrusive photographs found
- always ensure they have parental permission to take and/or display photographs (a permission form is completed by parents when a child starts the school)

This means that adults should not:

- display or distribute images of children unless they have consent to do so from parents/carers
- use images which may cause distress
- use mobile telephones or any other similar devices to take images of children
- take images 'in secret', or take images in situations that may be construed as being secretive.

A full copy of the guidance can be viewed at [www.ico.gov.uk](http://www.ico.gov.uk)

## **Commitment to Review**

This Policy is flexible to change and will be reviewed on an ongoing basis to reflect where there are any amendments in Government Legislation or any changes in the duty of statutory agencies in Child Protection and the wider Safeguarding agenda. If it is not appropriate to refine the policy during the year, then this will be done as a matter of course on yearly basis by a named person responsible below, who shall be accountable for that action.

Child Protection Policy and Safeguarding in School Policies- Document Status			
Date of Policy review	November 2012	Named	Mrs Irene Baxter and

		Responsibility	Governing body
Date of next review	September 2013	Named Responsibility	Mrs Irene Baxter and Governing body
Date of Policy Adoption by Governing Body			

**Other Documents to support this Policy:**

***Related School Policies***

Children in Care Policy

Behaviour Policy

Health and safety Policy

**Local Authority - all of these documents are kept in the Child Protection Information Folder kept in the staffroom.**

Guidance for Safer Working practice for Adults who work with Children and Young People in Educational settings (March 2009)

Protocol for Identifying and Maintaining Contact with Children not Receiving Education (Sept 2009)

Using Facebook Safely: A Guide for Professionals Working With Young People (June 2010)

Facebook - Five things to avoid

Speak - Up Policy

Female genital Mutilation

Forced marriage