



DURDAN'S PARK PRIMARY SCHOOL
KING GEORGES DRIVE
SOUTHALL
MIDDLESEX UB1 2PQ
020 8575 1477 or 020 8578 6918 or Fax 020 8575 6826
E-Mail – admin@durdans-park.ealing.sch.uk
Mr C Duhig - Head Teacher

Child Protection Policy

School Position Statement

- The school is guided by two important principles first, following the Children Act, the principle that the welfare of the child should be paramount and second, the principle that confidentiality should be respected as far as possible (without compromising the first principle)
- The school is committed to an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to;
- Fundamental to our school's values and practice is the principle of all staff working with parents, children and outside agencies in partnership to ensure the welfare of all children.
- The school believes in the importance of providing a preventative child protection curriculum for every pupil and takes a pro-active stance on this matter by providing curriculum time for Personal and Social Education.
- This school has a duty to enable pupils who are in need of support to come forward and will take appropriate action to safeguard their well-being.
- The school is committed to providing support for staff to ensure that their skills and expertise are up to date through a variety of means,

e.g.; staff development opportunities,
meetings to support the emotional stress of staff
involved in a disclosure.

Aims and objectives of School Child Protection Policy

1. - Procedural Matters

AIMS

To be vigilant in cases of suspected child abuse, recognising the signs and symptoms. Have clear procedures where by teachers report such cases to the school's senior staff. Awareness of local procedures so that information is effectively passed on to relevant professionals in the police and social services.

Objectives

1. To raise the awareness of both teaching and support staff of the need for child protection and of their responsibilities in identifying and reporting possible cases of abuse.
2. To provide a systematic means of monitoring children thought to be at risk.
3. To emphasise the need for good levels of communication between all members of staff.
4. To develop a structured internal procedure to be followed by all members of the school community in cases of suspected abuse.
5. To promote understanding and build relationships with other agencies in order to work together more effectively.
6. To support the child's development in ways which foster security confidence and independence.
7. To develop a network of support for young people and adult members of the school community.

Allegations of Child Abuse against Headteachers, teachers and school staff

Reporting Concerns

- Teachers or school staff hearing an allegation of abuse against another teacher must report the matter immediately to the Headteacher. There are separate procedures for responding to allegations against Headteachers.
- The detailed procedures produced by the LEA should be referred to in cases of alleged abuse.
- These are kept in the Red Child Protection file.

Child Abuse – Reporting Procedures

If a teaching or non-teaching member of staff suspects or has evidence of or a disclosure of abuse, then within the same day, whilst the child is still at school the following steps should be taken:

1. The staff member with the concerns tells; Chris Duhig (Head teacher) The school's designated teacher for child protection, or in his absence; John Granner (Deputy head).
2. The designated teacher must then refer the concerns to Social Services.
3. All staff should:
 - Record their concerns and evidence for them
 - Include dates, times, what was seen and/or said on the information sheet, to be kept on pupils file.
 - Explanations of injuries given by parents and child should be accurately detailed and marked on body outline sheet.
 - Any opinion about the explanation should be noted as well but not obscure actual words used by the parent and child.
4. The designated teacher will need this information in order to fill in referral form CA1 to confirm referral in writing to Social Services.
5. In urgent cases of suspected child abuse the Ealing Police Child Protection Unit may be notified.
6. A running record or Action Record Sheet for writing further concerns or information may be used as a follow-up to the Information Sheet, to be kept in children's file.
7. All recordings, letters, case conference notes, third party information must be kept confidential and secure.

Social Services

Special Services are legally required to provide 24 hour cover.

All investigations must be left to Social Services. Meetings and conferences are as follows –

- Social Services have an initial meeting to discuss child / children referred to them.
- A strategy meeting is held on an agreed date. School is informed.
- This is followed by a child protection conference.
- Core group meetings are then held.
- Review meetings.

Safeguarding referral pack

Designated child protection teacher – Head teacher (Chris Duhig)

Deputy designated child protection teacher – Deputy head teacher (John Granner)

Ealing integrated working and multi-agency thresholds of need guide (See EGFL website or school safeguarding folder)

Ealing's inter agency referral form – See Appendix 1

Child protection advice and consultation service – See Appendix 2

Contact Details

Ealing social services – 0208 825 5000

Child Protection Advice and Consultation Service – 0208 825 6134

Agreed by Governing Body: 18/11/09

Reviewed: November 2010

To Be Reviewed: Annually

APPENDIX 1:

**EALING CHILDREN'S SERVICES
INTER AGENCY REFERRAL FORM**

This form is to be used by all agencies referring a child/children to Social Services for assessment as a child in need, including in need of protection.

All urgent referrals should be initiated by phone and followed up in writing within 24 hours, by completion of as much of this form as possible. Non urgent referrals should be sent within 48 hours of telephone referral.

Telephone Referrals need to be made to Ealing's Contact Centre on **020 8825 8000**

Written Referrals should be sent or faxed to the Duty Team Manager at the relevant Area Team;

Acton Children's Services Acton Town Hall Winchester Street Acton W3 6NE Fax 8993 2606	Greenford Children's Services 301 Ruislip Road Greenford UB6 9SE Fax 8578 2654	Hospital Social Work Team Thor House 349 Uxbridge Road Southall Middx UB1 3ER Fax 8843 1631
---	--	---

A.DETAILS OF REFERRER

Name of worker completing this referral (please print)			
Agency			
Address			
Telephone No:			
Has a telephone referral been made to the Contact Centre?	YES/NO		
If YES date and time of phone referral		Name of person who took referral	
Reference number		Date this form sent/faxed	

Name of Family.....

Please print name of family at end of each sheet to avoid loss of papers when form is faxed

B. CHILD/YOUNG PERSON

If more than one child in the family is being referred please complete details in 'Other household Members' below

Family Name				Forename/s		
D.O.B		M <input type="checkbox"/> F <input type="checkbox"/>	Ethnicity		Religion	
Child's first language				Is an interpreter or signer required?	Y / N	
Address:						
Postcode:		Tel:				
Current address if different from above						
Postcode:		Tel:				

C. CHILD/YOUNG PERSON'S PRINCIPAL CARERS

FULL NAME	DOB <u>if known</u>	Relationship to child	Ethnicity Code	Parental Responsibility	
				<u>Y / N</u>	
				<u>Y / N</u>	
				<u>Y / N</u>	
First language of carers:			Is an interpreter or signer required: Y/N		

Name of Family.....

D. OTHER HOUSEHOLD MEMBERS

<u>FULL NAME</u>	<i>DOB</i> If known	Relationship to child/young person	<i>Ethnicity code</i>	Tick if also referred

E. OTHER SIGNIFICANT PEOPLE IN THE CHILD/YOUNG PERSON'S LIFE, INCLUDING OTHER FAMILY MEMBERS

FULL NAME	Relationship to child/young person	Address	Tel No

Referrals will be shared with the family and should not be made without their knowledge/agreement unless this would jeopardise the child/young person's safety.		
	Y / N	If no, state reason
The child/young person knows about the referral.		
The parent/carer knows about the referral.		

Name of Family.....

REASON FOR REFERRAL/REQUEST FOR SERVICES

If an allegation of possible physical abuse, please give specific details of any injury including dates and explanations given

--

F. INFORMATION ON STATUTORY STATUS

	Y / N	Please give details of name of child/young person, dates, category (if known)
Any child in family is/has been on the disability register?		
Any child in family is/has been on the child protection register (CPR)?		
Any child or other family member has been looked after by a local authority?		

Name of Child.....

G. KEY AGENCIES INVOLVED (if known)

Insert name of professional if involved	Tel No	Insert name of professional if involved	Tel No
H. V.		G.P.	

School			Police		
YOT			Dentist		
Community Mental health			Community Paediatrician		
School Nurse			Other		

H. INFORMATION SUPPORTING THIS REFERRAL

The purpose of this section is to assist the inter-agency assessment. Where you have no information about a particular area please write N/K. Record strengths as well as areas of need or risk so that resources can be directed appropriately.

<p>Child/children's/young person's developmental needs and identified risk factors:</p> <p>Consider health, emotional & behavioural development, education, identity, family & social relationships, social presentation and self care.</p>

Name of Family.....

<p>Parents/carers capacities to respond to child/young person</p> <p>Consider basic care, ensuring safety, emotional warmth, stimulation, provision of guidance and boundaries, and stability</p>

Issues affecting parent/carers capacity to respond appropriately to child/young person's needs.

Family and environmental factors which impact on the child.

Consider family history & functioning, the wider family, housing, employment, income, the family's social integration and the availability of community resources to provide support

SIGNATURE	DATE:
------------------	--------------

Name of Child.....

APPENDIX 2

London Borough of Ealing
Acton Area Office
Acton Town Hall
Winchester Street
London W3 6NE

Tel: 020 8825-6134

Fax: 020 8892-0473

your ref:

my ref:

**Please ask for: Child Protection
Advisor**

date: 05 January 2011

Dear Colleague

Child Protection Advice and Consultation Service

As we are sure you are aware the London Child Protection Procedures have been adopted and implemented by Ealing Social Services. We have initiated the above service to support the existing multi-agency approach to child protection. This service is not intended to replace your existing child protection referral process which remain in place.

Our aim is to enhance child protection understanding and awareness. A Child Protection Advisor will be available on **Monday, Wednesday and Friday** between the hours of **9:30am – 4:30pm including the lunch period**. This service is provided to discuss any matters of concern that you may have in relation to the welfare of any child/ren that come to your attention. If you are unsure whether a referral to Social Services is appropriate we are happy to discuss this with you. We can be contacted on 020 825 6134.

When contacting us you need to provide the name, date of birth, if possible, of the child/ren and any other relevant information you have, along with your contact details (preferably email address).

This service will be available from Monday 8th March 2004

Yours sincerely

Pat Sayers

Paul Samuels

Deme Demetriou

Child Protection Advisors / Ealing Social Services