



# THE BOURNE ACADEMY **CHILD PROTECTION POLICY**

## **VISION**

Our central belief is that everyone is a learner and everyone is a teacher.

## **PURPOSE**

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE:  
**A**mbitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

## **RATIONALE**

At The Bourne Academy we are committed to safeguarding and promoting the welfare of children. The Academy recognises that because of the day to day contact with children staff are well placed to support and promote the well-being of those children as outlined in Every Child Matters. The Academy is aware of the responsibilities which all staff have with regard to the protection of children from abuse and from inappropriate and inadequate care.

This Policy should be read in conjunction with the Academy's Safeguarding Policy.

## **DESIGNATED CHILD PROTECTION OFFICER (CPO)**

The Designated Child Protection Manager is Carol Harrison, Vice Principal.

Designated Child Protection Officers are Ashley St John and Kelly Franklin and Jackie Beer.

The Designated Governor is Eleonore Byde.

## **OBJECTIVES**

- Ensure the Academy follows safeguarding best practice recruitment procedures in checking the suitability of staff and volunteers to work with children
- Raise awareness of child protection issues through staff induction procedures and regular staff training and equip children with the skills they need to stay safe
- Include opportunities in the curriculum for students to develop the skills they need to recognise and stay safe from harm
- Develop and implement procedures for identifying and reporting cases, or suspected cases, of harm/abuse
- Support students who have been abused or are at risk of significant harm in accordance with their agreed child protection plan
- Establish a safe environment in which students can learn and develop
- Establish and maintain an environment where students feel secure, are encouraged to talk, and are listened to
- Ensure students know that there are adults in the Academy who they can approach if they are worried

- Ensure when students attend off-site activities there are effective child protection arrangements in place
- Make prompt and detailed reports to the Disclosure and Barring Service where the school ceases to employ or use the services of an individual because they were considered unsuitable to work with children. The Academy may also consider making a referral to the National College of Teachers and Leadership where a teacher has been dismissed (or would have been dismissed had he/she not resigned) but the dismissal does not reach the threshold for a DBS disclosure and a prohibition order may be appropriate.

## PROCEDURES

We will follow the procedures set out by Bournemouth and Poole Safeguarding Children Board and take account of guidance issued by the Department for Education to:

- Ensure the Academy has a designated senior person – the Designated Child Protection Officer for safeguarding and child protection
- Ensure every member of staff (including temporary and supply staff and volunteers) and the Governing Body know the name of the Designated Child Protection Officer and their role
- Ensure the Designated Child Protection Officer has received appropriate training (including in interagency working provided by, or to, the standards agreed by the Local Safeguarding Children Board), and that the training is refreshed every two years
- Ensure support for the role of Designated Child Protection Officer
- Ensure we have a nominated Governor responsible for child protection
- Ensure all staff have undertaken basic child protection awareness training
- Ensure staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Child Protection Officer
- Ensure all staff have an understanding of child abuse and its main indicators, and that the CPO advises staff on the Academy's and their own child protection responsibilities and supports staff in their child protection role
- The Principal and all staff will receive training in child protection at least every three years, to ensure that their behaviour and actions do not place students or themselves at risk of harm or of allegations of harm to a student. All staff and volunteers will be provided with induction training which includes child protection. Temporary staff and voluntary staff who work with children will be made aware of the Academy's safeguarding arrangements
- Ensure that parents/carers have an understanding of the responsibility placed on the school and staff for safeguarding by setting out its obligations in the school prospectus
- Ensure that effective communication and liaison takes place between the Academy and Bournemouth Children's Services, and any other relevant agencies, where there is a child protection concern in relation to an Academy student
- Ensure that the HOH with responsibility for an Academy student subject to a child protection concern will ensure a representative from The Bourne Academy is present at all essential professional meetings
- Ensure that the HOH responsibility to ensure all the necessary reports/paperwork is completed and received within expected time constraints for such meetings
- Notify Bournemouth Children's Services if there is an unexplained absence of more than two days of a student who is on the child protection register or is the subject of a CAF (Common Assessment Framework) referral

- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at case conferences
- Keep written records of concerns about children, even where there is no need to refer the matter immediately
- Ensure all records are kept securely; separate from the main student file, and in locked locations
- Develop and then follow procedures, as guided by the Bournemouth and Poole Local Area Designated Officer, where an allegation is made against a member of staff or volunteer
- Ensure safe recruitment practices are always followed
- Recognise that children who have been harmed or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. When at the Academy a student's behaviour may be challenging and defiant or they may be withdrawn. The Academy may be the only stable, secure and predictable element in the lives of children at risk
- Notify Social Services within 24 hours of any disclosure.

### **Support for the child**

The Academy will endeavour to support each student through:

- The content of the curriculum
- The Academy ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued
- The Academy Student Behaviour Policy, which supports vulnerable students in the Academy. The Academy will ensure that the student knows that some behaviour is unacceptable but they are valued and not responsible for any harm that has been done to them
- Liaison with other agencies that support the student such as: Bournemouth Children's Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service
- Ensuring that, when a student who is subject to a child protection plan leaves the Academy, their child protection information is transferred to the Designated Safeguarding Person/Child Protection Officer at their new school immediately and that the student's social worker is informed.

### **Reporting Concern**

- In the event of a member of staff having a child protection concern about a student, they must immediately report that concern to the CPO. The member of staff will be asked by the CPO to document briefly the events which have given rise to the concern
- The Academy follows the Local Safeguarding Children Board guidelines for safeguarding children, and the CPO will liaise with Bournemouth Children's Services and other agencies, as appropriate. The action taken by the CPO will, therefore, be in line with the Local Authority guidelines.

### **Record keeping**

- The CPO is required to manage the keeping of records in relation to child protection matters. These records must be stored securely. Where a person makes an oral statement, a written record should be produced and it should be signed and dated by the author
- Staff should be given as much information as necessary in order to help the child concerned. In general, this will mean that, where a child is on the Child Protection Register, or where there are concerns about a child, the student's tutor, any other relevant staff and any member of staff chosen by the

student to provide support will be kept informed. It may be appropriate in some cases to inform other staff, giving few details but raising general awareness, that there are issues that may affect a student's behaviour and level of achievement at that time.

- In the event of a student causing concern transferring to another school, the Academy will:
  - Find out the name of the receiving school
  - Contact the relevant member of staff at that school to discuss the transfer
  - Send all information relating to the student to the receiving school
  - Check with the receiving school that the student has actually arrived there on the expected day
  - Inform all of the relevant agencies of the transfer.

### **Listening to students**

- The Academy recognises the importance of listening to students at all times, particularly when they are distressed, worried or concerned. It is appreciated that at times students may feel stressed and confused. The Academy will identify quiet areas and provide the opportunity for students to take respite from the normal day when necessary
- All staff shall be made aware that children who are not known to be the subjects of concern may, however, be experiencing ill treatment, neglect or abuse. This means that staff should be aware of the need for sensitivity when dealing with students at all times
- The Academy recognises that students who are distressed through experiences outside the classroom may be less able to achieve their potential. While it is clear that students need firm boundaries, staff will take into account for all students' possible distress when managing behavior.

### **Confidentiality**

- The Academy's Confidentiality Policy is set out in the Health and Sex Education Policy
- Students should be reassured that their best interests will be maintained. However, staff cannot offer or guarantee absolute confidentiality. Instead, they must explain that they may need to pass on information to other professionals in order to keep the student or other students safe
- Parents/carers will normally be involved and should be kept informed of concerns unless staff are certain that the child would be put at risk by their being so.

### **Monitoring, Evaluation and Review**

- The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

*Policy written by the Principal in consultation with staff on 09.06.10*

*Signed off by Governing Body on 17.06.10*

*Updated by the Designated Child Protection Officer and the Principal on 13.01.14 Reviewed by the Governing Body on 20.01.14*

*Next Review Date: March 2018*