

Child Protection Procedures

Our school procedures are in line with those agreed by the Trafford Safeguarding Children Board, the LA and the Secretary of State

We will therefore ensure that:

- We have a designated member of staff who has received appropriate training and support for this role, in accordance with mandatory requirements.
- We have a minimum of one additional member of staff who will act in the absence of the designated member of staff and has also received appropriate training for this role.
- We will ensure designated staff attend training every two years and all staff are provided with training every three years as a minimum
- Every member of staff, volunteer and governor knows the name of the designated member of staff and their role.
- All staff develop their understanding of signs and indicators of abuse and understand their responsibilities in passing concerns to the designated member of staff.
- All staff know how to respond to a child who discloses abuse.
- All parents / carers are made aware of the responsibilities of staff members with regard to Child Protection procedures, (for example by including this information in the school prospectus).
- We will refer any child believed to have suffered or to be likely to suffer significant harm to Children's Specialist Services without delay, and will follow up any such referral in writing within 48 hours
- We will ensure the immediate safety of any child felt to be at serious risk by taking appropriate action and by involving other relevant agencies as necessary
- We will develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at CP case conferences wherever possible and providing reports as a matter of course. We will contribute to multi – agency assessments of children's needs where appropriate.
- Written records are kept of all concerns, whether or not there is a need to refer the matter immediately, and that these records are kept securely, separate from the main pupil file, and in locked locations
- Children's Specialist Services are notified of any pupil subject to a Child Protection Plan who is absent from school without explanation for more than 2 days
- Any new concern or relevant information about a child subject to a Child Protection Plan will be passed to the child's allocated social worker without delay
- If a child subject to a Child Protection Plan leaves the school, records will be transferred to the new school without delay and the child's social worker informed of the change
- If school staff are unsure how to proceed in a potential Child Protection situation, or require advice, this will be appropriately sought via the Principal Education Welfare Officer, or the area link social worker for the school, a duty social worker or directly from the MARAT Team.