



## Child Protection Policy

### Aim

To provide guidelines to ensure a consistent approach for the management of Child Protection issues.

### Principles

- PDO School takes seriously its responsibility to protect and safeguard the welfare of all children entrusted to its care. It operates in conjunction with the appropriate procedures, responsibilities and practices as highlighted on the 'Model Child Protection Policy' in Shell Schools: Handbook of Educational Management
- PDO School recognises that some children can be victims of neglect and/or physical, emotional or sexual abuse. We also recognise that staff of the school, because of their day-to-day contact with and knowledge of the children in their care, are well placed to identify such abuse and to offer support to children in need

### Practice

Responding to suspicions, allegations or evidence of abuse.

- Any member of staff who receives an allegation or disclosure of abuse (in whatever form) or who suspects that abuse may have occurred must write a confidential report to the Headteacher without delay
- The Headteacher must inform the HR manager immediately of the concern. No action should take place –including discussion with the child or parents - until the HR manager has been informed and an agreement has been reached on what should happen next
- Further action will depend on current policies and practices within this operating unit but might include:
  - A medical examination
  - A meeting between HR manager and the parents
  - A 'case conference' involving the HR manager, the Headteacher (and/or Milepost Leader) and the child's parents

## Record keeping

- Any member of staff who receives an allegation or disclosure of abuse or who suspects that abuse may have occurred must make written (confidential) notes to record what was said or seen. These should be as accurate as possible and put the event in context, giving time and location. The notes should be dated and signed and given to the Headteacher.
- The School Management must make a written record of all further discussions and action
- All hand-written notes and/or emails should also be kept
- All written records should be treated as confidential, kept securely by the Headteacher and accessed by others only if absolutely necessary
- Written records such as these should not normally be sent on to a school to which a child transfers unless the suspicions have been substantiated and legal action taken. If a child transfers to another Shell school, the HR manager will decide if disclosure to the receiving operation unit is appropriate

## Allegations against members of staff

In the event of an allegation against a member of staff, PDO School will follow the procedure as laid out in the document 'CHILD PROTECTION Allegations against members of staff' in Shell Schools: Handbook of Educational Management, Volume 2, Section 2G.

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