

CHILD PROTECTION POLICY

1. Introduction.

The purpose of this policy document is to define the principles and aims of child protection at Melrose and to provide a framework which;

- ◆ promotes consistency in school planning and school practice.
- ◆ facilitates development and change.
- ◆ informs new staff, pupils, parents, governors and the wider community.

This policy document was developed in 2009 through a process of consultation with the teaching staff.

This policy will be reviewed annually. The next review will be in the Spring Term 2010.

This policy should be viewed in conjunction with the following policies: Bullying, Communication, Health and Safety, Behaviour and Discipline and Data Protection.

2. Principles.

At school

- pupils should experience a safe and secure environment.
- pupils should know how to get help if needed.
- any concerns arising in school should initially be dealt with by a member of staff or the school nurse.
- any concerns about a child should be expressed to the Child Protection Officer (CPO).
- any disclosures made by a child should be reported to the Child Protection Officer (CPO).
- The CPO will share information with the Head Teacher who will in turn inform the Principal.
- Child Protection Guidelines should be followed at all times.

3. Aims

We aim to;

- ensure that all our pupils experience a happy, secure environment at school.
- follow Child Protection procedures to ensure that all appropriate agencies are involved in any observed concerns or reported incidents.

4. **Strategies**

a) Concern about a child or a disclosure made by a child should immediately be reported to the CPO who will then follow the Child Protection Guidelines.

- Report disclosures
- Report suspicions
- Do not make promises
- Document every step
- Maintain confidentiality

b) If a member of staff is contacted by HSSD, or another agency, to provide background information on a child;

- no information should be given on the telephone.
- calls should be diverted/referred to the CPO.
- the member of staff concerned should always have the CPO, the Head Teacher or the Principal present at any meeting, however informal.
- no information should be given that the member of staff concerned would not be happy to give to the child's parents or carers face to face.
- Information given should be factual and not speculative.

5. **Resources**

Child Protection Guidelines

HSSD

Education Department

Who Can I Talk To? List

6. **Reporting**

Once a concern, suspicion or disclosure has been made by a member of staff, there will be no report back as all such matters are handled in the utmost confidence.

The Head Teacher will keep any relevant information in a specially designated file, which, after discussion with the Principal, will be passed on to the Senior School if and when appropriate or else destroyed if and when appropriate, in accordance with Data Protection.