

Appendix 4

Working within the Framework of the Law, LA Policy and School Policy

The Common Law responsibility of a teacher is enshrined in the maxim 'in loco parentis'. Basically this law requires a teacher to take the same care of pupils as would a reasonable parent.

Due to many changes in the law in relation to education and safeguarding children it is vital that you obtain a copy of the school's handbook and in particular the policies for the areas outlined below:

- Child Protection
- Every Child Matters Policy
- Equal Opportunities
- Health and Safety at Work
- No Smoking Policy
- Educational Visits
- Sex and Relationship Education
- Drugs education
- Anti-bullying Policy
- Driving Car/Minibus Guidelines
- Corporal Punishment

Exemplar Statement for Safeguarding Children and Child Protection

In response to the Children Act 1989 schools recognise that it has responsibilities in safeguarding and promoting the welfare of the children. The Headteacher is the designated member of staff who is responsible for coordinating action within the school for protection issues. All concerns about a child's welfare should be referred to the Headteacher who will then decide the appropriate course of action.

All staff should have access to training on a regular basis. They must be aware of the forms of abuse which children may encounter - neglect, physical injury, sexual or emotional abuse, and are alert to the signs that an individual may be at risk.

In all instances the following procedure is followed:

- 1 Person initiating concern (the primary referrer) informs the Headteacher and records date, time, facts, observations, disclosures made, in a confidential file.
- 2 Headteacher contacts Social Services for advice.
- 3 If the decision is made to proceed further the Headteacher informs the parent or carer, preferably in person.
- 4 The Headteacher confirms the referral in writing.
- 5 Social Services contact the parent or carer and the primary referrer.
- 6 If Social Services decide that the child may be at risk a Child Protection Conference will be arranged in order that all professionals concerned can decide if the child should have a the Child Protection Plan. If so, a Child Protection Plan will then be formulated by all concerned. Parents and carers also attend these meetings.
- 7 If the decision is not to proceed further the Headteacher keeps the confidential file for future reference.

At no time in the procedure is the child concerned directly questioned by a member of staff. It is the role of school staff to receive and record information and give reassurance not to 'interrogate'.

All Child Protection Conferences will be attended by the Headteacher/Deputy Headteacher or a member of staff with management responsibility. Other members of staff will not generally be required to attend conferences but may be asked to prepare written reports about a child's progress in school, giving information about the child's achievements and any issues of concern.

The school representative may also be asked to participate in Core Group meetings when professionals and parents and carers meet on a more regular basis to monitor the implementation of the Child Protection Plan.

All documentation from Child Protection Conferences and Core Group meetings are stored by the Headteacher in a child's confidential file.

From 1997 parents and carers are informed in the prospectus of the school's obligation to request the intervention of Social Services whenever a child is considered to be at risk.