

## **CHILD PROTECTION POLICY**

**(To be read in conjunction with the Whole School Child Protection Policy)**

### **FOUNDATION STAGE**

*At Durham High School for Girls we will ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and flourish.*

We acknowledge that abuse – neglect, mental, physical, emotional and sexual, happens to children. We recognise that we have a responsibility to protect all children attending Durham High School Foundation Stage from all forms of harm, within and outside our premises.

In the event of a Child Protection issue being raised, we will follow procedures laid down in the Area Child Protection Committee 'Child Protection Procedures'.

We will ensure that all members of staff and volunteers know the procedures for recording and reporting Child Protection issues.

We have two designated members of staff with the responsibility for child protection. These members of staff are Mrs. A. Templeman and Mrs G. Settle. The designated person will:

- have the appropriate training and support
- know how information is shared with all staff
- know how to access appropriate people and expertise

Within the Foundation Stage, if any member of staff is concerned about a child or children she will bring this to the attention of the Head of Junior House (Mrs G Settle) who will ensure that:

- OFSTED will be immediately informed (within 14 days) of any allegations of serious harm or abuse by any person living, working or looking after children and of the action taken in respect of these allegations
- all information shared will be confidential and remain with the relevant people only

#### **Standard 13 Child Protection**

Children Act Regulations – you must keep a statement of the arrangements in place for the protection of each child, including arrangements to safeguard children from abuse or neglect and the procedures to be followed in the event of allegations of abuse or neglect.

- any failure to maintain confidentiality will result in disciplinary proceedings
- procedures laid down in the Area Child Protection Committee 'Child Protection Procedures' are followed.

When a child makes a disclosure to a member of staff, the member of staff will:

- offer reassurance
- listen but not question
- record the child's name, date and time of disclosure
- record the exact words spoken
- be objective in recording
- record their own name
- record the names of any other person present at the time
- have this recording signed and dated
- take this information to the Head of Junior House.

*Reviewed: Autumn 2009*

