**Appendix 9**

**Model Child Protection Policy**

**1 Principles**

1.1 This school takes seriously its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care.

1.2 We recognise that some children can be victims of neglect and/or physical, sexual or emotional abuse. We also recognise that staff of the school, because of their day-today 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.

1.3 Because of the situation of the school it is not possible to have easy access to social services or other welfare agencies nor is it easy to arrange staff training on matters relating to child protection. However this does not diminish our commitment to dealing with any concerns.

**2 Responding to suspicions, allegations or evidence of abuse.**

2.1 Any member of staff who receives an allegation or disclosure of abuse or who suspects that abuse may have occurred must report it as soon as possible to the head teacher or head of stream.

2.2 The head teacher or head of stream must immediately inform the HR manager, or his or her representative, of the concern. No further action – including discussion with the child or parents – should take place until the HR manager has been informed and agreement has been reached on what should happen next.

2.3 Further action will depend on current policies and practices within the operating unit but might include:

* A medical examination.
* A meeting between the HR manager and the parents.
* A ‘case conference’ involving the HR manager, the head teacher and/or head of stream, and the child’s parents.

**3 Record keeping**

3.1 Any member of staff who receives an allegation or disclosure of abuse or who suspects that abuse may have occurred must make written notes to record what was said or seen. The notes should be as accurate as possible and should put the event in context, and give time and location. There should also be an indication of when the notes were made. A copy should be provided to the head teacher or head of stream. Such note taking can follow the oral notification which should not be delayed by it.

3.2 The head teacher or head of stream must make a written note of all further discussions and action.

3.3 All hand-written notes must be kept, even if they are subsequently typed up in a more formal report.

3.4 All written records should be kept securely by the head teacher or head of stream. Access should be on a ‘need to know’ basis.

3.5 Written records of suspected abuse should not normally be sent 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 whether disclosure should be made to the receiving operating unit.

**4 The curriculum**

4.1 Staff will use different aspects of the curriculum to raise children’s awareness and build their confidence so that they have a range of strategies to ensure their own protection and that they understand the importance of protecting others.

**5 Communication**

5.1 The existence of this policy will be communicated to parents in the school brochure with a reference to the fact that a copy may be obtained from the school.

**6 Review**

6.1 This policy was originally formulated in 2015. It is reviewed at least annually. The most recent review was held in 2020.