



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL
Putting Our Faith in Education

Safeguarding Pupils



**A Summary of our
Child Protection Policy for
Parents and Carers**

2018





Safeguarding Pupils

Keeping Pupils Healthy, Safe and Protected from Harm

A summary of our Child Protection Policy for Parents and Carers

Cardinal Heenan Catholic High School recognises its responsibilities for the safeguarding and protection of all our pupils.

This leaflet outlines school policies and practices which ensure that our pupils are taught about and encouraged to live healthy life styles and to adopt safe practices. We recognise that adults have a significant impact on pupils. With this in mind we work together to ensure that staff:

- promote the school's safeguarding policy and practices proactively, ensuring that school is therefore a happy, caring and safe environment
- are conscientious, hardworking and good role models for pupils
- welcome and support visitors to school, and include them as valued members of the school community as outlined in our school's *Welcome Leaflet*
- work within the agreed policies of school

Our **Child Protection Policy** is based on the Leeds City Council model. It applies to all staff, governors and volunteers working in the school. There are several main elements to our policy:

- Ensuring we practice **safe recruitment** in checking the suitability of staff and volunteers to work with children.
- **Raising awareness** of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures, as agreed by Leeds City Council's Children's Services, for **identifying and reporting** cases, or **suspected** cases, of abuse.
- **Supporting pupils** who have been abused in accordance with agreed Child Protection Plans.
- Establishing a **safe environment** in which children can learn and develop.

We recognise that school staff, because of their day to day contact with children, are well placed to observe the outward signs of abuse.

The school therefore:

- Maintains an environment where all our pupils feel secure, are encouraged to talk to the adults of their choice, and are listened to.
- Ensure our pupils know that there are specific adults in the school whom they can approach if they are worried about incidences or experiences of significant harm. Pupils will be informed that some matters cannot be kept confidential and may be referred to Social Care.
- Ensure that pupils have opportunities to raise issues confidentially via a post box in the main foyer
- Include opportunities in the PSHCE curriculum for children to develop the skills they need to recognise and stay safe from abuse.



We follow the procedures set out by **Children Leeds** if we have a concern about one of our pupils. In

addition, we:

- Ensure that we have a minimum of two designated staff members for child protection, at least one of whom is from the Senior Leadership Team. They have received appropriate training and support for their roles. Currently these are:-
- **Mrs Welbourne, Assistant Headteacher**
- **Mr Whelan, Headteacher**
- **Miss Waite, Year Manager**
- **Mrs. Hoyland Year Manager**
- **Mr. Birtles, Year Manager**
- **Mrs Price, Year Manager**

We also:

- Have a Nominated Governor responsible for Child Protection. This year it is **Mr Keith Partridge**.
- Ensure that every member of staff (including temporary staff, supply staff and volunteers) and every member of the Governing Body knows the name of the designated senior person responsible for child protection and of their role. This is **Mrs Welbourne**.
- Ensure that all staff, including supply staff, students on placement and volunteers understand their responsibilities in being alert to the signs of abuse and that they have a responsibility for referring any concerns to the designated staff responsible for child protection. Permanent staff and staff on fixed-term appointments receive training in safeguarding. This is updated regularly. Supply staff, students on placement and volunteers receive a Welcome Pack, containing all relevant information, on their appointment to the school.
- Ensure that pupils who attend off-site provision continue to feel safe and supported. The school exchanges details of Designated Staff with providers of off-site education.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations on the school website and in the Pupil Planner.
- Fulfil our responsibilities towards children who are the subject of a Child Protection Plan. We notify Social Care if there are unexplained absences for any of these pupils.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance by staff at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure that all records are kept securely and separate from the main pupil file, in locked locations.
- Follow school procedures where an allegation is made against a member of staff or volunteer.
- Ensure that safe recruitment practices are always followed.
- Recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel a sense of helplessness, humiliation and sometimes a sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn.



The school supports the pupil by the following means:-

- The school ethos, which promotes a positive, supportive and secure environment, giving pupils a sense of being valued and the knowledge that they are listened to and taken seriously in matters

which affect them.

- The school curriculum, especially PSHCE
- The school Behaviour Policy which is aimed at supporting vulnerable pupils in the school.
- The school ensures that every pupil knows that some behaviour is unacceptable and that every pupil is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil, such as, for example, Social Care, Child and Adult Mental Health Service, Catholic Care, the Attendance Strategy Team, local cluster services and the Education Psychology service.
- Ensuring that, where a pupil is subject to a Child Protection Plan and he or she leaves Cardinal Heenan, the pupil's information is transferred to the new school or college and that the child's Social Worker is informed.

If there is any aspect of this policy summary which you feel needs to change, or if you have any suggestions for improving safeguarding within school please put your views in writing to Mrs Welbourne, Assistant Headteacher with responsibility for strategic planning in this area of school life. Your ideas will be listened to and discussed in meetings of school leaders and managers.

In addition to the Child Protection Policy, there are policies in place which contribute to the safeguarding of pupils

These include:

- Attendance Policy
- Behaviour Policy
- Safer Recruitment and Selection
- Health and Safety
- Healthy lifestyle and safety is taught in a planned curriculum. It is also enhanced by the input of our Safer Schools' Police Officer.
- The school also has Complaints Policy and Procedures, should parents have any concerns regarding a pupil's progress. The school is committed to working closely with parents and carers for the benefit of pupils.

Posters displayed around school encourage pupils to report any bullying that they have seen or experienced by texting to the school **Tell! Tell! Tell! number: 07860 030 489**. The text is sent as an email to the school's Bully Action Team who investigate promptly. The identity of the sender remains confidential.

07860 030 489

**We look forward to continuing our close partnership with parents and carers.
Thank you for your ongoing support.**