

Appendix 2

Bolton School – Child Protection and Safeguarding Children Policy for Parents and Carers

Introduction

Bolton School will strive to ensure that all pupils, including those in EYFS settings, remain safe and free from harm, and the School is committed to playing a full and active part in the multi-agency approach to child protection concerns. Additionally, the School has a legal duty to safeguard and promote the welfare of children, and to have a child protection policy and procedures in place, which should be shared with parents, to address concerns about the safety and protection of children.

Through their day to day contact with pupils and direct work with families staff who work in education settings have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local child protection procedures to report their concern to Children's Services, Social Care immediately. To avoid any misunderstandings parents of children who sustain accidental injuries which result in cuts/bruises/fractures should inform the school **without delay**.

Principles

Children have a right to be safe.

Parents have a right to be informed.

Children are best protected when parents and school can work together.

Partnership

School will inform parents of any concerns about their children (providing it does not compromise the child's safety) and will help and support them as necessary.

Prevention

School will take positive action to prevent children suffering abuse and neglect through the development of an open culture that informs children of their rights, and encourages them to speak about any concerns. The School will also address the issue of children's safety through the curriculum.

Responding to Concerns

School will refer all allegations or concerns that a child has been, or is likely to be abused or neglected to Children's Social Care within the Children's Services Department.

School will consult with other agencies when it has concerns that a child may have been abused or neglected.

Parents/carers will be kept informed, as appropriate about what has happened.

Child/Child Abuse

Physical and emotional abuse of children by other children will be dealt with through the School's anti-bullying policy. Parents/carers will be kept informed. All concerns about possible sexual abuse or sexting incidents will be referred to Children's Services, Social Care, and in instances to the Police.

Child Protection Strategy Meeting and Conferences

Members of School staff will attend strategy meetings and conferences when required and will provide information about children and families. This information will be shared with parents beforehand if possible. School will keep confidential child protection records separately from a pupil's academic and other school records.

Confidentiality

Information from any source, including parents, about possible child abuse cannot be kept confidential. Information and records about children who are the subject of a Child Protection Plan will be given only to those people who need it, and will be kept strictly confidential by them.

If parents have concerns about their child, they should contact:

Senior Boys' Division: Mr Doug Wardle Deputy Headmaster, or Mr Karsten Heipko, Senior Teacher and Head of Middle School.

Senior Girls' Division: Mrs Tricia Keenan, Head of Upper School, or Mrs Lynne Kyle, Deputy Headmistress.

Junior Boys' Division: Mr Stephen Whittaker, Headmaster. In the event that Mr Whittaker is not available one of the Senior Boys' Division Officers named above should be contacted.

Junior Girls' Division: Mrs Ruth Brierley, Headmistress. In the event that Mrs Brierley is not available one of the Senior Girls' Division Officers named above should be contacted.

Beech House Infant Department including EYFS: Mrs Debbie Northin, Head of Beech House. In the event that Mrs Northin is not available one of the Senior Girls' Division Officers named above should be contacted.

Nursery, (EYFS): Mrs Claire Thompson, Nursery Manager. In the event that Mrs Thompson is not available Mrs Northin or Miss Amanda Twigley should be contacted.

Kidzone including EYFS: Miss Lindsay Williams, Kidzone Manager. In the event that Miss Williams is not available Mrs Northin, Mrs Maryam Begum or Mr Shane McKee should be contacted.

The School Nurses; Mrs Gill Grundy, Mrs Linda Patel or Mrs Susan Croston, who will report the matter to the relevant Designated Officer or the Headmaster/Headmistress.

Signed:
(Head Teacher)

Date: