

# Oakfield School

## 15. Requirement of Staff to Report Concerns or Allegations of Risk of Harm to Pupils



	Date
Agreed by School Governors:	February 2013
To be Reviewed:	September 2016

## POLICY STATEMENT

Oakfield School provides a safe and secure environment for pupils to live and learn in and as such there is an implicit expectation that any staff working within the school environment will report any concerns they have regarding a young person attending the school. This Policy should be read in conjunction with the Child Protection Policy.

## PROCEDURE

Oakfield School is well placed to identify changes or patterns in the behaviour of children/young people because of our regular contact with them.

All staff must use their own judgement to determine if a child/young person is at risk. If, as a member of staff, you are concerned about the safety or well being of a child/young person you must seek advice from the Child Protection Co-ordinator.

Oakfield's Child Protection Co-ordinator is Jayne Oakley.

There is a professional obligation of staff to take any concerns you may have to the attention of the Child Protection Co-ordinator. The current legal framework and guidance on Child Protection requires all staff to pass on any concerns or actual knowledge they may have. Appropriate decisions and action can then be taken.

Where harm is suspected it is essential that Hull Safeguarding Children Board and the school procedures are followed carefully.

Staff must not make a promise to a child/young person that what they have been told will not be passed on to others. Staff **cannot** keep secrets. There are no exceptions. Explain that you have a responsibility to talk to others about what has been said if this is necessary for their own protection and/or for the wellbeing of others.

Any discussion with a child/young person about child protection issues should adhere to the following basic principles:

- Listen to the young person rather than directly questioning them
- Never stop a young person who is freely recalling significant events
- Make notes of the discussion, taking care to record everything carefully

Staff should note carefully what they have observed and when they observed it. Signs of physical injury should be described in detail. Any comments about how an injury occurred should be recorded, preferably quoting words actually used, as soon as possible. It is important to remember that the child/young person should not be questioned further. The school should not carry out an investigation. This will be undertaken by social workers and the police.

Suspensions may also be aroused when there has been a series of concerns expressed about a child's welfare over a period of time. It is important that members of staff share concerns with the Child Protection Coordinator as they arise. Concerns should be carefully recorded in order to build up a comprehensive picture.

Oakfield staff have a legal and moral obligation to look after the best interests of the children and young people who attend the school. Your observations and detailed knowledge of the young people is vital to other agencies who are also concerned about their safety.

The Child Protection Co-ordinator will undertake any liaison necessary with the police, social workers and/or any other professionals involved with the family as required.

This Policy was reviewed June 2015.

Signed: .....

Mr Lee Morfitt (Chair of Governors)