



Al-Hijrah School
مدرسة الهجرة

Al-Hijrah School

Child Protection Policy

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1.0 Aim

1.1 Whilst the prime focus of Al-Hijrah School is to secure the best Islamic and educational provision for the child, the School recognises that the safety, welfare and care of children are paramount. We are, therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We will ensure that arrangements are in place for:

- 1.1.1 all reasonable measures to be taken to minimise the risks of harm to children's welfare;
- 1.1.2 all appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies;
- 1.1.3 all persons working at this school to be made aware of this policy.

1.2 We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff of the school will often, by virtue of their day to day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.

1.3 In order to protect our children, we aim to:

- 1.3.1 Create an atmosphere where all our children can feel secure, valued and listened to
- 1.3.2 Recognise signs and symptoms of abuse
- 1.3.3 Respond quickly and effectively to cases of suspected abuse
- 1.3.4 Monitor and support children at risk
- 1.3.5 Use the curriculum to raise children's awareness, build confidence and skills
- 1.3.6 Work closely with parent/carers and support external agencies
- 1.3.7 Ensure that all adults within our school who have access to children have been checked as to their suitability

1.4 Al-Hijrah School will support all children by:

- 1.4.1 Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying
- 1.4.2 Promoting a caring, safe and positive environment within the school.
- 1.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- 1.4.4 Notifying Social Care Services via the approved mechanisms as soon as there is a significant concern.
- 1.4.5 Providing continuing support to a child about whom there have been concerns, who leaves the school, by ensuring that appropriate information is forwarded under confidential cover to the child's new school.

2.0 Designated personnel

2.1 Designated Senior Person for Child Protection: **Sr Saima Khan**

2.2 Head Teacher: **Br MAK Saqib**

2.3 Chair of Governing Body: **Dr M. Hanif**

2.4 Nominated Governor: **Br M. Ihsan**

3.0 The role of all staff and other persons within the School

3.1 All staff have a duty to safeguard children. This policy outlines how staff can meet this duty and their need to be:-

3.1.1 Trained and aware of potential indicators of abuse

3.1.2 Open to hearing concerns from children and others, without seeking to investigate these concerns.

3.1.3 Informed on how to report any concerns to their Designated Senior Person for Child Protection.

3.1.4 Informed on how to report any concerns relating to staff to their Head Teacher.

3.1.5 Informed on how to report any concerns relating to their Head Teacher.

3.2 Listening to children. Al-Hijrah School will:

3.2.1 Create the opportunity and environment for children to be able to talk about their concerns

3.2.2 Establish systems to enable cover for the member of staff listening to a child's concerns.

3.2.3 Always:

- Report on as soon as you have a concern.
- Record information verbatim using the actual words of the child and noting any questions the child raises.
- Note dates, times, who was present, positions in the room, anything factual about the child's appearance.
- Pass these notes to the DSP.
- If possible use a silent witness.

Never

- Ask leading questions.
- Ask the child to write down their account.
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgement
- Arrange a medical examination
- Tape/video record an interview
- Ask a child to remove any clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child.

3.3 We recognise that all matters relating to Child Protection are confidential. The Head or DSP will disclose any information about a pupil to other members of staff on a need to know basis only.

4.0 Supporting Staff

- 4.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- 4.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Senior Person and to seek further support as appropriate.
- 4.3 All staff are able to access confidential support and counselling through for example BCC Staff Careline, Teacher Support network

5.0 The role of the DSP

- 5.1 The Designated Senior Person is responsible for:
 - 5.1.1 Adhering to the Birmingham BSCB, Education and school procedures with regard to referring a child if there are concerns about possible abuse
 - 5.1.2 Keeping written records of all concerns about a child even if there appears to be no need to make an immediate referral
 - 5.1.3 Ensuring that all such records are kept confidentially and securely and are separate from child records
 - 5.1.4 Ensuring that an indication of further record-keeping is marked on the child records
 - 5.1.5 Liaison and joint working with Social Care Services, and other relevant agencies

6.0 Reporting Procedures

- 6.1 All concerns must be passed to the DSP who will seek advice/make a judgement as to whether a referral to Social Care Services or the need for any other action to be taken.
- 6.2 If a disclosure is made or a member of staff has reason to believe abuse has occurred an incident report form (available from HOS) should be completed as soon as possible and passed to the DSP. Any original notes should be signed, dated and securely attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the DSP.
- 6.3 Upon submitting an incident form the member of staff and the DSP should catalogue the form, sign and date the incident book in order to prove the procedure has been followed.

7.0 Staff allegations

- 7.1 All child protection allegations relating to staff must be reported directly to the Head Teacher (and not the DSP) without informing the subject of the concern/allegation.
- 7.2 The full evidence will be made available to the member of staff subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process.
- 7.3 In some cases it may be necessary for the staff member to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt.
- 7.4 Any complaint or concern of a child protection nature received by any person and relating to Head Teacher must be passed in confidence to the Education Services Lead Officer who will give advice and support including making contact with the Chair of Governors.
- 7.5 All staff need to be aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to the DCSF guidance in respect to safe conduct which includes the following:
- 7.5.1 Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.
- 7.5.2 They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers.
- 7.5.3 E-mail or text communications between an adult and a child or young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites.
- 7.5.4 All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Adults should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation. Any sanctions or rewards used should be part of the School's behaviour management policy which is widely publicised and regularly reviewed.

7.5.5. There are some jobs within the School which may require physical contact with children. There are also occasions when it is entirely appropriate for other adults to have some physical contact with the child or young person with whom they are working. However, it is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.

The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child or young person's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. When physical intervention is used it should be undertaken in such a way that maintains the safety and dignity of all concerned

The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause. The minimum necessary force should be used and the techniques deployed in line with recommended policy and practice.

7.5.6 It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/carers. There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers.

7.5.7 Adults should take particular care when supervising children and young people on trips and outings, where the setting is less formal than the usual workplace. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

7.5.8 Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of children and young people. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.

7.5.9 Adults should ensure that children and young people are not exposed to any inappropriate images or web links. The School will ensure, through the Internet Policy, that internet equipment used by children will have the appropriate controls with regards to access. e.g. personal passwords should be kept confidential.

7.5.10 Staff may need to work with children in a one to one situation. It is not realistic to state that one to one situations should never take place. It is however, appropriate to state that where there is a need, agreed with a senior manager and/or parents/carers, for an adult to be alone with a child or young person, certain procedures and explicit safeguards must be in place. The environment must be easily visible and should not be in an isolated place.

7.6 Children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

7.7 Schools responsible for children in receipt of a managed care placement will also have a duty to inform the Care Quality Commission (CQC), in cases of child protection concerns.

7.8 Heads responsible for children in receipt of a managed care placement will also have a duty to involve CQC.

8.0 Procedure

8.1 The School adheres to the Birmingham Safeguarding Children Board (BSCB) procedures and the Birmingham Education Services Child Protection Procedures. Copies of these are kept by the Head Teacher and DSP and must be the subject of training and be available to all staff and governors.

8.2 The Head Teacher will identify a Designated Senior Person (DSP) for Child Protection co-ordination in the school. The Head will identify clearly who will deputise in the absence of the DSP and ensure that any such deputy is appropriately trained.

8.3 The DSP will ensure the following reporting and recording procedures are maintained:

8.3.1 Incident report form (catalogued and cross references to the incident book)

8.3.2 Incident book (hard bound, containing consecutive numbers of report forms, name of child, name, signature and date of person submitting the report, name, signature and date of DSP receiving the report.)

8.3.3 Child school record

8.3.4 All of the above documents will be kept in a locked cabinet in the DSP's office

8.4 The Governing Body will receive annually a report on developments in child protection policy and procedures, training undertaken by the DSP, other staff and the Governing Body, the number of cases referred (without details) and the place of child protection in the curriculum.

9.0 Parents and carers

9.1 Parents and carers will be made aware of the school's policy through published information and in initial meetings with parent and carers of new children. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.

9.2 A copy of this policy is available to all parents, carers and children upon request.

10.0 Teaching and Learning

- 10.1 The curriculum will be used to raise children's awareness and build confidence so that they have a range of strategies to support their own protection and understanding of protecting others.
- 10.2 The school will promote child support services through assembly and display of contact information, e.g. Childline, Connexions, Birmingham Sign Posting Service, and CEOP

11.0 Training

- 11.1 All members of staff (including admin staff, security staff and cleaners) will receive training on child protection procedures and will receive updates and refreshers every 3 years. It is also strongly recommended that the Governing Body also receives this training.
- 11.2 The DSP will be provided with Education Services core training in order to carry out his/her role and will attend refresher training updates every 2 years.
- 11.3 Child Protection training will be clearly cross referenced and supplemented by other areas of staff training including appropriate touch, care & control (including safe restraint), behaviour management and risk assessment.
- 11.4 The following record of training will be maintained by the DSP

Group	Date of last training	By whom
Governors/named Governor		
DSP (Core training)		
DSP update/refresher		
HT (core training)		
HT refresher		
Support staff (by individual name)		
Teaching staff (by individual name)		

12. Visitors and Volunteers

- 12.1 A summary of the schools procedures and the name of the DSP will be displayed for the information of visitors to the school.

13 Review

This policy will be reviewed annually by.....

14. This policy was adopted by the Governing Body of Al-Hijrah School on.....

Summary of Child Protection Information for Visitors and Volunteers

Al-Hijrah School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of abuse. Staff working with children are well placed to identify such abuse.

At Al-Hijrah School, in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.

DSP for Child Protection: Sr Saima Khan

If this person is not available please contact
Deputy DSP: Sr Huda Aslam

Head Teacher: Br MAK Saqib

Everyone working with our children their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised
- They should involve the Designated Senior Person (DSP) immediately
- If the DSP is not available the Deputy DSP or Head should be contacted.
- Disclosures of abuse or harm from children may be made at any time.

If anything worries you or concerns you, report it straight away.