

Policy and Procedure on Child Protection and Safeguarding Children

The safety and welfare of any child within our setting is paramount. We will be proactive in seeking to prevent children becoming the victims of abuse, neglect or exploitation. We will achieve this in the following ways:

- Through rigorous checking procedures during the recruitment process.
- By ensuring members of staff receive up to date child protection information and training.
- Follow guidelines on supervision such as no adults to be left alone with an individual child, adults without a CRB never be left alone with children and children to be supervised at all times.
- Members of staff will support children and help them to develop self esteem and confidence.
- Children will be encouraged to respect all individuals' rights and be discouraged from bullying and discrimination of all kinds.
- Children will be encouraged to discuss any concerns with regards to themselves or others.

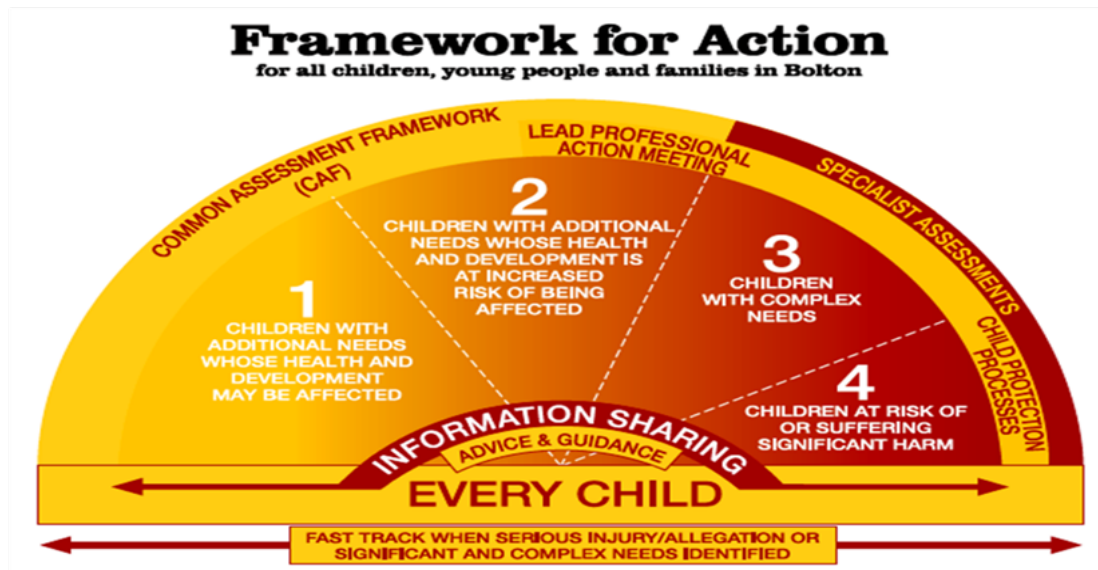
All members of staff have a duty to report any concern they have about a child to a member of Management or the Child Protection Coordinator. They will then hold a meeting to discuss if any other observations have been made about the child. At all times the Bolton Framework for Action will be followed. If there is reasonable cause to suspect they may be at risk of or suffering significant harm we will refer the concerns straight to Children's Social Care. During these processes we will liaise with the relevant people within Bolton School according to the School's Child Protection Policy and Procedure as detailed.

It is recognised that a child may seek out an individual to share information about abuse or neglect, or a child may talk spontaneously, individually or in a group when staff or volunteers are present. In these situations staff will be required to follow the guidance as set in Appendix 1 of the Child Protection Policy and then pass the information on as a matter of urgency to a member of Management or the Child Protection Coordinator.

In these matters information sharing, confidentiality, record keeping and documentation will be kept in line with Bolton Framework for Action.

It is recognised that regrettably, sometimes allegations of abuse may involve a member of staff; in these circumstances we will immediately refer to the School policy as detailed, and follow its guidelines.

When dealing with child protection issues support is available internally and by the Bolton Safeguarding Children Board, who provide a staff care scheme which offers free confidential counselling to help individuals or groups at times of personal and professional difficulties.



Documents

- **Bolton School Child Protection and Safeguarding Children Policy and Procedure**
Section 2.2 indicators of abuse
Appendix 1 definitions, categories of abuse and guidance for what to do if a child shares information with an adult.
- **Bolton School Dealing with Allegations of Abuse Policy and Procedure**
- **Bolton Framework for Action**

Contact Information

Child Protection Co-ordinator:

Maryam Begum

Supporting officer:

Lindsay Williams

Children's Social Care:	Child Protection Unit:	01204 337468
	Advice & Assessment Team:	01204 337407
	Out of Hours Team:	01204 337777

NSPCC: 0800 0562324

Bolton Safeguarding Board Staff Care Scheme: 01204 337472