

## Governing Bodies should ensure that the school:

- ◆ has a child protection policy and procedures in place that are in accordance with LEA guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- ◆ operates safe recruitment procedures and makes sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including Criminal Record Bureau and List 99 checks
- ◆ has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with guidance from the LEA and locally agreed inter-agency procedures
- ◆ has a senior member of the school's leadership team who is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the LEA, and working with other agencies. The designated person need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post including committing resources to child protection matters, and where appropriate directing other staff. N.B. in many schools a single designated person will be sufficient, but a deputy should be available to act in the designated person's absence. In large establishments, or those with a large number of child protection concerns, it may be necessary to have a number of deputies to deal with the workload;

- ◆ in addition to basic child protection training, the designated person undertakes training in inter-agency working that is provided by, or to standards agreed by, the ACPC, and refresher training at 2 yearly intervals to keep his/her knowledge and skills up to date;
- ◆ the Head teacher, and all other staff who work with children undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at 3 yearly intervals, and temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities;
- ◆ the governing body remedies any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention without delay;
- ◆ a member of the governing body (usually the Chair) is nominated to be responsible for liaising with the LEA and /or partner agencies, as appropriate in the event of allegations of abuse being made against the head teacher; and
- ◆ the Governing Body reviews its policies and procedures annually and provides information to the LEA about them and about how the above duties have been discharged.

(Safeguarding Children in Education — DfES 2004)

# CHILD PROTECTION PROCEDURES

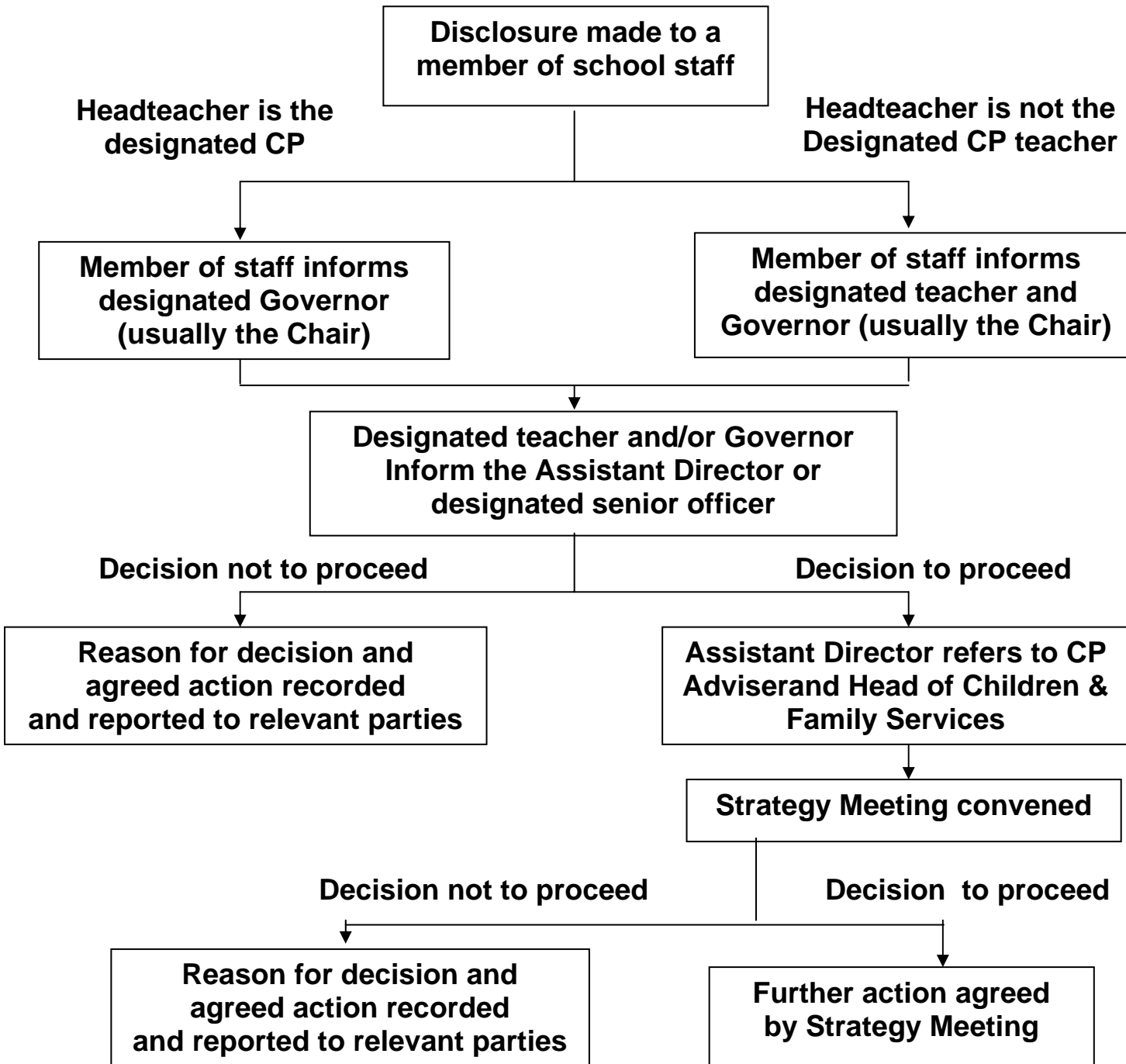


## Managing Allegations and Concerns of Child Abuse

### an information leaflet for School Governors



# Allegation of physical or sexual abuse against the Headteacher



**CONTACT NUMBERS**

**The Designated Teacher for Child Protection in this School is :**

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**ASKK**                      **020 8547 5888**

**BEACONSFIELD CHILDREN RE-SOURCE CENTRE**  
**020 8547 6587**

**SURBITON CHILDREN RE-SOURCE CENTRE**  
**020 8547 6242**

**DISABLED CHILDREN TEAM**  
**020 8547 6587**

**PRINCIPAL EDUCATION WELFARE OFFICER**  
**020 8547 5262**

**OUT OF HOURS DUTY TEAM**  
**020 8770 5000**