

## Azhar Academy's Child protection policy

The designated teacher for Child Protection is Mrs Yassin and in her absence the Head teacher Mrs Rehman. Should both Mrs Yassin and Mrs Rehman be absent the matter should then be referred to another member of senior management team.

### Aims and Objectives

Azhar Academy Girls School strives to educate all its pupils within an environment where the Islamic traditions of learning, truth, justice, respect and community are promoted. Consequently the aim of this policy is to safeguard and promote the welfare of the children in our care (in situations where child abuse is suspected, our paramount responsibility is to the child).

This will be achieved by:

- Ensuring that all staff are aware of referral procedures within the school.
- Monitor children who have been identified as 'at risk'.
- Ensuring that outside agencies are involved where appropriate.
- Ensure that key concepts of child protection are integrated within the curriculum especially via PSHE
- Create an environment where children feel secure, have their viewpoints valued, are encouraged to talk and are listen to.
- Continuing to develop awareness in all staff of the need for child protection (particular care should be taken with children with disabilities and SEN).

### Procedures

- At AAGS we have a designated member of staff (assistant Deputy Head) who undertakes regular training.
- In the absence of the Assistant Deputy Head the Headteacher will act in the designated teacher's absence.
- All our staff will develop their understanding of the signs and indicators of abuse.
- All our staffs are trained to know how to respond to a pupil who discloses abuse.
- Our policy has been made available to all parent/guardians through requests and on our website.
- All our procedures will be regularly reviewed and up-dated
- All our staff are given a copy of our child protection procedures as part of their induction into the school and all staff will be made aware of them.

### Roles

- The Assistant Deputy Head is the designated staff member for Child Protection.
- The Head Teacher is always consulted if a child protection referral is required. In the event of an allegation being made against a member of staff, the Head Teacher will take the lead role in the investigation.

The designated staff member is responsible for:

- School procedures with regard to referring a child if there are concerns about possible abuse.
- Keeping written records of concerns about a child.
- Is the first point of call in all cases where staffs feel a child may be at risk or has disclosed such information.
- Keeping all records in a confidentially and securely location and are separate from the pupil's normal school records.
- Ensuring that an indication of further record keeping is marked on the pupil records.
- Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to Social Services and that the Education Welfare Service is notified.

### School procedures

- Any member of staff with an issue of concern relating to a child Protection (it will make it clear to pupils that CONFIDENTIALITY CANNOT BE GARUNTEED IN RESPECT TO CHILD PROTECTION) and will immediately discuss it with Assistant Deputy Head teacher. Allegations of child abuse are given the highest priority and referred immediately to the Assistant Deputy Head teacher and Headteacher.
- The designated teacher for Child Protection will then decide on an appropriate course of action (based on DfES guidelines).
- Information for parents and guardians regarding our policy will be available in the School Office and the policy is available on request.
- Allegations against school staff are immediately referred to the Head Teacher so the DFEE circular 10/95 procedures can be followed. If the allegations are of the Head Teacher the matter is referred directly to the Assistant Deputy Head Teacher and through her to the board of trustees.

### Monitoring and Record Keeping

It is essential that accurate records are kept where there are concerns about the welfare of a child. These records are kept in secure and confidential files, which are separate from the child's school records. It is important to recognise that regulations published in 1989 do not authorise or require the disclosure to parents of any written confirmation relating to Child Protection. The preferred practice is for parents to be informed of and agree to any referral being made (unless it relates to sexual abuse).

All matters relating to Child Protection are confidential. The Designated staff member and Headteacher will disclose any information about a pupil to other members of staff on a need to know basis only. All staffs are aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All Staff will keep Designated Teacher informed of:

- Poor attendance and punctuality
- Concerns about appearance and dress
- Changed or unusual behaviour
- Concerns about health and emotional wellbeing
- Deterioration in educational progress
- Discussions with parents about concerns relating to child
- Concerns about home conditions or situation
- Concerns about pupil on pupil abuse (including serious bullying).