

Child Protection Policy Meadow Campus

Scoil Vallajeelt / St. Thomas' CE
Primary School



September 2025

Contents

Rationale	1
Policy	2
Procedures	3
Designated Member of Staff	3
Designated Governor	4
Recruitment	5
Volunteers	5
Induction & Training	6
Dealing with concerns	6
Safeguarding in school	7
Photographing children	7
Confidentiality	8
Conduct of Staff	8
Physical conduct and restraint	8
Allegations against members of Staff	9

Appendices

Useful contacts	
Flowchart 1 for Referral	
Flowchart 2 What happens following an initial assessment	
Flowchart 3 Urgent Action to safeguard a child	
Flowchart 4 What happens after strategy discussion	

Child Protection Policy

(Where the word 'school (s)' is used, substitute for either Scoill Vallajeelt or St.Thomas' CE Primary School)

Safeguarding children and child protection-what is the difference?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Rationale

On Meadow Campus, the health, safety and well-being of all our children is of paramount importance to all the adults who work in our schools. Our children have the right to protection, regardless of age, gender, ethnicity, culture, religion, sexuality or disability. They have a right to be safe on our campus.

On our campus, we respect our children. The atmosphere within our schools is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.

We agree that we have a primary responsibility for safeguarding the pupils in our charge and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers, subcontractors, work placement students and governors) in these schools, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of harm.

The schools seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy if concerns arise a referral must be made to the child protection officer in addition to appropriate agencies in order to safeguard the child's welfare.

This principles, legislation and guidance contained in this policy follows the Safeguarding Board IOM Procedures.

Policy

There are the 4 categories of abuse: **physical**, **sexual**, **emotional** and **neglect**. Signs are not always obvious, but some general ones include:

- *Child becomes secretive and reluctant to share information.
- *Reluctant to go home after school.
- *Unable to bring friends home or reluctant for professionals to visit the family home.
- *Poor attendance and punctuality or late being picked up when school finishes.
- *Parents show little interest in child's performance and behaviour in school.
- *Parents are dismissive and non-responsive to professional concerns.
- *Is reluctant to get changed for PE/ sports.
- *Wets or soils themselves.
- *Sudden change in behaviour or personality.

(Further signs can be found at <https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>)

In our school, if we have concerns that a child's **physical**, **sexual** or **emotional** well-being is being, or is likely to be, harmed, or that they are being **neglected**, we will take appropriate action in accordance with the procedures issued by the Safeguarding Board IOM.

As a consequence, we:

- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process.
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities.
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, subcontractors, work placement students and the Governing Body.
- will ensure thorough training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions.
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice and is responsible for co-ordinating action within the school and liaising with other agencies.
- will ensure that the designated member of staff responsible for Child Protection will receive appropriate training to the minimum standard set out by the Safeguarding Board IOM.
- will share our concerns with others who need to know following a strict code of confidentiality and assist in any referral process.
- will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, are aware of the need to refer such concerns to the designated member of staff, who will refer on to Children's Services in accordance with the procedures issued by the Safeguarding Children Board IOM. Staff will also be aware that they are able to refer such matters directly if they feel the need to.

Meadow Campus - Sept 2025

- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs.
- will ensure that all staff are aware of the Child Protection Procedures established by the Safeguarding Board IOM and, where appropriate, the DESC, and act on any guidance or advice given by them. This will be updated for all staff at least once every three years.
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children,
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

Procedures

A) Designated Member of Staff (Named Person)

1. The designated senior member of staff (Named Person) for child protection in this school is:

.....Miss Denise Lyon (Headteacher, Designated Safeguarding Lead)
Scoil Vallajeelt & St. Thomas' CE Primary School

2. In their absence, these matters will be dealt with by:

Mrs. Melanie Larson (Deputy Designated Safeguarding Lead, SENCO) Scoil Vallajeelt
Mrs. Laille Murphy (Deputy Designated Safeguarding Lead, Head of School) St.
Thomas' CE Primary School

Please make sure you report your concern to the DSL or Deputy DSL for your school

3. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.
4. The school recognises that the designated person must have the status and authority within the school management structure to carry out the duties of the post - they must therefore be a member of the senior management team. All members of staff (including volunteers) must be made aware of who this person is and what their role is. The designated person will act as a source of advice and coordinate action within the school over child protection cases. They will need to liaise with other agencies and build good working relationships with colleagues from these agencies. The designated person is the first person to whom members of staff report concerns. The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the Safeguarding Board IOM.

Meadow Campus - Sept 2025

5. The designated person, if not the Headteacher, will not be responsible for dealing with allegations made against members of staff. This remains the responsibility of the Headteacher.

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Services and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by the DESC and Safeguarding Board IOM.
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, they will ask the Child Protection and Safeguarding Officer (DESC) to investigate further.
- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Liaison Officers, advisors, trainee teachers and supply teachers) are aware of and can access readily, this policy. (A copy is given as part of the induction procedures for staff and volunteers at school and is available on the school website).
- Liaise with the Headteacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually and work with the designated Governor for Child Protection regarding this.
- Be able to keep detailed accurate secure written records of referrals/concerns and ensure that these are held in a secure place. Any concerns are recorded in the school's Safeguarding File which is kept in a locked cupboard in the Headteacher's office. **From September 2025, any concerns will be recorded on an electronic system called CPOMS and staff will have a login and access to this.**
- Ensure parents are aware of the Child Protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child. The best opportunity to do this is at the Reception Parents evening prior to school enrolment in September. Guidance is also available on the Government's Safeguarding page and Safeguarding ItsLearning page.
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection. Inside will be a letter to sign and return to school to say that the documents have been received. If local, the file will be hand delivered during a handover meeting and paperwork signed to say the new school has received this.
- Where a child leaves and the new school is not known, ensure that the local authority / DESC is alerted so that the child's name can be included on the database for missing pupils.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training.

They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how the Safeguarding Board IOM operates and the conduct of a Child Protection Case Conference and be able to attend and contribute to these when required.

Meadow Campus - Sept 2025

- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Run yearly updates with all members of staff.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

B) Designated Governor

The Designated Governor for Child Protection at this school is:

Scoil Vallajeelt

Chair of Governors: Mrs. Jenny Thomas
Safeguarding Governor: Ms. Sue Moore

St. Thomas' CE Primary School
Chair of Governors: Mr. M. Fagher
Safeguarding Governor: VACANCY

Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- Child protection is integrated with induction procedures for all new members of staff and volunteers
- The school follows the procedures agreed by the Safeguarding Board IOM, and any supplementary guidance issued by the Department.
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

C) Recruitment (see Recruitment and Selection Policy)

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

Meadow Campus - Sept 2025

We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education” and ensure we meet requirements to have experienced and trained governors in Safer Recruitment, in particular:

- Before appointing someone, OHR / the school will follow up each reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with children.
- Check that all adults with substantial access to children at this school have an enhanced Disclosure and Barring Service check (Children’s Workforce) and Children’s Barred List check before starting work, and prior to confirmation of appointment.
- Placing a safeguarding statement within the job advert to make applicants aware of our safeguarding commitment.
- Safeguarding training is raised in the interview process and also a question(s) relating to procedure and scenario.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be (e.g., through birth certificate, passport, new style driving licence, etc... which is done by OHR, IOM Government)
- Academic qualifications, to ensure that qualifications are genuine.
- Professional and character references prior to offering employment.
- Satisfy conditions as to health and physical capacity.
- Previous employment history will be examined and any gaps accounted for.

D) Volunteers

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Anyone who wishes to come to school to volunteer, will make an appointment with the Headteacher-or if not available the Head of School or member of the Senior Leadership team-and go through the Volunteer Policy which highlights Child Protection procedures, Health and Safety and Confidentiality in particular. No volunteer will be in school unless they have met with the Headteacher or Head of School or member of the Senior Leadership Team.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

In the school office there is a list of volunteers who have a current DBS. This is maintained by the School Administrator and monitored by the Child Protection Officer. The School Office maintains the Single Central Register for all adults who are employed in school detailing the outcomes of their DBS checks amongst other details.

The School Office will ask for the DBS number of any visiting adults and add this to the school SCR.

E) Induction & Training

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues. This is detailed in the staff handbook.

All new staff at the school (including volunteers) will receive basic Child Protection information through the meeting with the Headteacher / Head of School and the Volunteer Policy. They will also sign a confidentiality statement with respect to school information. The Induction Policy also details the policies that must be read before a volunteer will start in the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through support from the Department.

Staff will attend refresher training every three years, and the designated person (and deputy designated) will attend L3 training on a yearly basis and receive updated information via DESC safeguarding meetings.

F) Dealing with concerns

Members of staff and volunteers are not required by the school to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering harm, they must always refer such concerns to the designated person in school, who may refer the matter to the Children and Families Team, Manx Care.

To this end, volunteers and staff will follow the procedures below;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- where a child or young person makes a direct allegation or implies that they have been abused,
- makes an allegation against a member of staff (Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.)

The staff member must **immediately** complete an **INCIDENT FORM on CPOMS**. Each member of staff has a login to this portal. The form prompts staff to record what they have seen, heard or know accurately at the time the event occurs. Staff must then share their concerns with the designated person (or Headteacher if an allegation about a member of staff) and agree actions to take. Incident forms completed on CPOMS will immediately be flagged up to the DSL and Deputy DLS to review to judge next steps or actions and whether a pattern is emerging and needs to be acted on.

We will ensure that all members of staff and employees are familiar with the procedures for completing an incident report on CPOMS and with the requirements of the Safeguarding Board IOM.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

Meadow Campus - Sept 2025

In the staff room there is a Safeguarding Noticeboard and information with flow charts show what a member of staff / volunteer should do **immediately** if they are concerned that a child is at risk of harm or is being abused.

Support is available to members of staff and volunteers who report incidents through the Headteacher and Deputy Headteacher.

How to respond if a child makes a disclosure:

In situations where a child discloses abuse, it is important that the member of staff / volunteer manages their response to them, so that the child does not feel bad in any way for having done so. It is equally important for the member of staff / volunteer not to try to put things right and make promises that cannot be kept in terms of what will happen and what they themselves will do. NSPCC guidelines for staff are as follows:

Do:

- *Remain calm, accessible and receptive.
- *Listen carefully, without interrupting.
- *Acknowledge their courage and reassure them that they are right to tell.
- *Let them know that you will do everything you can to help.
- *Explain that you will need to share what they have told you and what may happen as a result.

Don't:

- *Allow your shock or distaste to show.
- *Probe for more information or make assumptions.
- *Make negative comments about the alleged abuser.
- *Promise that "everything will be ok"
- *Agree to keep the information secret.
- *Delay in getting emergency help if needed.

G) Safeguarding in School

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies on:

- Personal, Social and Health Education and Sex and Relationships Education / Life Education
- Anti-Bullying
- Guidance for safer working practice for those working with children and young people in education settings (Feb 2022)
- Acceptable Use Policy and Pupil eSafety
- Complaints Policy
- Racist / homophobic incidents log
- Behaviour / Relationships Policy

Meadow Campus - Sept 2025

- Positive Handling
- Health & Safety
- Fire Risk Policy
- Educational Visits Policy (Including EVOLVE)
- Photographing children
- Attendance Policy
- Inclusion and SEN
- First Aid and Medication
- Allegations against members of staff
- Whistle Blowing

H) Photographing Children

We understand that parents like to take photos of or digitally record their children in school plays, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes. There may be times when parents would not be able to take photographs of pupils due to safeguarding reasons -eg: when the child is subject to a Court Order. The Headteacher / member of staff will inform parents / visitors at the beginning of the event whether the recording through images is permitted and also ask for the images not to be shared on social media. Parents cooperation is appreciated in this matter.

If there are Health and Safety issues associated with recordings - ie: the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their phone / camera that do not require flash.

We will not allow others to photograph or film pupils during a school activity without the parent's permission.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name.

The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.

Members of staff may take photographs of children whilst engaged in school activities for teaching and learning purposes; for assessment purposes or as means of celebrating successes in school.

Parental permissions regarding recording images can be found on Arbor-school management of information system.

I) Confidentiality (See Policy on Confidentiality)

The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law and any Department guidance.

Any member of staff who has access to sensitive information about a child or the child's family, must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

Further information regarding information sharing relating to safeguarding and child protection can be found on a flowchart on the Safeguarding Noticeboard in the staff room.

J) Staff Conduct

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm and fails to act in accordance with this policy and the IOM Safeguarding Board procedures, this will be viewed this as misconduct and appropriate action taken.

Further information regarding Staff Conduct can be found in **Guidance for safer working practice for those working with children and young people in education settings (Feb 2022)**.

K) Physical Contact & Restraint (*See Policy on Positive Handling*)

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- Where the member of staff has received suitable training.
- All incidents of positive handling need to be recorded and placed in the Positive Handling file which is kept in the School Office.

L) Allegations Against Members of Staff

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by the IOM Safeguarding Board. The flowchart to explain this

Meadow Campus - Sept 2025

procedure is on the staff safeguarding noticeboard and also on a noticeboard in the Headteacher's office.

The Headteacher, rather than the designated member of staff, will handle such allegations, unless the allegation is against the Headteacher, when the Chair of Governors will handle the school's response. The Headteacher (or Chair of Governors) will gather information about the allegation, and report these without delay to the DESC (Head of Safeguarding, Ian Postlethwaite or Ian Kay, Head of EAS).

Monitoring & Review

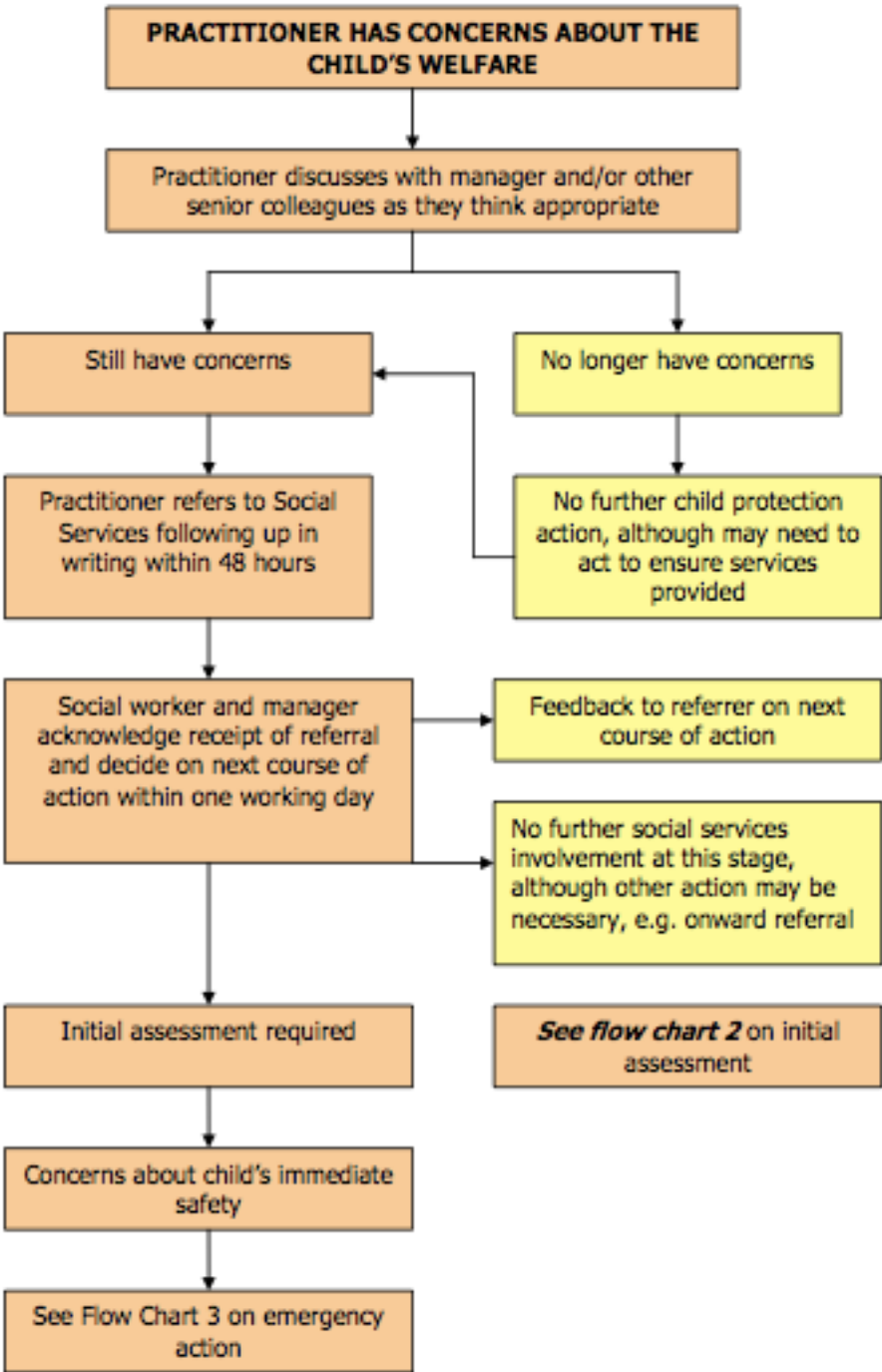
General updates regarding training attended and meetings with outside agencies is shared with relevant staff and Governors. The policy is monitored throughout the year to ensure it has up to date information as recommended by DESC and shared with DESC during safeguarding reviews and audits.

This policy is reviewed annually by the Headteacher, Staff and Governors.

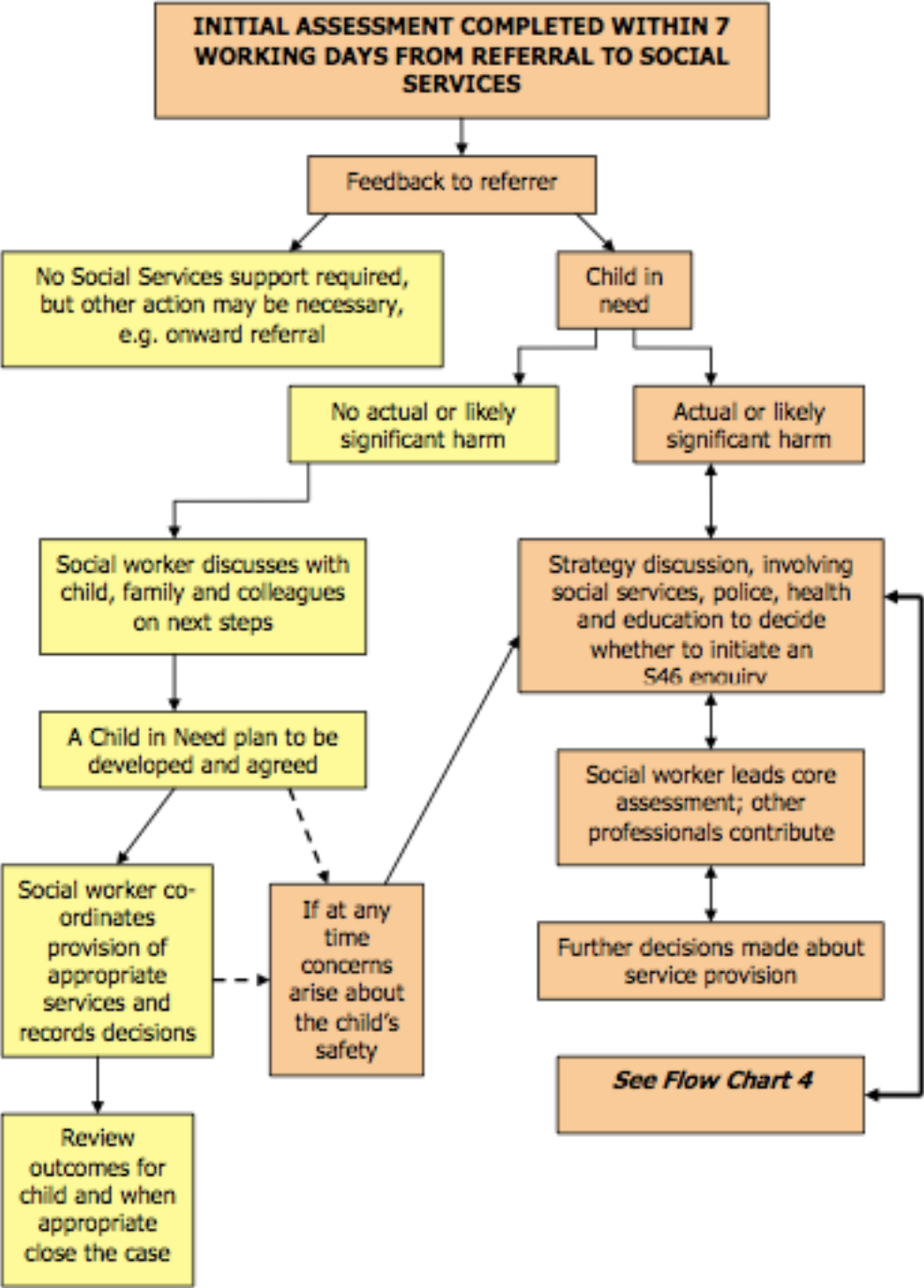
Policy Review Date: September 2027

Appendices

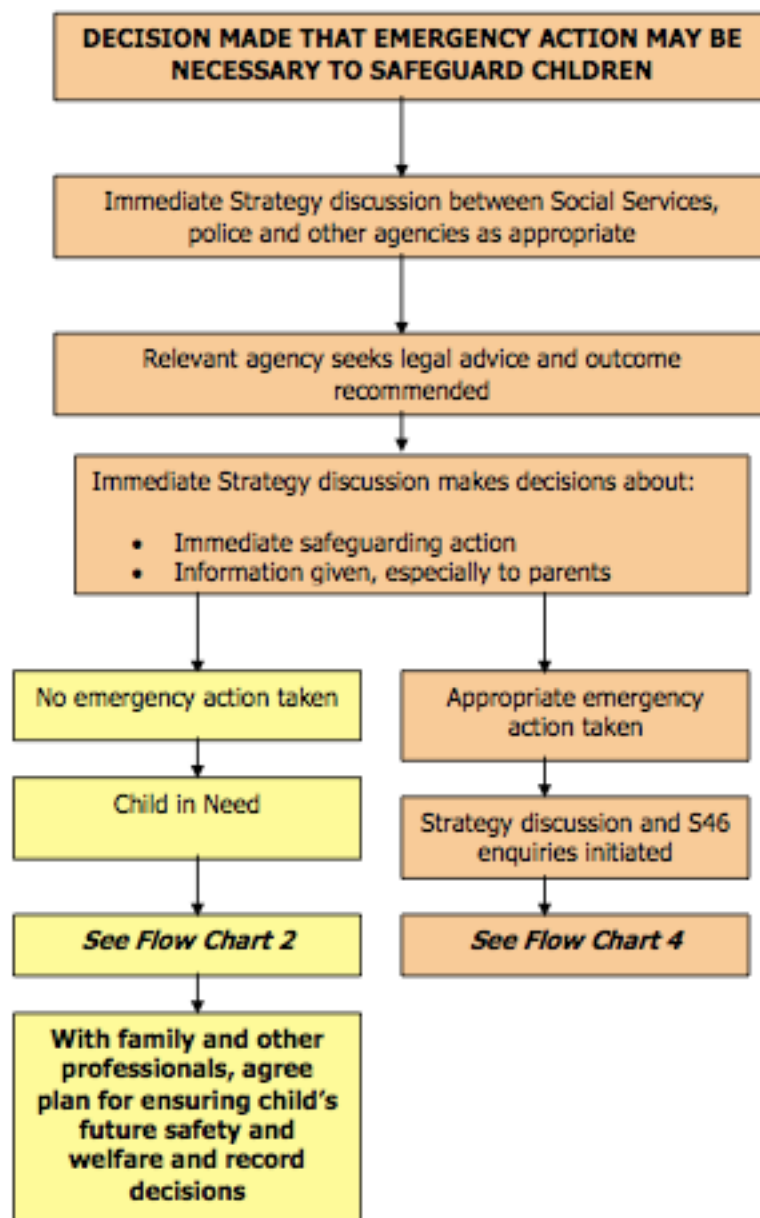
Flowchart 1 – Referral



Flowchart 2 – What happens following an initial assessment?



Flow chart 3 – Urgent action to safeguard children



Flowchart 4 - What Happens After the Strategy Discussion?

