

**Clipston Endowed VC Primary School**  
**Designated Person Statement**



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Presented to Governors: October 2018

Adopted by Governing Body: October 2018

Proposed Review: Autumn 2019

Signed .....

Miss Dewinder Birk: Chair of Governors

## **Designated Person for Child Protection and Looked After Children (LAC):**

**Head Teacher: Mrs Emma Mercer.**

**Deputy Designated Person: Miss Steph Glascodine**

### **AIMS OF CLIPSTON SCHOOL**

Clipston Endowed Voluntary Controlled Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships, which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

### **THE DESIGNATED PERSONS**

The Designated Person for Child Protection is Mrs Emma Mercer. There should be a minimum of one Designated Person for every 200 pupils. A Deputy Designated Person is in place for when Mrs Emma Mercer is off site or absent. This person is Miss Steph Glascodine. They will fulfil their roles within the Northamptonshire Safeguarding Children's Board (NSCB) Procedures. Mrs Emma Mercer is the first point of contact. Every member of staff and Governor should know the name and role of the Designated Persons.

### **ROLE OF THE DESIGNATED PERSON**

The Designated Person should know:

- The names of all children in the school who are on the Child Protection Register
- The names of all children in the school who are defined as “Looked After Children”
- The names of children who are subject to intervention with a Social Worker and / or Child Protection Plan
- Their role within the NCSB Procedures.
- The role and responsibilities of the investigating agencies and how to liaise with them
- The requirements of record keeping

The Designated Person is responsible for:-

- Completing referral forms and liaising with outside agencies
- Providing written reports to Child Protection Conference
- Ensuring that a key member of staff for a LAC attends LAC meetings
- Ensuring that a key member of staff for a pupil with a Child Protection Plan attends meetings and case conferences
- Writing in conjunction with the SENDCo or Inclusion Manager, a PSP (pastoral support plan) for any child in care
- Keep records of any suspected incidents of neglect and child abuse
- Monitoring unauthorised or persistent absences
- Liaising with the Local Authority on matters of Education Welfare
- Reporting to the Governing Body as appropriate, ensuring confidentiality
- Recording relevant contacts with parents and carers; positive as well as negative
- Keep written records of concerns about children, even where there is no need to refer the matter immediately