CHILD PROTECTION and SAFEGUARDING POLICY

Governors' Committee Responsible: Safeguarding Committee

Governor Lead: Mr G Stemmer

Nominated Lead Member of Staff: Mrs H Greenstein

Status & Review Cycle: Statutory   Annual

Next Review Date: July 2019

1.0 Introduction

1.1   This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002/2011, and in line with government publications: 'Working Together to Safeguard Children' 2018, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2014, Child Abuse Concerns March 2015'. The guidance reflects, 'Keeping Children Safe in Education' 19/09/2018.

   UPDATED REGULATIONS

   https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education/supporting_documents/Keeping%20Children%20Safe%20in%20Education%20Proposed%20Revisions.pdf

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

http://swgfl.org.uk/magazine/Managing-Sexting-Incidents/Sexting-Advice.aspx?mc_cid=633b69242f&mc_eid=9097af2a32

https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2

1.2   The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

1.3   We recognise that all adults, including temporary staff[1], volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

1.4   All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

1.5   The aims of this policy are:

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[1] Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self-employed staff, contractors, volunteers working with children etc., and governors

1.5.1   To support the child's development in ways that will foster security, confidence and independence.
1.5.2   To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
1.5.3   To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse (Reference Appendices 1 and 2)
1.5.4   To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
1.5.5   To emphasise the need for good levels of communication between all members of staff.
1.5.6   To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
1.5.7   To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
1.5.8   To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory CRB check (according to guidance)2, and a central record is kept for audit.

2.0 Safe School, Safe Staff

2.1   We will ensure that:

2.1.1   All members of the governing body understand and fulfil their responsibilities, namely to ensure that:
- there is a Safeguarding policy together with a staff behaviour (code of conduct) policy
- the school operates safer recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer Recruitment training
- the school has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- a senior leader has Designated Safeguarding Lead (DSL) responsibility
- on appointment, the DSLs undertake interagency training and also undertake DSL 'new to role' and an 'update' course every 2 years
- all other staff have Safeguarding training updated as appropriate
- any weaknesses in Child Protection are remedied immediately
- a member of the Governing Body is, usually the Chair, is nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Headteacher
- Safeguarding policies and procedures are reviewed annually and that the Safeguarding policy is available on the school website or by other means

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2 Guidance regarding CRB checks recently updated by the Protection of Freedoms Act 2012

- The Governing Body considers how children may be taught about safeguarding. This may be part of a broad and balanced curriculum covering relevant issues through personal social health and economic education (PSHE) and/or for maintained schools through sex and relationship education (SRE).
- that enhanced DBS checks are in place for Chairs of Governors of independent, academies, non-maintained special schools

2.1.2   The Lead DSL, Mrs Greenstein, is a member of the Senior Leadership Team. The Deputy Designated Officers are Miss Downes and Mrs Manville. These Officers have undertaken the relevant training, and, upon any new appointment staff will undertake 'DSL new to role' training.

2.1.3   The DSL's who are involved in recruitment and at least one member of the governing body will also complete safer recruitment training (currently on-line on the DfE website) to be renewed every 5 years

2.1.4   All members of staff and volunteers are provided with child protection awareness information at induction, including in their arrival pack, the school safeguarding statement so that they know who to discuss a concern with.

2.1.5   All members of staff are trained in and receive regular updates in e-safety and reporting concerns

2.1.6   All other staff and governors, have child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse.

2.1.7   All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of the Awareness Raising pack.

2.1.8   All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our Parents' Handbook.

2.1.9   Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.

2.1.10 Community users organising activities for children are aware of the school's child protection guidelines and procedures.

2.1.11 We will ensure that child protection type concerns or allegations against adults working in the school are referred to the LADO3 for advice, and that any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS)4 for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.

2.2   Our procedures will be regularly reviewed and up-dated.

2.3   The name of the designated members of staff for Safeguarding, will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

2.4   All new members of staff will be given a copy of our safeguarding statement, and safeguarding policy, with the DSLs' names clearly displayed, as part of their induction into the school.

2.5   The policy is available publicly either on the school website or by other means. Parents/carers are made aware of this policy and their entitlement to have a copy of it via the school handbook/newsletter/website

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[3] LADO Local Authority Designated Officer for allegations against staff. AEO Area Education Officer
[4] Contact the LADO for guidance in any case

3.0 Responsibilities

3.1 The designated DSLs are responsible for:

    3.1.1 Referring a child if there are concerns about possible abuse, to the *Local Authority*, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF)[5]

    3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.

    3.1.3 Ensuring that all such records are kept confidentially and securely and are <u>separate</u> from pupil records, until the child's 25th birthday, and are copied on to the child's next school or college.

    3.1.4 Ensuring that an indication of the existence of the additional file in 3.1.3 above is marked on the pupil records.

    3.1.5 Liaising with other agencies and professionals.

    3.1.6 Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.

    3.1.7 Ensuring that any pupil currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team.

    3.1.8 Organising child protection induction, and update training every 3 years, for all school staff.

    3.1.9 Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the DSL, and by all staff and governors; number and type of incidents/cases, and number of children on the child protection register (anonymised)[6]

4.0 Supporting Children

4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

4.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.4 Our school will support all children by:

    4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.

    4.4.2 Promoting a caring, safe and positive environment within the school.

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[5] Check with your LA for local alternatives
[6] A model format for the Governors Annual Report is available from Governor Services and at
www.surreycc.gov.uk/safeguardingchildren

4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

4.4.4 Notifying Social Care as soon as there is a significant concern.

4.4.5 Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority.

5.0 Confidentiality

5.1 We recognise that all matters relating to child protection are confidential.

5.2 The Headteacher or DSLs will disclose any information about a child to other members of staff on a need to know basis only.7

5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Manchester Social Services/Manchester Jewish Federation on this point.

6.0 Supporting Staff

6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

6.2 We will support such staff by providing an opportunity to talk through their anxieties with the DSLs and to seek further support as appropriate.

7.0 Allegations against staff

7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

7.2 All Staff should be aware of LOCAL Guidance on Behaviour Issues, and the school's own Behaviour Management policy.

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[7] Guidance about sharing information, can be found in the DfE booklet 'Information sharing guidance for practitioners and managers' DCSF-00807-2008 (archived)

7.3 Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction[8]

7.4 We understand that a pupil may make an allegation against a member of staff.

7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher[9].

7.6 The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)

7.7 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.6 above, without notifying the Headteacher first.

7.8 The school will follow the LOCAL procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.

7.9 Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and Personnel Consultant in making this decision.

7.10 In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as in 7.8 above.

7.11 We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

8.0 Whistle-blowing

8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Area Education Officer/LADO following the Whistleblowing Policy.

8.3 Whistle-blowing re the Headteacher should be made to the Chair of the Governing Body whose contact details are readily available to staff (as pertinent to setting).

9.0 Physical Intervention

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[8] Refer to "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" available on the DfE website
[9] or Chair of Governors in the event of an allegation against the Headteacher

9.1 We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

9.2 Such events should be recorded and signed by a witness.

9.3 Staff who are likely to need to use physical intervention will be appropriately trained in the Positive Options technique.

9.4 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

9.5 We recognise that touch is appropriate in the context or working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary.[10]

10.0   Anti-Bullying

10.1 Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse. We keep a record of bullying incidents.

11.0   Racist Incidents

11.1 Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

12.0   Prevention

12.1 We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

12.2   The school community will therefore:

12.2.1   Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

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[10] 'Guidance on Safer Working Practices is available on the DfE website

12.2.2 Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have had happy/sad lunchtimes/playtimes

12.2.3 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

12.2.4 Include safeguarding across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. In particular this will include anti-bullying work, e-safety, road safety, pedestrian and cycle training. Also focused work in Year 6 to prepare for transition to Secondary school and more personal safety/independent travel.

12.2.5 Ensure all staff are aware of school guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks.

13.0   Health & Safety

13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school and when undertaking school trips and visits.

14.0   Monitoring and Evaluation

Our Child Protection Policy and Procedures will be monitored and evaluated by:

- Governing Body visits to the school
- SLT 'drop ins' and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of GB minutes
- Logs of bullying/racist/behaviour incidents for SLT and GB to monitor
- Review of parental concerns and parent questionnaires
- Review of the use of nurture room and fun club at lunchtime

All these documents below are saved on the Teachers Area in a folder called 'Safeguarding':

Medical Conditions at School
http://medicalconditionsatschool.org.uk/download-files/
Also saved on Shared Staff Area / Safeguarding / Medical Conditions at School Website

School Inspection Handbook
https://www.gov.uk/government/publications/school-inspection-handbook
Also saved on Shared Staff Area / Safeguarding / School inspection handbook

Inspecting Safeguarding in Maintained Schools and Academies
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416865/Inspecting_safeguarding_in_maintained_schools_and_academies_-_a_briefing_for_section_5_inspectionsClean.doc
Also saved on Shared Staff Area / Safeguarding / Inspecting Safeguarding in Maintained Schools and Academies Mar 2015

Keeping Children Safe in Education
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
Also saved on Shared Staff Area / Safeguarding / Keeping Children Safe in Education Mar2015

Working Together to Safeguard Children
https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
Also saved on Shared Staff Area / Safeguarding / Working Together to Safeguard Children Mar2015

Guidance on Safer Working Practice
http://www.childrenengland.org.uk/upload/Guidance%20.pdf
Also saved on Shared Staff Area / Safeguarding / Guidance on Safer Working Practice Apr 2015