



Child Protection and Safeguarding

Latest Review: January 2018

Agreed by Governors:.....Chair of Governors

Agreed by Head teacher:.....Head teacher

This policy applies to all staff (including temporary staff), governors, volunteers, students and anyone working on the behalf of Withington C of E Primary School. This policy is read annually following updates by all staff, volunteers and workers and adopted by the governing body.

The purpose of this policy

To protect the children who belong to Withington C of E Primary School and to provide the staff and volunteers with the overarching principles that guide our approach to Child Protection and Safeguarding.

Withington C of E Primary School believes that a child or young person should never experience abuse of any kind. We have responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability code of practice: 0 to 25 years – statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015
- Keeping Children Safe in Education September 2016

This policy should be read alongside our policies and procedures on:

- Safer recruitment
- Role of the designated Safeguarding Lead
- Induction Handbooks for staff and volunteers
- Curriculum
- Teaching and Learning
- E-safety (Including staff use of mobile phones) and Acceptable Users Policy
- Drugs Education
- First Aid (including administration of medicines)
- Anti-bullying - Our policy on anti-bullying acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms eg. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents.
- Complaints procedure
- Whistleblowing (duty of staff to raise concerns)
- Health and Safety (Guidance for safer working, and risk assessment) within the school environment (and extended services), and when away from the school and when undertaking school trips and visits.
- Training and support
- Lone working policy and procedure
- Intimate Care
- Attendance
- Behaviour
- Physical contact/restraint
- PSHE
- Outings and Transport - School Trips
- Sex and Relationships Education
- SEND and Inclusion
- Racist incidents - Our policy on racist incidents 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.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- There are also risks of peer on peer abuse and we must remain vigilant for signs of this.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Lead (DSL) for children and young people, a deputy and a Governing Body Lead for Safeguarding.

- Inter-Agency training is undertaken upon appointment to the role, repeated every 2 years and updated at least annually. One of the DSLs is available at all times that the school is open for staff to discuss concern
- A complete safeguarding induction is provided where all staff and volunteers are provided with child protection awareness information at induction, (in their arrival pack), the school safeguarding statement (listing the DSLs) so that they know who to discuss a concern with.
- All other staff have annual child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse
- Adopting child protection and safeguarding practices through the procedures and a code of conduct for staff and volunteers (Staff induction handbook).
- Developing and implementing an effective e-safety policy (including sexting) and related procedures. Appropriate filters (SWGfL) and monitoring systems are in place to protect learners from harmful online material
- All staff are trained in and receive regular updates in e-safety and reporting concerns
- Providing effective management for staff and volunteers through support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made (following all safer recruitment procedures – ensuring at least one person of every recruitment panel has completed their Safer Recruitment Training. This training is updated every 5 years)
- 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 (that teachers are not prohibited from teaching), and a satisfactory DBS check and a central record is kept for audit. We include section 128 prohibition checks to be recorded on the single central record
- We are aware of and adhere to the strengthened requirement for checks on individuals who have lived or worked outside the UK
- We are aware of the need for enhanced DBS checks on governors
- Any checks carried out on volunteers are recorded on the single central record
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, prospectus, website, one-to-one discussions etc
- Using our child protection and safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- All staff understand the mandatory duty to report known cases of female genital mutilation (online FGM training is provided)
- ‘Prevent’ duty guidance for schools and colleges is followed and online training undertaken by all staff (evidence is recorded in personnel files and in main safeguarding file)
- An awareness of the factual note published by the Department for Education about the scope of regulated activity (activities which people on the barred list should not undertake)

- All matters relating to child protection are confidential. The Head teacher/DSLs will disclose any information about a child to other members of staff on a need to know basis only. However, we have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff are aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 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 Children's helpdesk on this point.
- The school has procedures for dealing with allegations of abuse against staff and volunteers (Guidance for safer working) 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 member of the Governing Body, 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.
- Child Protection policies and procedures are reviewed annually and the Child Protection policy is available on the school website or on request from the school office.
- 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 through sex and relationship education (SRE). The school is signed up to the PINK curriculum and it is taught across the whole school as the basis of our PSHE curriculum.
- 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.
- Community users organising activities for children are aware of the school's child protection guidelines and procedures.
- We will ensure that child protection type concerns or allegations against adults working in the school are referred to the LADO1 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)² 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.

Supporting Children

- 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. 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. 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.

Our school will support all children by:

- Offering Early Help to all children following the graduated pathway.
- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.

¹LADO Local Authority Designated Officer for allegations against staff. AEO Area Education Officer

²Contact the LADO for guidance in any case

- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Social Care as soon as there is a significant concern.
- 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.

Supporting staff

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

Allegations against staff

- 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.
- All Staff should be aware of GCC Guidance on Behaviour Issues, and the school's own Behaviour Management policy.
- Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction
- We understand that a pupil may make an allegation against a member of staff.
- 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 Headteacher³.
- The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)
- 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 with the LADO without notifying the Headteacher first.
- 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.
- In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice from the LADO.

Prevention

- 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.

The school community will therefore:

³or Chair of Governors in the event of an allegation against the Headteacher

- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- 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
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

Responsibilities of the DSL

- 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)
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records, until the child's 25th birthday, and are copied on to the child's next school or college.
- Ensuring that an indication of the existence of the additional file above is marked on the pupil records.
- Liaising with other agencies and professionals.
- 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.
- 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.
- Organising child protection induction and update training for all school staff.
- Providing 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)

Monitoring and Evaluation

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

- Governing Body visits to the school
- SMT '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 questionnaire

Contact Details

Designated Safeguarding Lead: Mrs Sonia Beames

Deputy Safeguarding Lead: Mrs Helen Dyer

Designated Safeguarding Governor: Mrs Jacque Dent