



St Michael's CE Primary School Sunninghill

Child Protection and Safeguarding Policy

September 2015

Safeguarding children is everyone's responsibility.

Policy Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of children.

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.

We maintain an attitude of 'it could happen here' where safeguarding is concerned.

The purpose of this policy is to provide staff, volunteers and governors with the framework they need in order to keep children safe and secure in our school and to inform parents and guardians how we will safeguard their children whilst they are in our care.

Specific guidance is available to start within the procedure documents.

This policy covers:

- Roles and responsibilities (including for the governing body)
- Supporting children
- Child protection procedures
- Record keeping, confidentiality, consent and information sharing
- Managing allegations against staff
- Managing allegations against Pupils
- Inter-agency working

Definitions

Within this document:

The umbrella term '*Safeguarding*' is defined in the Children Act 2004 as protecting from maltreatment; preventing impairment of health and development; ensuring that children grow up with the provision of safe and effective care; and work in a way that gives the best life chances and transition to adult hood. Our safeguarding practice applies to every child.



Child Protection is an aspect of safeguarding, but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm.

The term **Staff** applies to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity. This also includes parents and Governors.

Child refers to all young people who have not yet reached their 18th birthday. On the whole, this will apply to pupils of our school; however the policy will extend to visiting children and students from other establishments

Parent refers to birth parents and other adults in a parenting role for example adoptive parents, step parents and foster carers.

Abuse could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Explanations of these are given within the procedure document.

AIMS

1. To provide staff with the framework to promote and safeguard the wellbeing of children and in doing so ensure they meet their statutory responsibilities
2. To ensure consistent good practice across the school
3. To demonstrate our commitment to safeguarding children

Principles and Values

- Children have a right to feel secure and cannot learn effectively unless they do so.
- All children regardless of age, gender, race, ability, sexuality, religion, culture or language have a right to be protected from harm.
- All staff have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm in accordance with the guidance.
- We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working throughout the child protection process to safeguard children.
- Whilst the school will work openly with parents as far as possible, the school reserves the right to contact Children's Social Care or the Police, without notifying parents if this is in the child's best interests.

Leadership and Management

We recognise that staff anxiety around child protection can undermine good practice and so have established clear lines of accountability, training and advice to support the process and individual staff within that process.

In this school any individual can contact the Designated Safeguarding Lead (DSL) if they have concerns about a young person.



Designated Person is Samantha Morrissey and the deputy Designated Person is Samantha Armstrong. There is a nominated Safeguarding Governor who will receive reports of allegations against the Head Teacher and act on the behalf of the Governing Body.

As an employer we comply with the “Disqualification under the Childcare Act 2006” guidance issued in February 2015.

Training

All frontline staff in Education should be aware of the signs and symptoms of abuse and be able to respond appropriately. Training is provided to the whole school every three years with separate training to all new staff on appointment. The DSL will attend initial training for their role and then refresh this every two years. This is by attending refresher training after the first two years then demonstrating evidence of Continuing Professional Development thereafter

Any update in national or local guidance will be shared with all staff in briefings and then captured in the next whole school training.

Staff Responsibilities

Staff have a key role to play in identifying concerns early and provide help for children.

Listening and responding

All staff receive training in how to listen and respond to children. They will allow the child to speak and only ask open questions to aid clarification.

Record keeping

Any member of staff who has concerns about the welfare of a child must share this information with the DSL.

- Staff will make a brief, accurate and verbatim record of the concerns including the child’s own words (if a disclosure) or the evidence that has led to the concerns.
- This report is given to the DSL who will analyse risk and refer onwards as necessary and appropriate.
- Referrals where urgent action is required should never be delayed in order for a full record to be written.
- CP records will be stored securely and away from the main pupil records.

Confidentiality

- We maintain that all matters relating to child protection are to be treated as confidential and only shared as per the ‘Working Together to Safeguard Children - 2015’ and ‘What to do if you are worried a child is being abused – 2015’ guidance.
- Information will only be shared with agencies who we have a statutory duty to share with or individuals within the school who ‘need to know’.
- All staff are aware that they cannot promise a child that they will keep a secret
- Disciplinary action will be considered for any breach of confidentiality.



Reporting

- Staff will notify DSL of any child on a Child Protection Plan where there is an unexplained absence
- Staff will report to DSL any additional concerns, disclosures or observations after the initial referral, not assuming that a referral in itself will protect children.

Referral

The DP will assess the information and consider if significant harm has happened or there is a risk that it may happen. If the evidence suggests the threshold of significant harm, or risk of significant harm has been reached; or they are not clear if the threshold is met, then the DP will contact social care.

Generally the DP will inform the parents prior to making a referral however there are situations where this may not be possible or appropriate.

As a school we will educate and encourage pupils to keep safe through:

- The content of the curriculum
- A school ethos which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

Dealing with allegations against staff

If a concern is raised about the practice or behaviour of a member of staff this information will be recorded and passed to the head teacher Sam Gallacher. The Local Authority Designated Officer will be contacted and the relevant guidance will be followed

If the allegation is against the head teacher, the person receiving the allegation will contact the LADO or nominated governor directly.

The responsibilities of the Governing Body

The Governing body is responsible for ensuring

- the school has effective safeguarding policies and procedures in place:
- that the school has a broad and balanced curriculum that incorporates safeguarding
- that national and local guidance is followed, specifically Keeping Children Safe in Education
- there is a member of the schools leadership identified as DP
- that training is undertaken at the required frequency
- there is a nominated governor for dealing with allegations against the head teacher and pupils – Gassan Shaladan
- an annual audit of safeguarding is carried out and any concerns are remedied without delay

This policy links to:

Child Sexual Exploitation (CSE) policy - January 2016
Female Genital Mutilation (FGM) policy - January 2016
Code of Conduct - January 2016



Preventing Radicalisation Policy - October 2015

Anti-bullying Policy - October 2015

Whistleblowing Policy - September 2015

Guidance for volunteers - September 2015

Behaviour Policy - 2014

School Health and Safety Policy - 2014

Monitoring and Review

This policy will be monitored and reviewed by the Governors

Responsibility: Curriculum Committee

Next Review: June 2017

Reviewed: Biannually

Ratified: 1st October 2015

Date of DSL Training/Refresher: 09/10/2015

Date of Whole School Training: 22/09/2015

Key Documents

Published in 2015

- Working together to safeguard children – 2015
- Keeping children safe in Education – 2015
- What to do if you're worried a child is being abused – 2015
- The prevent duty – 2015
- Ofsted safeguarding – 2015

Published pre-2015

- Use of reasonable force – 2013
- Regulated Activity – 2013
- Supporting individual children – 2010
- Promoting Education for looked after children – 2014
- Advice on school security