



# **St Michael's CE Primary School, Sunninghill**

## **Child Protection and Safeguarding Policy**

**September 2018**

*Safeguarding children is everyone's responsibility.*

### **Policy Statement**

St Michael's CE Primary School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

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.

Where safeguarding is concerned, we continuously maintain an attitude of 'it could happen here'.

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 staff within the procedure documents.



### **This policy includes:**

- 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

### **The purpose of this policy is to:**

- Identify the names of responsible persons in the school and explain the purpose of their role
- Describe what should be done if anyone in the school has a concern about the safety and welfare of a child who attends the school
- Set out expectations in respect of training
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff
- Set out expectations of how to ensure children are safeguarded when there is potential to come into contact with non-school staff, e.g. volunteers, contractors, etc.
- Outline how complaints against staff will be handled
- Set out expectations regarding record keeping
- Clarify how children will be kept safe through the everyday life of the school
- Outline how the implementation of this policy will be monitored.

### **Principles and Values of this policy:**

- 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.



## **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.

## **TYPES OF CHILD ABUSE AND NEGLECT**

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. Types include: physical abuse, emotional abuse, sexual abuse and neglect. In addition to these types of abuse and neglect, members of staff will also be alert to following specific safeguarding issues: Child Sexual Exploitation (CSE), **Female Genital Mutilation (FGM)**, Preventing Radicalisation (as specified in the *Counter-Terrorism and Security Act, 2015*) and private fostering.

## **RESPONSIBILITIES AND IMMEDIATE ACTION**

Safeguarding and promoting the welfare of children in our school is the responsibility of the whole school community. All adults working in this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead who is a member of the school's leadership team.

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.

**The Designated Safeguarding Lead is: Emma Rainer**

**The Deputy Designated Safeguarding Lead is: Lorna Anderton**

**The Designated Teacher for looked after children (LAC) is Lorna Anderton**

**Safeguarding Governor who will receive reports of allegations against the Head Teacher and act on behalf of the Governing Body: Maureen Atkinson**

The Designated Safeguarding Lead is also the first point of contact for external agencies that are pursuing Child Protection investigations and co-ordinates the school's representation at CP conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the Designated Safeguarding Lead, they will be responsible for deciding upon whether or not this should be reported to other agencies as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the Designated Safeguarding Lead and the member of staff reporting the concern, advice will be sought from the Deputy Designated Safeguarding Lead, the LA's Strategic Lead Officer for safeguarding in education services or the Early Help Service (EHS) Duty Manager. If a child is in immediate danger or is at risk of harm, a referral will be made to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the Designated Safeguarding Lead, the DSL will be informed, as soon as possible, that a referral has been made.

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. Whole-school in-service training on safeguarding issues is provided 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. They will also attend local authority safeguarding update meetings at least three times a year.

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

**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.



## **RECRUITMENT**

St. Michael's is committed to the principles of safer recruitment and, as part of that, adopts recruitment procedures that help deter, reject and/or identify people who might abuse children. Safe recruitment processes are followed and all staff recruited to the school will be subject to appropriate identity, qualification and health checks. References will be verified and appropriate criminal record checks [Disclosure and Barring Service (DBS) checks], barred list checks and prohibition checks will be undertaken. The level of DBS check required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in the school, as outlined in Part three of the DfE guidance "*Keeping children safe in education*". We will also have regard to DfE's statutory guidance for schools about the employment of staff disqualified from childcare "*Disqualification under the Childcare Act 2006*", which also contains information about 'disqualification by association'.

Relevant members of staff and governors who are involved in recruitment will undertake safer recruitment training. The school will ensure that at least one person on any appointment panel has undertaken safer recruitment training in line with staffing regulations.

Staff joining the School on a permanent or temporary basis will be given a copy of this policy. Additionally, the Staff Handbook confirms CP procedures within the School.

## **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 using the appropriate form placed in the staffroom.
  - 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



- 2018' and 'What to do if you are worried a child is being abused – 2018' 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.

In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency medical assistance. **If a pupil is thought to be at immediate risk because of parental or carer violence, intoxication, substance abuse, mental illness or threats to remove the child during the school day, for example, urgent Police intervention will be requested.**

Where a child sustains a physical injury, or is distressed as a result of reported chastisement, or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for investigation.

In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the school, parents will be notified of this as soon as possible.

St Michael's recognises the need to be alert to the risks posed by strangers or others (including the parents or carers of other pupils) who may wish to harm children in school or pupils travelling to and from school and will take all reasonable steps to lessen such risks.

The School also acknowledges the additional need for support and protection of children who are vulnerable by virtue of homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, mid-year admissions, pupils who are



excluded from school and pupils where English is an additional language, particularly for very young children.

The school has a strong commitment to an anti-bullying policy and will consider all coercive acts and peer on peer abuse within a Child Protection context. We recognise that some pupils will sometimes negatively affect the learning and wellbeing of other pupils and their behaviour will be dealt with under the school's behaviour policy. As a school, we will minimise the risk of allegations against other pupils by providing a developmentally appropriate PSHE syllabus which develops pupils' understanding of acceptable behaviour and keeping themselves safe, having systems in place for any pupil to raise concerns with staff, knowing that they will be listened to, believed and valued, delivering targeted work on assertiveness and keeping safe to those pupils identified as being at risk, developing robust risk assessments and providing targeted work for pupils identified as being a potential risk to other pupils.

### **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: Lorna Anderton. 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.

### **GOVERNING BODY RESPONSIBILITIES**

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 –updated September 2018
- There is a member of the school's 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 – Maureen Atkinson
- An annual audit of safeguarding is carried out and any concerns are remedied without delay



This policy is consistent with all other policies adopted the Governors and should in particular be read in conjunction with the following school policies relevant to the safety and welfare of children:

- Anti-bullying Policy
- Behaviour Policy
- Health and Safety Policy
- Internet Safety Policy
- Whistleblowing Policy
- Code of conduct
- Preventing Radicalisation Policy
- Guidance for Volunteers Policy
- Child Sexual Exploitation (CSE) policy
- Female Genital Mutilation (FGM) policy
- Intimate care policy
- Social media

## **MONITORING AND REVIEW**

This policy will be monitored and reviewed by the Governors

**Responsibility:** Curriculum Committee

**Reviewed:** Annually

**Reviewed:** September 2018 to reflect changes published in the 2018 DfE Statutory Guidance Keeping Children Safe in Education

**Next Review:** September 2019

**Date of DSL Training/Refresher:** April 2019

**Date of Deputy DSL Training/Refresher:** October 2018

**Date of Next Whole School Training:** Monday 3<sup>rd</sup> September 2018

## **KEY DOCUMENTS**

- 'Working Together to Safeguard Children' – DfE 2018
- 'Keeping Children Safe in Education' – DfE 2018
- 'What to do if you're worried a child is being abused' – DfE 2015
- The Prevent Duty – DfE 2015
- Inspecting Safeguarding in early years education and skills setting – DfE 2018
- Ofsted safeguarding children and young people and young vulnerable adults policy – DfE 2015 – updated 2018
- Disqualification under the Childcare Act – DfE 2016 – updated 2018
- Use of reasonable force – DfE 2013
- Preventing and Tackling Bullying – DfE 2017
- DBS Eligibility Guidance – Gov 2016 – updated 2018
- Supporting Pupils with Medical Conditions – DfE 2015





- Safeguarding Children and Young Adults -2015
- Promoting Education for looked after children – DfE 2018
- Advice on school security - 2012

We will ensure that all staff read at least Part One and Part Five of DfE guidance "[Keeping children safe in education](#)" and that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in this policy.