

Mitcheldean Endowed Primary School

Safe Guarding Policy Also known as the Child Protection Policy

This policy should be read in conjunction with the school's CPHSE policy, the Anti-Bullying Policy and the Safe Use of the Internet Policy, First Aid procedures in the Health and Safety Policy, the SEN Policy, the Gender Equality Policy, the Behaviour Policy, and the Physical Intervention Policy. This policy forms part of our pastoral care system.

Further detailed information on signs of abuse and procedures can be found on www.gscb.org.uk which has a complete copy of The Safeguarding Handbook for Educational Establishments.

Our Vision:

To ensure that every child receives the highest quality education that is engaging, enriching and inclusive, in an environment that works hard to develop, support and care for all its members, with people that foster mutual respect and encouragement in accordance with Christian Values.

To realise our vision we must ensure that all possible steps are taken to protect children from abuse and neglect. Abuse is categorised into four areas although these will overlap to some extent: physical, sexual, emotional and neglect. Emotional abuse now includes domestic violence. Definitions of these forms of abuse are included in the above pack.

All staff should be aware of the signs of abuse and remain vigilant about spotting them. If a member of staff has concerns about a child's welfare they should immediately alert the DSL ,Designated Safeguarding Lead,(Child Protection Officer) Mrs Dowding, or in her absence the DDSL or the most senior teacher available. The phone numbers for advice and referrals are pinned to the Head Teacher's notice board.

The School Environment

The school will:

- Work to establish and maintain a safe environment in which children can learn and develop.
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.

Physical Abuse

Minor injuries

The child can be asked how a minor injury was sustained and it is acceptable to ask the parent for an explanation unless there are good reasons not to make such enquiries. If it seems an unlikely explanation or if the injury is in an unlikely place the Head Teacher will contact the CYPD Children's Helpdesk (01452 426565) It is good practice to inform parents of such a referral. Records should be kept of any suspicious injuries so that it is possible to see if there is a repetition of incidents and to see if there is any pattern e.g. Monday mornings.

Serious injuries

A suspicion of a serious injury e.g. non-accidental burns or scalds and others as outlined in training should not be discussed with the suspected perpetrator. The Designated Safeguarding Lead will inform the CYPD helpdesk (01452 426565)

Injuries requiring urgent medical attention

If a child presents with an injury that requires urgent medical attention e.g. a suspected broken bone, head injury, the school has a duty to take that child to accident and emergency at the nearest hospital. If the injury is suspicious, the procedure for serious injury (as above) should be followed.

Sexual Abuse

Suspicion of sexual abuse should not be shared with anyone who may be suspected of the abuse without consultation with Safeguarding Children Service or Police. If a child makes a disclosure about sexual abuse or any other form of abuse it is most important that the member of staff asks only open questions to clarify details. The member of staff should write down what they have been told in as much detail as possible, using the child's own words, as well as the questions they asked the child as soon after the disclosure as practicable.

Guidelines for disclosure of sexual abuse

1. Listen
2. Take what they say seriously
3. Tell them that its not their fault
4. Tell them they were right to tell
5. Tell them what's going to happen next
6. Tell them the perpetrator was wrong
7. Tell them it's right to say no to unwanted touching

Emotional Abuse and Neglect

It is likely that emotional abuse and neglect are noted over a period of time and may well have affected behaviour and so have been discussed with parents. Careful records should be kept in school to help build up a picture. Once it is suspected that the behaviour of the carer amounts to abuse (the characteristics of which were outlined in training) staff should alert the Designated Safeguarding Lead who will inform the CYPD Children's help desk and take advice from them on whether to proceed with a formal referral. Remember that Domestic Abuse falls in to this category as it is known that witnessing such abuse can have serious impact upon children's emotional development and well-being.

Overall

The welfare of the child is the prime consideration. Try to consider any concern from the view point of the child and act to protect them. **If in doubt report it.** If in doubt about procedure ask the Safeguarding Children Services who hold a multi agency log of concerns about children and their families. The more information they have the more able they are to help a child.

Other child protection procedures:

Safe Recruitment

- We will ensure that we practice safe recruitment in line with Government guidance by using at least one NCSL accredited recruiter on all interview panels and by checking the suitability of staff and volunteers to work with children and ensuring any unsuitable behaviour is reported and managed using the Allegations Management procedures.
- All new members of staff, regular helpers and Governors, will be subject to a CRB or DBS check. They may work with the children until their DBS check comes through but should not work alone with children and a list 99 check must be undertaken and all information as required recorded on the central register.
- The school will ensure that all agency staff have the necessary CRB/DSB check
- Safe recruitment procedures will be followed for all new vacancies in school. The Head Teacher and Deputy both hold the NCSL safer recruiter certificate and at least one of them must sit on any interview panel.
- Check with Personnel if an unknown adult wants to work with children-e.g. music or craft work shops- they hold a list of unsuitable people. Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at child protection conferences and core groups.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.

Support

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social care, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil who has a child protection plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

The school will endeavour to keep the school site safe by

- Undertaking regular checks of the boundaries and premises and making good any deficiencies
- Having a code on the main access door
- Having clear procedures for using other entrances that do not compromise fire safety
- Having a signing in book for visitors and badges to show school members their authority to be on site and challenging/reporting any unauthorised visitors.
- Installing security cameras which will help to monitor the site for strangers
- Keeping gates and barriers closed at appropriate times.
- Educating pupils about staying on the school site where they are safe and looked after effectively.

Good Practice

- Any one off visitors to school should not be left alone with children.
- When taking groups swimming or on visits staff should check the toilets for loiterers before letting children use them.
- The school should telephone parents who do not comply with informing the school on the first day of absence to ascertain the reason for absence and the whereabouts of the child.
- Persistent lateness or absence will be challenged by the Head Teacher/Governors .
- The school should be aware of dates that children leave the school and alert the Safe Guarding Office at Shire Hall if a child or family apparently disappear. The Safeguarding Office should be notified within 10 days if the school is uncertain as to a child's whereabouts or sooner if there is cause for concern. Records should be requested from on-going schools within 8 weeks.(sooner if the summer holidays have been avoided) If parents say their children are going to a private school, our school need to satisfy themselves that this has actually happened, if necessary by a follow up phone call. If parents say they are going to home educate their children the school should contact the Elective Home Education Service.
- As part of the PSHCE children should be taught that it is all right to say no to inappropriate touching.
- The school will teach Stranger Danger
- The school will teach safety in other circumstances e.g. road safety, water safety, internet use(see e Safety Policy), etc
- The school will carry out risk assessments for visits and around school.
- Health needs of children to be kept in register
- List of children not to be photographed kept in register
- The school will liaise with other agencies that support the pupil such as social care, Child and Adult Mental Health Service, education welfare service and educational psychology service.

Up dated recommendations

- The school will ensure that any child with gender identity or sexuality difficulties will be supported and if necessary, advice on the nature of appropriate support will be sought from outside agencies.
- As part of safeguarding CPD staff will be briefed regarding Female Genital Mutilation, Honour Based Violence and Forced Marriage and will be aware of the signs and conversations to listen out for as a warning. They will be made aware of the need to report any concerns before any child leaves the country.
- The GSCB has drawn up guidance for all staff working with children under the age of 16 who they believe are engaged in, or planning to be engaged in, sexual activity. If you are suspicious that a child in our school may be involved you must alert the DSL who will alert GSCB.
- Private Fostering-If you think a child in the educational setting is being privately fostered, the Designated person should make a referral to the Children and Families Helpdesk – 01452 426565
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Allegations against staff

- Allegations against a member of staff should be made to the most senior member of staff not implicated or the Chair of Governors if there is an allegation against the Head teacher.
- Any allegation against a member of staff must be immediately referred to the Children and Families Team (01452 426565)and the Local Authority Designated Officer (01452 426994)
- A strategy meeting will be convened for planning purposes and a representative from the school should attend
- The school should notify Human Resources who will offer advice on suspension
- The Whistle Blowing policy for Gloucestershire is pinned to the staff room notice board

Child Protection Plans

- Once a child referral has been made a Child Protection Conference may be convened and a Core group set up to oversee a plan for the child.
- The school will attend Conferences and Core Group meetings as necessary and work along side other agencies to improve outcomes for the child
- The school will support pupils who have been abused in accordance with his/her agreed child protection plan
- The school will notify the relevant social worker if there is an unexplained absence of more than two days of a pupil who has a Child Protection Plan (previously known as being on the child protection register.)
- The school will ensuring that, where a pupil who has a child protection plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Data Protection Act

Under Section 11 of the Children's Act 2006 the school has a **legal duty** to share all relevant information with the **police** and with **Safeguarding Children and the Children and Families Team**. Child protection information is not subject to the Data Protection Act and should be shared with relevant agencies working together to protect children. Further information can be found in the Information Sharing Practitioner's guide published by the DfES.

Care should be taken to ensure that information is not shared with imposters by checking the authenticity of social workers by phoning, through their office, before disclosing any material of a sensitive nature.

Governors

The Governing Body will ensure that:

- There is a Designated Safeguarding Lead who has received appropriate training every 2 years. In our school this is the Head Teacher(December 2016). Mrs Moore is the Deputy DSL(September 2016) and Mr Manning is also able to deputise (December 2016).
- That other members of staff are aware of their responsibilities and the procedures to be followed and have attended relevant training every 3 years.(Re-newed September 2015)
- That there is a named governor with responsibility for safeguarding, who will monitor the above and promote the welfare of children who are pupils at the school- Mrs G Etter
- That the Head Teacher and Deputy and at least one other Governor (Father David, Mrs E Watton, Mrs G Dimmock) have completed the NCSL training for Safe Recruitment procedures and that these procedures are followed for every employment vacancy.(January 2015Govs/ January 2017 HT & DHT)

Further advice:

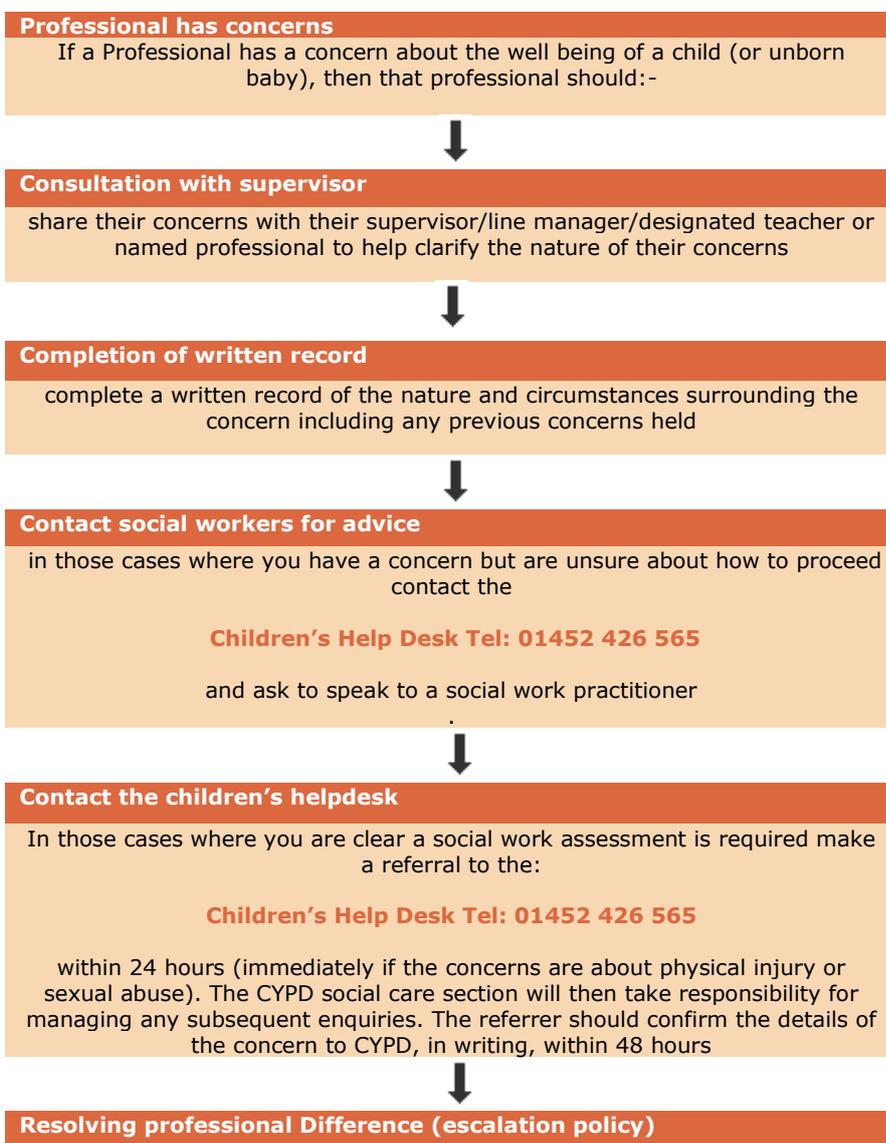
- Further advice may be sought from the safeguarding Children service (01452 583636) or from the Safeguarding Children development Officer (01452 426994)
- Gloucestershire's full updated Child Protection Procedures may be found at www.gscb.org.uk

This policy should be referred to in conjunction with all policies to do with the welfare of pupils.

Annual review at the start of each Autumn Term and to be updated to reflect current advice on 'Best Practice'

Amended September 2014, April 2015 and October 2015, October 2016 to reflect best practice guidance. Please see Addendum

The Stages of Referral



Remember to use the 'resolution of professional difficulties (escalation) procedures if you are left feeling that the response from social care has not addressed your concerns for the child. Advice about procedural issues including using the resolving professional differences procedures can be obtained through the **Safeguarding Children Service on 01452 58 3629**

For out of hours social work advice please contact the **Emergency Duty Team on 01452 614 194**

3.3 Preventing Abuse – including E Safety

E-safety is more than IT alone, it includes all electronic equipment used in the setting, including personal electronic equipment. The setting has a responsibility:

To integrate into any development plans a curriculum that promotes pupils' self esteem and teaches them how to protect themselves and to respect difference and diversity.

To organise the educational environment and accommodation to reduce unsupervised areas where pupils may be exposed to abuse and to ensure that there are sufficient quiet areas where pupils may talk privately with adults.

To provide support for pupils and staff involved in Safeguarding (Child Protection) investigations.

To address problems of bullying, racist, sexist, disablist and homophobic or any other abusive or inappropriate behaviour as soon as they are notified and to incorporate policy in this area into Safeguarding (Child Protection) and behaviour policies.

To ensure that Special Care must be taken to ensure that policies and those who implement them apply the same thresholds to children with a disability and ensure that concerns are followed up. Children with Disabilities are statistically more likely to be abused yet under-represented in Child Protection figures.

The setting should also look at E Safety issues and should have a current Acceptable Use Policy (AUP), which is reviewed annually, covering staff and students which includes:

- Digital media (including taking and using pictures without permission).
- All computers, laptops and storage devices holding personal and/or pupil data must be encrypted,
- All staff, governors and others must only use school based emails (no hotmail or others),
- E-mails from students should not be responded to unless on a school email account.
- School AUP's should outline the policy on contact with students via e-mail and other on-line tools such as social networking sites. South West grid provides protection to all internet connections with schools. The service includes filtering options, which should be understood. Relevant information for filtering systems can be found at <http://www.swgfl.org.uk/Services/SWGfL-Filtering>
- Members of staff should not give out to students any personal mobile numbers, only school mobile phones should be used for school business
- Only school cameras and computers should be used to take photographs of students.
- Students should not be invited onto personal or networking sites by members of staff.

- Staff should turn Bluetooth off on all personal mobile phones when on school premises.
- It is advised that schools sign up to the GSCB website www.gscb.org.uk for notification of updates including e-safety.

Settings should ensure that the school e-safety lead (designated teacher) receives adequate time in staff meetings to feedback updates to members of staff. All staff should be aware of their responsibility to notify the e-safety lead of any concerns