

# **SAFEGUARDING AND CHILD PROTECTION POLICY**

## **Good Working Practice**

This policy aims to outline good practice as we ensure each child is protected from harm at school and also addresses the issues of suspected abuse. It is written with regard to [Keeping Children Safe in Education September 2018 \(this video link shows changes made\)](#) and [Working Together to Safeguard Children 2015](#).

## **PROCEDURES**

### **A) DESIGNATED SAFEGUARDING LEAD**

1. The designated safeguarding lead for child protection in this school is:

.....Rachel Gray.....

2. In their absence, these matters will be dealt with by:

.....Gaynor Rowe.....

3. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.
4. The school recognises that the designated person must have the status and authority within the school management structure to carry out the duties of the post – they must, therefore, be a member of the senior management team. All members of staff (including volunteers) must be made aware of who this person is and what their role is. The designated person will act as a source of advice and coordinate action within the school over child protection cases. They will need to liaise with other agencies and build good working relationships with colleagues from these agencies. The designated person is the first person to whom members of staff report concerns. The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the LA's Safeguarding Children Board (see relevant phone numbers attached).
5. The designated person, if not the Headteacher, is not responsible for dealing with allegations made against members of staff. This remains the responsibility of the Headteacher.

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Services and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by the LA's Safeguarding Children Board.
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, they will ask the Head of Safeguarding to investigate further.
- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, trainee teachers and supply teachers) are aware of, and can access readily, this policy.
- Liaise with the Headteacher to inform him/her of any issues and on-going investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually.
- Be able to keep detailed, accurate, and secure written records of referrals/concerns, and ensure that these are held in a secure place.
- Ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.
- Ensure that the school keeps all child protection records for a minimum of 25 years.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case.
- Have a working knowledge of how the LA's Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in safeguarding and child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately. This also includes staff being given access to the safeguarding log to record any concerns they may have about a child.
- Ensure that all staff and volunteers understand information sharing. This can be supplemented by appropriate staff training, the display of the Seven Golden Rules of information sharing in the staff room, and by staff reading '[Information sharing – advice for practitioners providing safeguarding services to children, young people, parents and carers](#)' (July 2018)

- Ensure all staff have read and have access to the guidance document, '[Safer working practise for adults who work with children and young people](#)'
- Ensure all staff are aware of the Plymouth's Gateway and Hub service (see section E – Dealing with concerns).

## **B) RECRUITMENT** (*see Recruitment and Selection Policy*)

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in "[Safeguarding Children and Safer Recruitment in Education](#)" and ensure we meet requirements to have experienced and trained governors in Safer Recruitment, in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children.
- Check that all adults with substantial access to children at this school have an enhanced DBS (Disclosure and Baring Service) check before starting work, and prior to confirmation of appointment.
- Staff will all be required to sign the disqualification by association form, if appropriate, on an annual basis.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be<sup>1</sup>
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined, and any gaps accounted for.

## **C) VOLUNTEERS**

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will have a DBS check to ensure their suitability to work with children.

The outcomes of the checks carried out on all adults working in school (staff and volunteers) are held in the Single Central Record, maintained by the School Secretary and Monitored by the Safeguarding Officer (Named Person).

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<sup>1</sup> e.g., through birth certificate, passport, new style driving licence, etc...

## **D) INDUCTION & TRAINING**

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school (including volunteers) will receive basic child protection information and a copy of this policy within one week of starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through support from the Local Authority and/or reputable online agencies.

Staff will attend refresher training every three years, and the designated person and deputy designated person every year. This can include training on any safeguarding issues, including signs of abuse, domestic violence, etc.

## **E) DEALING WITH CONCERNS**

All staff and volunteers within the school should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. In the first instance, staff should discuss early help requirements with the designated person. Staff may be required to support other agencies and professionals in an early help assessment. Please see the school's policy on the Common Assessment Framework for more information. (Be mindful that Early Help has been implemented with a view to phase out the need for CAF.)

Advice can be sought from Plymouth's Gateway service (telephone number at the end of the policy). This service can be accessed by anyone in the school and is purely for the purposes of guidance and advice. During the course of the phone call, staff may be advised to take things further, in which case they can phone through to the Hub (phone number at the end of the policy) for assessment purposes.

Members of staff and volunteers are not required by this school to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering harm, they must always refer such concerns to the designated person, who may refer the matter to the relevant Children's Services (see attached phone numbers). Phone call referrals should always be followed up in writing promptly and sent to the relevant agency. A copy should also be kept in the safeguarding folder. Children's Services should respond within a day of receipt of the written referral. If no acknowledgement has been received within three days, then a follow up phone call should be made.

To this end, volunteers and staff will follow the procedures below;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or

- Where a child or young person makes a direct allegation or implies that they have been abused,
- Makes an allegation against a member of staff<sup>2</sup>

They must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person (or head teacher if an allegation about a member of staff) and agree actions to take. This information will be kept in a secure location within the school and will only be accessible to those deemed necessary by the designated person.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of the LA's Safeguarding Children Board.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

## **F) SAFEGUARDING IN SCHOOL**

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies on:

- **Child Protection and Safeguarding**
- **Anti-bullying**
- **Counter Cyber-Bullying**
- **Admission & Procedures**
- **ICT Acceptable Use**
- **E-Safety**
- **Race Equality**
- **Equal Opportunities**
- **Confidentiality**
- **Behaviour Policy**
- **Force and Restraints Policy**
- **Health & Safety**
- **Missing Children**
- **Off-site Activities Policy**
- **Special Educational and Disability Needs**
- **First Aid and Managing Medicines**
- **Complaints Procedure**
- **Whistle Blowing**

### **Security**

It is recognised that security is at risk mainly at the beginning and end of the school day. It is important that staff are aware that the entrance of strangers is possible during these times and vigilance at all times, from all staff, is required. All entrances and exits are alarmed and the alarms are maintained on a regular basis. If a fault occurs on any

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<sup>2</sup> Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

of the systems, the Headteacher should be informed and the fault rectified. Strangers should be approached and asked their reason for being on the premises and politely asked to leave if suspect, and the Headteacher made aware of the incident. If they refuse, the Headteacher should be called to deal with the situation. All works' personnel should show identification before being allowed on the premises.

Visitors arriving at the school should sign in on arrival in the main office and produce any relevant forms of identification. Any visitors from a recognised authority should already be wearing identification badges from their place of work. Any visitors without such badges will be provided with a school visitor badge. No visitors will be left unattended with the children at any time unless proper DBS checks are in place.

All staff members are required to sign in to school by means of the class register upon arrival and the visitors' in/out register if leaving the school premises during lunchtime.

Movement between the floors in the school is restricted. Any parent needing to access teachers via the stairs must get permission from a member of staff. Staff are to be vigilant to the movement of people within the school at all times.

### **Children who are not collected**

At the end of the school day a child who has not been collected by a designated adult should be made to feel secure. At 3.30pm any child that has not been collected should be taken to the after-school club and an attempt to contact a carer should be made. Telephone contact numbers for each child are kept on Scholarpack.

If, in the unlikely event that a carer cannot be contacted at the end of the after-school club session at 5pm, the Children's Social Care should be contacted and asked for further advice after one hour has passed (6pm).

As a staff at Fletewood School we will:

- \* treat all children with dignity and respect.
- \* respect children's personal privacy.
- \* always be available to the children, but ready to refer to someone more experienced.
- \* be sensitive to the needs of others, their likes and dislikes.
- \* avoid questionable activities e.g. rough or provocative games and inappropriate language.
- \* challenge unacceptable behaviour and report all allegations and / or suspicions of abuse.

### **Physical Contact**

- \* Physical contact should always be initiated by the child unless they are in clear or present danger. If initiated, there is no reason why it cannot be reciprocated showing a love and respect for that child.
- \* We will keep all contact public and this is related to the child's needs not the adults.
- \* Children have the right to decide how much physical contact they have with others, except in exceptional circumstances or if the children need medical attention.

- \* Touch / physical contact should be age appropriate.

### **Signs of Abuse**

Staff and volunteers will be made aware of signs of abuse to look out for by attending relevant training and by reading documentation such as '[What to do if you're worried a child is being abused – Advice for practitioners \(March 2015\)](#)'.

- \* If these are noticed, they will be monitored and the member of staff should make a log of what they notice and when.

- \* Upon seeing a questionable picture drawn by a child no questions should be asked, instead it should be kept, dated and monitored in a similar way to any sign of abuse.

### **When we are responding to children we will:**

- \* listen and keep on listening.
- \* only ask open ended questions.
- \* never promise confidentiality.
- \* accept what we hear without passing judgement.
- \* tell the child what we are going to do.
- \* make careful note of what was said and the circumstances in which it occurred, including dates and times; this record is to be kept safe and confidential.
- \* only disclose details on a need to know basis in line with Data Protection and Sharing Information.

### **When sexual abuse is suspected:**

- \* always contact social services / police.
- \* do not tell the parents if it is felt doing so would place the child further at risk (seek advice from the LSCB)
- \* inform the Headteacher.

### **When physical / emotional abuse is suspected:**

- \* In the case of deliberate injury or for concerns of the child's safety, social services will be contacted.
- \* For lesser concerns we will encourage the parent / carer to seek help. This will only be done if it does not put the child at future risk of abuse.

### **When physical/emotional abuse is alleged:**

We know that false allegations of abuse by children are rare; therefore, all allegations will be taken seriously and treated with the utmost privacy and respect for the children.

When allegations take place, our first point of contact is the Headteacher. This will then be passed onto the duty social worker. Under no circumstances are the parents to be contacted; this is part of the social workers' realm.

## **G) CARA (CHILD AT RISK ALERT)**

Children need to feel safe when at Fletewood school. They need to feel listened to and able to express their feelings about what they have experienced. They need a strong support network around them that includes, for example, friends, siblings and practitioners. The duration of exposure to domestic abuse has more impact on children's stress levels than the severity of violence.

Plymouth has adopted a new IT reporting system called ViST – the Vulnerability Identification Screening Tool. This covers a wider range of crimes and captures the context of situations and allows for referral to the right agency or team. It has replaced the 121A report.

CARA has been created so that the 'Key Adult' (Headteacher and School Secretary) can be informed that a child has been involved in a domestic incident. This knowledge will allow us as a setting to consider immediate early intervention.

The Early Years Team in Plymouth currently receive the CARA information usually during the morning. It requires extensive researching from their systems to ensure that they have the correct child information regarding the background and setting that a particular child attends. They will send a CARA e-mail to a setting as soon as they can once they have received the CARA. The Key Adult should read the e-mail in a suitable, confidential space (where possible). If the child is not known to the setting, then a reply should be sent saying so.

The form from the e-mail should be printed and kept in the school's Safeguarding folder. These forms should be filed in chronological order for each child. Fletewood School will follow in house child protection procedures where we feel concerns about a child meet the threshold. CARA e-mails convey highly sensitive and confidential information about children and families. The information given from these e-mails should be treated as such.

Within the setting, the Designated Safeguarding Officer should work with the child's key worker to provide ongoing monitoring of the child throughout the day, including monitoring attendance. The key worker and DSO should help the child to develop coping strategies, sharing information with the appropriate people in the setting and reviewing any previous records for the child. It is our responsibility to ensure the child feels safe at school and able to express their emotions.

## **H) PHOTOGRAPHING CHILDREN**

We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

Parents must sign the relevant section on the school's application form giving their permission for the school and other parents to use photography within the remit of



school life. They must also agree not to post any photographs containing children other than their own on social media sites, etc.

We will not allow others to photograph or film pupils during a school activity without the parents' permission.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name unless as part of a secure, password protected page on the school website.

Members of staff may take photographs of children whilst engaged in school activities for teaching and learning purposes, for assessment purposes or as a means of celebrating successes in school.

Any photos or videos taken by teachers, other adults (including parents), and the children themselves during ANY school activity (including trips / camp) should not be put on public display or published anywhere on the internet (including social networking sites such as Facebook), with the exception of the school's website. See ICT policy.

The use of personal mobile phones and/or cameras in the EYFS and the school as a whole, is strictly prohibited. Where photographs are required they must be taken on school cameras and stored in strict accordance with the School's policy on taking and storing of images. (See ICT Acceptable Use Policy)

#### **D) CONFIDENTIALITY** (*See Policy on Confidentiality*)

The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

#### **J) CONDUCT OF STAFF**

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child

- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, twitter, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and the LA's Safeguarding Children Board procedures, we will view this as misconduct, and take appropriate action.

### **K) PHYSICAL CONTACT & RESTRAINT** (*see Force and Restrains Policy*)

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- Where the member of staff has received suitable training

### **L) ALLEGATIONS AGAINST MEMBERS OF STAFF** (*see related policy and procedures*)

If anyone alleges that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children,

the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by the LA's Safeguarding Children Board.

The Headteacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the Headteacher, when the chair of governors will handle the school's response. The Headteacher (or chair of governors) will gather information about the allegation, and report these without delay to the Local Authority.

### **M) ANTI-RADICALISATION – PREVENT**

All staff are required to complete training on anti-radicalisation - Channel General Awareness Module. The school aims to be aware of ways in which children can display indicators of radicalisation and will log any concerns, if they should occur, in the relevant section of the safeguarding folder. Anti-radicalisation will be dealt with in school through PSHE, SMSC and British Values by way of teaching tolerance and

openness. Current affairs are a relevant way of discussing the issues around PREVENT in a way that is appropriate for children to comprehend.

## **N) FEMALE GENITAL MUTILATION (FGM)**

If a member of staff discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18, the staff member must report this to the police. [Here is a link to signs of FGM.](#)

### **Contact Numbers for Safeguarding:**

Gateway – 01752 307160 (practitioners)

Gateway – 01752 668000 (parents)

Multi Agency Hub – 01752 305200

Out of hours A&A – 01752 346984

Early Years Service – 01752 307450

Local Authority Designated Officer (Simon White) – 01752 307144

Police Child Abuse Investigation Unit – 01752 284522

Early Years Safeguarding and Welfare Officer (Maria Hollett) – 07795 121445 or 01752 308997

Date last reviewed: September 2018

Next review date: September 2019