

Benthal School

Safeguarding Policy



Review Date: September 2015

Status and review cycle: Statutory, Annual

Next Review Date: September 2016

Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002 and in line with government publications 'Working together to safeguard Children' 2015, Revised Statutory Guidance 2 'Framework for the Assessment of Children In Need and their Families' 2000, 'What to do if You Are Worried A Child Is Being Abused' 2003. The guidance reflects, 'Keeping Children Safe In Education' 2015.

The Governing body and staff of Benthall Primary School fully recognise the contribution they make to safeguarding children and their responsibility under section 175 of the 'Education Act' 2002. We recognise that all staff, including volunteers, have a full and active part to play in protecting our children from harm.

All staff and Governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical, mental and moral development of all children.

The aims of this policy are:

- To support the children's development in ways that will foster security, confidence and independence
- To raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse and of children in need. (references in appendices 1 and 2)
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school that will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially Hackney Children's Social Care Services and the Police.
- To ensure that all adults within our school who have access to children have been checked as to their suitability (via previous employers) and hold an up-to-date Disclosure and Barring Service (DBS) check.

Procedures

Our school procedures for safeguarding children will be in line with the City & Hackney Safeguarding Children board (CHSCB) Procedures and 'Keeping Children Safe in Education' (2014)

We will ensure that:

- We have designated senior members of staff responsible for Safeguarding:
The nominated Safeguarding Children Advisor are Sandra Chin (Head Teacher). The two Deputy Safeguarding Children Advisors are Tracy Williams (Deputy Head Teacher) and Sonia Mallick (Deputy Head Teacher).
- We have a senior Lead member of staff responsible for Child protection: The Designated Child Protection officer (DCPO) is Sandra Chin (Head Teacher).
- On appointment the DCPO will undertake interagency training and also undertake DCPO 'new to the role and an 'update' course every two years.
- The school operates safer recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer recruitment Training.
- We have procedures for dealing with allegations of abuse against staff and volunteers 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.
- All members of staff receive regular training and updates on the signs and indicators of abuse (see Appendix 1), dealing with disclosures, reporting concerns and e-safety.
- All members of staff are aware that safeguarding incidences could happen anywhere and are alert to possible concerns being raised at this school.
- All members of staff are aware that they may raise concerns directly with Hackney Children's Social Care Services.
- All members of staff know how to respond to children who disclose abuse.
- Each member of staff, including support staff, has CP procedures in a folder in their room. This includes the procedures to follow if a child discloses abuse, logging and concern forms, diagram for recording injuries, a list of signs and indicators and the 4 definitions of abuse (physical, emotional, sexual and neglect). All staff know the names of the nominated Safeguarding Children Advisors (Head and two deputies) to report any concerns or disclosures. All incident forms are kept in a separate locked cabinet in the Head Teacher's office.

- All parents/carers are made aware of the responsibilities of staff members with regard to Safeguarding procedures and the policy is available to them in the office and on the school website.
- Our Safeguarding policy and procedures will be reviewed and up-dated every year.
- There is a Child Protection Policy together with a Staff Behaviour (Code of Conduct) Policy
- All new members of staff and volunteers will be given a copy of our Safeguarding procedures as part of their induction into the school.
- Play Centre (after school child care) is similarly equipped and trained in line with the the City & Hackney Safeguarding Children board (CHSCB) Procedures and 'Keeping Children Safe in Education' (2015)
- The named safeguarding reporters during Play Centre hours are Joseph Johnson, Caroline O'Hare and Jackie Carmichael. They are required to report incidences or concerns to the designated safeguarding officers – Head Teacher, Deputy head Teacher or _____

Responsibilities

The Safeguarding Children Advisors and Designated Child Protection Officer are responsible for:

- Adhering to the City & Hackney Safeguarding Children board (CHSCB) Procedures and 'Keeping Children Safe in Education' (2015)
- Adhering to school procedures with regard to referring a child if there are concerns about possible abuse or a child in need.(references in appendices 1 and 2) 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) Is this what HLT use?
- 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 onto the child's next school or college.
- Ensuring that an **indication** of further record-keeping is marked on the pupil records (i.e. **see confidential file**).
- Liaising with other agencies and professional
- Ensuring that either a representative of these agencies or staff member attend case conferences, core group or Multi-Agency planning

meetings, Personal Planning meetings, contribute to assessments and provide a report that has been shared with parents/carers.

- Ensuring that any pupil currently subject to a CP Plan who is absent without explanation for more than two days is followed up and immediately referred to their Key worker's Social Care Team.
- Organising Safeguarding and Child protection induction and updating training every three years for all school staff.
- Providing, with the head teacher, an annual report for the governing body, detailing any changes to the policy and procedures: training undertaken by the DCPI and all the staff and governors: number and type of incidences/cases and the number of children on the Child protection register (anonymised)

Supporting Children

We recognise that children, who are abused emotionally or physically, witnessed domestic violence/abuse or have been subjected to Forced Marriage or Female Genital Mutilation (see Appendix 2) may find it difficult to develop and maintain a sense of self worth. We recognise that children in these circumstances may feel helpless and humiliated. We recognise that children may feel self blame.

We recognise the specific vulnerabilities of pupils who are or have been under the care of the Local Authority.

We recognise that the school may provide the only stability in the lives of children who have been abused, neglected or who are at risk of harm.

We accept that research shows that the behaviour of children in these circumstances may range from that which is perceived to be normal to aggressive or passive.

Our school will support all children by:

- Encouraging the development of 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.
- Liaising and working together with all other support services especially those agencies involved in the safeguarding of children
- Notifying Children's Social Care Services as soon as there is a significant concern.
- Providing continuing support to children about whom there have been concerns who leave the school by ensuring that their child protection/ medical record is forwarded, under confidential cover, to the child's new school as soon as possible.

- Continuing to monitor children who have been removed from Safeguarding concerns or the Child protection Register.

Confidentiality

We recognise that all matters relating to Child Protection are confidential.

The Headteacher or designated senior members of staff will disclose any information about children to other members of staff on a need to know basis only in regard to 'Guidance. About sharing information' DCSF – 00807 – (2008 archived)

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being.

We will always undertake to share our intention to refer a child to Children Social Care Service's with their parent/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 _____ on this point.

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 designated senior members of staff 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.

Guidance about conduct and safe practice, including the use of mobile phones and cameras by staff and volunteers will be given at induction.

We understand that a child may make an allegation against a member of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO) from the Hackney Safeguarding Team.

If the allegation made to a member of staff concerns the Headteacher, the member of staff receiving the information will immediately inform the Chair of Governors who will consult with the Local Authority Designated Officer (LADO)

The school will follow the Learning Trust's procedures for managing allegations against staff, a copy of which will be readily available in the school. (Human Resources hand book in office)

We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak to the Area Education Officer/LADO following the whistle blowing policy.

Whistle blowing regarding the Head teacher should be made to the Chair of the Governing body whose contact details are available from the school office or on the school website.

Physical Intervention

We acknowledge that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures

We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary

Bullying

Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under Safeguarding procedures.

Racist Incidents

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under Safeguarding Procedures. All racist incidents are reported to the Headteacher and recorded in the Racist Incident book kept in the office. These incidents are reported on a termly basis to the Learning trust.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our children by providing with good lines of communication and trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

Include children in consultation eg through safety questionnaires, participation in Anti-Bullying week, asking pupils to report whether they have had enjoyable lunch/play times.

Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

Ensure that all children know there are adults in the school whom they can approach if they are worried or in difficulty.

Include in the curriculum opportunities for PSHCE/SEAL which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. In particular this will include anti-bullying work, e-safety, road safety, pedestrian and cycling training. Also focussed work in Year 6 to prepare for transition to Secondary school and more more personal/independent travel.

Ensure all staff are aware of school guidance for the use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their risks.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips

and visits.

Monitoring and evaluation

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

- Governing body visits to the school
- SLT 'drop ins' and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance Data
- Scrutiny of a range of risk assessments
- Scrutiny of Governing body minutes
- Logs of Bullying/Racist/ behaviour incidences for SLT and GB to monitor
- Review of parental concerns and parent questionnaires
- Review of the use of Behaviour procedures and policy
- Review of the use of the 'Red/ Reflection rooms at lunch/play times

This policy also links to our policies on:

Behaviour

Staff behaviour / code of conduct

Whistleblowing

Anti- Bullying

Racism

Health and Safety

Allegations against staff

Attendance

Curriculum

PHSE

Teaching and Learning

Administration of medicines

Drug education

Sex and relationship education

Physical intervention

E-Safety

Risk assessments

Staff recruitment and selection

Child Sexual Exploitation

Intimate care