

Bader Primary School

Safeguarding & Child Protection Policy

The policy reflects current legislation, accepted best practice and complies with the government guidance: *Working Together to Safeguard Children March 2013* and *Keeping Children Safe in Education April 2014*

Approved by Bader Primary School Governing Body on:	
Name:	
Name:	
Name:	

Statement of Policy

This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the students in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm.

The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. Staff cannot promise confidentiality if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

In our school, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures issued by Stockton Local Safeguarding Children Board.

As a consequence, we:

- will have an effective safeguarding children procedure and follow National Guidance (Keeping Children Safe in Education (April 2014))
<https://www.gov.uk/government/publications/keeping-children-safe-in-education>
- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process.
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary teaching and learning responsibilities will be threaded through the curriculum.
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, the Governing body and all adults who work in the school.

- will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions.
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for co-coordinating action within the school and liaising with other agencies.
- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by LSCB (Stockton Local Safeguarding Board).
- will share our concerns with others who need to know, and assist in any referral process.
- will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated member of staff, who will refer on to Children’s Services in accordance with the procedures issued by LSCB.
- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs.
- will ensure that all staff are aware of the child protection procedures established by LSCB and act on any guidance or advice given by them.
- will ensure through our recruitment and selection of volunteers, governors and paid employees that all people who work in our school are suitable to work with children.
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

Designated member of staff

1. The designated senior member of staff (designated person) for child protection in this school is:

S. Feasey (Head Teacher)	simon.feasey@sbcschools.org.uk
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2. In their absence, these matters will be dealt with by:

Mrs S. Jatwa (Deputy Head Teacher)	basjatwa@sbcschools.org.uk
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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 need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the school.
- 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.
- the designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- they should possess skills in recognising and dealing with child welfare concerns.
- appropriate training and support should be given.
- 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 SBC
- the designated person is not responsible for dealing with allegations made against members of staff.

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 SLSBC. Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, they will investigate further.
- Ensure each member of staff and volunteers at the school, and regular visitors (such as trainee teachers and supply teachers) are aware of and can access readily, this policy.
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this.
- Be able to keep detailed accurate secure written records of referrals/safeguarding concerns, and ensure that these are held in a secure place.
- Ensure that information relevant to safeguarding is shared appropriately both internally and with other relevant agencies
- 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 Academy/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 students.
- Deal effectively with persistent absence.

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 LSCB operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Support the CPD of all other professionals within the organization who may be required to attend meetings where safeguarding and child protection is discussed.
- 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 child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

Designated Governor

The Designated Governor for Child Protection at this school is:

Mr David Griffiths

Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school.
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate.
- Child protection is integrated with induction procedures for all new members of staff and volunteers.
- The school follows the procedures agreed by SLSBC, and any supplementary guidance issued by the Local Authority and new National guidance.
- Only persons suitable to work with children shall be employed in the school or work here in a voluntary capacity.
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action within the school's disciplinary policy
- All Governors are given the choice to be subject to DBS (Disclosure and Barring Service) checks, if not access is restricted and they are accompanied at all times.

The documents below provide the framework for the school's responsibilities as part of a co-ordinated shared response to the health and well being of children. All staff will be made aware of these documents and how they can access them.

Keeping Children Safe in Education: Statutory guidance for all schools and colleges

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

Keeping Children Safe in Education: Information for all school and college staff

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300319/KCSIE_FINAL_8PG.pdf

<http://www.stockton.gov.uk/childrenandyoungpeople/lscb/aboutlscb/>

Recruitment

In line with the Keeping Children Safe in Education (Part 3 page 16 – 29)

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 in accordance with our DBS Policy.

We will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Verification of a candidate's identity.¹
- Right to work in the UK
- Verify professional qualifications.
- 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.
- The School Single Central Record is kept up to date in accordance with school policy
- Check that all candidates employed as teachers are not subject to a prohibition order issued by the Secretary of State

Other contacts with the school

Any member who will have regular contact with students will have a DBS check completed by the school, this will be completed for the purpose of the specific occupation that relates to the school.

When considering roles and responsibilities a check will be considered to identify the level of DBS check required. Where an external provider has a DBS check that has been completed within 12 months the Governing Body delegates the responsibility to the head teacher to make an informed decision. Where the external provider is not in regular one to one contact with pupils, or is clearly supervised, a recent DBS check and references may be sufficient.

All adults and children visiting or working in the school are only permitted at the discretion of the head teacher.

The DBS policy applies to all people engaged in contact with our school that have access to the site and will include volunteers, supply staff, music peripatetic teachers etc.

¹ e.g. through birth certificate, passport, photo card driving licence, etc...

Induction and 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, Keeping Children Safe in Education: Information for all School and College Staff (April 2014) 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 as through the designated person.

Staff will attend refresher training at least every three years to equip them to carry out their responsibilities for child protection. The designated person will undertake training in inter agency working that is provided by, or is at the standard agreed by, the LSCB every two years.

Dealing with concerns

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 significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Children's Services.

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, or
- makes an allegation against a member of staff.²

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 action to take.

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

Safeguarding in the 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:

² 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.

- Spiritual, Moral, Social and Cultural Education; child protection issues will be addressed through the curriculum as appropriate.
- Bullying; the school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home.
- E-safety; the school will make students aware of the dangers of the internet, through Curriculum teaching, particularly ICT CEOP awareness and SMSCE. Have software in place in the school to monitor and highlight any person accessing inappropriate sites or information.
- Safe recruitment and code of conduct for staff.
- Racist incidents.
- Behaviour and the school rules.
- Health & Safety. (Accident Book and Fire Book - drills)
- Allegations against members of staff.
- Monitoring of visitors
- Harassment and discrimination
- Drug and substance abuse
- Educational visits off site
- Meeting the needs of students with medical conditions
- School security, including e-safety

Confidentiality

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

Any member of staff who has access to any 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 or the police.

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, or social networking websites.
- disclosing personal details inappropriately
- driving a student home on their own without prior permission from a parent
- Where staff are required to change clothing at work this must be done in a designated staff only area.

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

Physical contact and restraint

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 restraint training.
- Any use of physical intervention must be recorded and the parent/person with parental responsibility must be informed at the earliest opportunity.

Allegations against members of staff

If anyone makes an allegation 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.

As referred to in Part Four – **Keeping Children Safe in Education** – Part Four

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdnce_FIN_AL.pdf#

Organisations should have a Named Senior Officer who has responsibility for Allegations Management.

The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by the LA designated officer for allegations.

The head teacher will handle such allegations, unless the allegation is against the head teacher, when the chair of governors will handle the school's response.

The head teacher (or chair of governors) will gather information about the allegation, and report these without delay to the LADO.

Regardless which organisation the Senior Nominated Officer is from they must contact the Stockton-on-Tees Local Authority Designated Officer on 01642 527413 or 01642 527764. The LADO will advise on how to proceed, whether the matter can be dealt with within the organisations own arrangements or whether a multi –agency strategy meeting is required.

Where the LADO decides that the issue can be dealt with internally by the school concerned, the reasoning and advice will be recorded and sent to the Senior Nominated Officer for the organisation, CESC First Contact and the Police Child Protection Unit. This school will comply with the timescales in the guidance and inform the LADO of the outcome of our investigation.

Where the LADO decides the case needs to proceed to a strategy meeting s/he will make a referral to CESC First Contact and convene a strategy meeting in accordance with guidance.

Complaints made directly to the police will be reported to the LADO as soon as possible and again s/he will decide whether to hold a strategy meeting. This however will not prevent the Police interviewing the complainant if they feel this is appropriate.

The school will act on all allegations made against members of staff, workers, professional, volunteers or governors.

Supporting Children

Immediate response to the pupil

It is vital that our actions do not abuse the pupil further or prejudice further enquiries, for example:

- listen to the pupil, if you are shocked by what is being said, try not to show it
- it is OK to observe bruises but not to ask a pupil to remove their clothing to observe them

if a disclosure is made,

- accept what the pupil says
- stay calm, the pace should be dictated by the pupil without them being pressed for detail by asking leading questions such as “what did s/he do next?” It is our role to listen - not to investigate
- use open questions such as “is there any thing else you want to tell me?” or “yes?” or “and?”
- be careful not to burden the pupil with guilt by asking questions like “why didn’t you tell me before?”
- acknowledge how hard it was for the pupil to tell you
- do not criticise the perpetrator, the pupil might have a relationship with them
- do not promise confidentiality, reassure the pupil that they have done the right thing, explain whom you will have to tell (the designated lead) and why; and, depending on the pupil’s age, what the next

stage will be. It is important that you avoid making promises that you cannot keep such as “I’ll stay with you all the time” or “it will be all right now”.

Recording information

- Make some brief notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern, facts and not assumption or interpretation.
- If it is observation of bruising or an injury try to record detail, e.g. “right arm above elbow” Do not take photographs!
- Note the non-verbal behaviour and the key words in the language used by the pupil (try not to translate into ‘proper terms’).
- It is important to keep these original notes and pass them on to the designated member of staff who may ask you to write a referral.

Supporting pupils

- The staff and governors recognise that a child or young person who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that in these circumstances pupils might feel helpless and humiliated, and that they might feel self blame.
- We recognise that this school might provide the only stability in the lives of pupils who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a pupil in these circumstances might range from that which is perceived to be normal to aggressive or withdrawn.
- The school will support all pupils by:
 - discussing child protection cases with due regard to safeguarding the pupil and his or her family
 - supporting individuals who are or thought to be in need or at risk in line with SSCB procedures
 - encouraging self-esteem and self-assertiveness
 - challenging and not condoning aggression, bullying or discriminatory behaviour
 - promoting a caring, safe and positive environment.

Confidentiality

- The personal information about all pupils’ families is regarded by those who work in this school as confidential. All staff and volunteers need to be aware of the confidential nature of personal information and will aim to maintain this confidentiality
- Staff understand that they need know only enough to prepare them to act with sensitivity to a pupil and to refer concerns appropriately. The designated leads and head teacher will disclose information about a pupil to other members of staff on a need to know basis only. It is inappropriate to provide all staff with detailed information about the pupil, the incident, the family and the consequent actions.

Staff must ... be aware that:

- they cannot promise a pupil complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the pupil or other pupils safe
- Where there are concerns about a pupil's welfare relevant agencies need to be involved at an early stage. If a member of staff or a volunteer has concerns about a pupil's welfare, or if a pupil discloses that s/he is suffering abuse or reveals information that gives grounds for concern, the member of staff should speak to their designated person with a view to passing on the information.