



C of E Primary School

Safeguarding Policy and Child Protection Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

(The School has adopted the new Surrey County Council Child Protection Policy, updated November 2009. Telephone numbers correct at this time)

**This policy was adopted in February 2011
and is to be reviewed in February 2012**

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1.0 Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Action 2002, and in line with government publications: "Working Together to Safeguard Children" 2006, "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 "Safeguarding Children and Safer Recruitment in Education" DfES Jan 2007, and Surrey Safeguarding Children Board SSCB Child Protection Procedures.¹
- 1.2 The Governing Body takes seriously its responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff², volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.
- 1.4 All staff believe that our school provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 The aims of this policy are:

¹ The SSCB Child Protection Procedures are only available online at www.surreycc.gov.uk/safeguarding

² Wherever the word "staff" is used, it covers ALL staff on site, including ancillary, supply and self employed staff, contractors, volunteers working with children etc, and governors

- 1.5.1 To support the child's development in ways that will foster security, confidence and independence.
- 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- 1.5.5 To emphasise the need for good levels of communications between all members of staff.
- 1.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.8 To ensure that all staff working within our school who have access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory List 99 or Enhanced CRB check (according to guidance)³, and to ensure a single central record is kept for audit.

2.0 Safe School, Safe Staff

2.1 We will ensure that:

- 2.1.1 **All members of the governing body** understand and fulfil their responsibility to ensure that they, and the school, safeguard and promote the welfare of children through all policies, arrangements, and activities, raise concerns where recognised, and annually review safeguarding arrangements including this policy (see 3.1.9).
- 2.1.2 We have a designated senior member of staff, our Child Protection Liaison Officer, and at least one deputy, all of whom have undertaken the Modular 3 Day Child Protection Foundation Training delivered through the SSCB (or the previous 2 day Surrey ACPC course) and who undertake other training as required by the LA, to update their training at least every 2 years.
- 2.1.3 All members of staff are provided with child protection awareness at induction, including in their arrival pack, the school safeguarding statement "Safeguarding Children at Surrey Hills C of E Primary School" so that they know who to discuss a concern with.
- 2.1.4 The Headteacher, where he/she is not the CPLO, and all other staff and governors, have child protection awareness training within their first term, updated by the CPLO every 3 years, to maintain their understanding of the signs and indicators of abuse.

³ This, other materials to support safeguarding in schools, and CPLO Update courses, can be accessed at www.surreycc.gov.uk/safeguardingchildren

- 2.1.5 All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of the awareness raising pack “What to do if you are worried a child is being abused” (as in 2.1.4 above).
- 2.1.6 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools’ Child Protection Policy, and reference to it in our introductory school pack.
- 2.1.7 Our lettings policy will seek to ensure the suitability of adults working with children by checking their qualifications and CRB forms on school sites at any time.
- 2.1.8 Community users organising activities for children will be given a copy of the school’s child protection guidelines and procedures.
- 2.1.9 We will ensure that child protection concerns or allegations against adults working in school are referred to the LADO⁴ for advice, and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority⁵ for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.
- 2.2 Our procedures will be regularly reviewed and updated.
- 2.3. The name of the Designated members of staff for Child Protection, the Child Protection Liaison Officer, or CPLO will be clearly advertised in the Entrance Lobby at Westcott and on the Parents’ Noticeboard at Abinger, with a statement explaining the school’s role in referring and monitoring cases of suspected abuse.
- 2.4 All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the CPLOs’ names clearly displayed, as part of their induction into the school.
- 2.5 Parents are made aware of the policy in the Prospectus and on the School Website, and their entitlement to have a copy of it.

3.0 Responsibilities

- 3.1 The designated teacher, CPLO is responsible for:
 - 3.1.1 Referring a child if there are concerns about possible abuse, to the Contact Centre Children’s Team⁶, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call.⁷

⁴ LADO Local Authority Designated Officer for allegations against staff. LEO for a maintained Surrey school, or access the Duty LADO via 01372 833310

⁵ Contact the LADO for guidance in any case

⁶ All new referrals go to the Contact Centre Children’s Team 0300 200 1006 (Fax 020 8541 7309) operating 8.00am to 6.00pm. CPLOs may consult with an Assistant Team Manager by telephoning 0208 541 7401/7402. In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.

⁷ On line forms will be emailed from the Contact Centre

- 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- 3.1.3 Ensuring that all such child protection records are kept confidentially and securely, separate from pupil records, until the child's 25th birthday, and are copied on to the child's next school or college.
- 3.1.4 Ensuring that an indication of the existence of the additional file in 3.1.3 above is marked on the pupil records.
- 3.1.5 Liaising with other agencies and professionals.
- 3.1.6 Ensuring that either they or the class teacher attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.
- 3.1.7 Ensuring that any pupil currently with a child protection plan who is absent without explanation for two days is referred without delay to their key worker's Social Care Team.
- 3.1.8 Organising child protection induction, and update training every 3 years, for all school staff.
- 3.1.9 Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the CPLO, and by all staff and governors; number and type of incidents/cases, and number of children with child protection plans (anonymised).⁸

4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.
- 4.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 Our school will support all pupils by:
 - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
 - 4.4.2 Promoting a caring, safe and positive environment within the school.
 - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.4.4 Notifying Social Care as soon as there is a significant concern.
 - 4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the pupil's new school and ensuring the school medical records are forwarded as a matter of priority.

⁸ Format for the Governors Annual Report is available from Governor Services and at www.surreycc.gov.uk/safeguardingchildren

5.0 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Headteacher or CPLO will disclose any information about a pupil to other members of staff on a need to know basis only.⁹
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4. All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents/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 an Assistant Team Manager at the Contact Centre Children's Team on this point.

6.0 Supporting Staff

- 6.1 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.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the CPLO and to seek further support as appropriate.

7.0 Allegations against staff

- 7.1 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.
- 7.2 All Staff should be aware of Surrey's Guidance on Behaviour Issues, and the school's own Behaviour Management policy.
- 7.3 Guidance about conduct and safe practice will be given at induction.¹⁰
- 7.4 We understand that a pupil may make an allegation against a member of staff.

⁹ Guidance about sharing information, can be found in the booklet "What to do if You are Worried a Child is being Abused" DoH 2003 www.doh.gov.uk and as at footnote 3

¹⁰ The IRSC nationally agreed document "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" is available at www.teachernet.gov.uk and as at footnote 5

- 7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher.¹¹
- 7.6 The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer, who is the Local Education Officer (LEO) for maintained schools.¹²
- 7.7 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.5 above, without notifying the Headteacher first.
- 7.8 The school will follow the Surrey procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.
- 7.9 Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and Personnel Consultant in making this decision.
- 7.10 In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as in 7.8 above.
- 7.11 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.

8.0 Whistle-blowing

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 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 in the first instance, to the LEO/LADO, following the Whistleblowing Policy.

9.0 Physical Intervention

- 9.1 Our 'Use of Reasonable Force' policy on physical intervention by staff is set out separately, and acknowledges that staff must only use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

¹¹ or Chair of Governors in the event of an allegation against the Headteacher

¹² LEOs at, SE 01737 737959, Duty LADO 01372 833310

- 9.2 Such events should be recorded and signed by a witness.
- 9.3 Staff who are likely to need to use physical intervention will be appropriately trained in the Positive Options technique.
- 9.4 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.
- 9.5 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.

10.0 Bullying

- 10.1 Our policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents.

11.0 Racist Incidents

- 11.1 Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

12.0 Prevention

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

12.2 Safer Recruitment and Selection of Staff

- 12.2.1 The school has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.

- 12.2.2 The recruitment process is robust in seeking to establish the commitment of candidates to support the school’s measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

- 12.2.3 The Headteacher, The Safeguarding Governor and another member of the Governing Body have undertaken and passed ‘Safer Recruiting’ training.

- 12.3 The school community will therefore:

- 12.3.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

12.3.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

12.3.3 Include across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

13.0 Health & Safety

13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits.

Relevant Policies and Documents

The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures.

The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance:

- Managing Allegations and Concerns Against Staff and Volunteers
- Complaints Procedure
- Behaviour Management
- Anti-Bullying
- Whistle-blowing
- Safer Recruitment
- Use of Reasonable Force
- Special Educational Needs
- Inclusion and Exclusion
- Gender Equality
- Community Cohesion
- Curriculum
- Confidentiality
- Attendance
- First aid and the administration of medicines
- Health and Safety
- PHSE and Sex and Relationships Education
- Equal Opportunities
- Racial Equality
- E-safety
- Lunchtime and Play (Risk Assessment)
- Residential Visits (Risk Assessment)
- Work experience and extended work placements (Risk Assessment)

