

# POLICY FOR SAFEGUARDING AND PROTECTING CHILDREN

## MISSION STATEMENT

*“Working together to build a strong foundation through Faith and learning”*

Christ Church (Church of England) Infant School and Nursery aims to provide within a Christian Foundation the highest standards of education and care.

We recognise and celebrate the limitless potential of all our young children and seek to maximise their natural enjoyment of and enthusiasm for learning.

Christ Church (Church of England) Infant School and Nursery recognises its legal and moral duty to work with other agencies in safeguarding children and protecting them from “significant harm”. These duties are defined by the DfE and the inter-agency procedures of the **Wolverhampton Safeguarding Children Board**.

**Part 1:** Policy (available on website)

**Part 2:** Categories of Abuse; Signs and Symptoms (school information only)

## Part 1

<b>Designated Safeguarding Lead</b>	<b>Chris Potter (Deputy Headteacher)</b>
<b>Deputy Safeguarding Lead</b>	<b>Sharon McHale</b>
<b>Designated Governor</b>	<b>Janette Lewis (Chair)</b>
<b>Local Authority Designated Officer</b>	<b>Paul Cooper (550661)</b>

The following procedures aim to provide a framework which ensures that all practices in the area of child protection is consistent with stated values and procedures that underpin all work with children and young people. This document also seeks to make the professional responsibilities clear to all staff to ensure that statutory and other duties are met in accordance with National and WSCB requirements and procedures. We recognise that School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating.

### **Our staff are expected at all times to:**

- safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teachers Standards 2012)
- listen to children and take what they say seriously
- provide a safe environment in which children can learn
- take action to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk
- be prepared to identify through '**early help**' children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed
- recognise that in addition to working with the designated safeguarding lead staff members should be aware that they may be asked to support social workers to take decisions about individual children
- maintain an attitude of 'it could happen here' where safeguarding is concerned
- always act in the interests of the child
- recognise that children going missing from an education setting is a potential indicator of abuse or neglect
- recognise that **any** vulnerability in children or their families can be symptomatic of or contribute to issues including extremism and understand subsequent processes through **Prevent training** and knowledge of **Channel Programme Referral**
- teach children about safeguarding through teaching and learning and every day opportunities as they arise

- recognise the uniqueness and individual needs of all children whilst ensuring a response consistent with this policy
- read, understand and implement ‘**Keeping Children Safe in Education**’ 2016 (KCSiE) and respond appropriately to any training and/or ‘information updates’
- know that there are **mandatory** reporting requirements for teachers regarding **Female Genital Mutilation**
- understand significant **local issues** such as **trafficking and child sexual exploitation**
- have knowledge of **Whistleblowing** procedures as well as the school’s **Confidentiality** Policy
- keep themselves safe by appropriate adherence to the **Code of Practice, E-Safety Policy and Safer Working Practices guidance**
- be aware of the effects of **Domestic Violence** on children and refer appropriately
- understand that children can abuse children (**peer-on peer** abuse)
- be aware that our young children may disclose information about **older siblings or parents** that may require referral
- fully comply with statutory information requests (eg DBS checks and Childcare Disqualification Declaration form)

**All staff** share the responsibility for ensuring that concerns about children “in need” and those “in need of protection” are brought to the attention of the responsible person/agency in order that they may be investigated within the appropriate procedures.

Staff seek to adopt an open and accepting attitude towards children as part of their general responsibility for pastoral care. Our intention is that parents and children will feel free to talk about any concerns or worries which may affect educational progress, wellbeing or safety and that they will see the school as a safe place if there are any difficulties at home. Children will be taken seriously if they seek help from a member of staff.

Our school brochure informs parents that it is the duty of the school to contact outside agencies such as the police, social services or other investigative agencies, as a constructive measure, where they are concerned that a child may have been harmed or be in danger of harm. **The overriding duty of care in all circumstances is to the welfare of child.**

Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school. However, staff cannot guarantee to consult parents first, or to keep the child’s concerns confidential, if referral must be made to the appropriate agencies in order to safeguard the child’s welfare.

Staff who observe injuries which appear to be non-accidental, or who are told anything significant by a child, **must** report their concerns to the designated teacher.

School staff do not, however, carry out investigations, nor decide whether children have been abused. That is a matter for the specialist agencies.

**ANY MEMBER OF STAFF CAN MAKE A REFERRAL DIRECTLY TO THE LOCAL AUTHORITY SAFEGUARDING LEAD**, especially if it concerns another member of staff or if in their view the concern has not been sufficiently dealt with. Key staff need to be aware of Local Authority thresholds.

## **Procedures**

Staff will report any incidents, concerns or disclosures to the Designated Lead and should provide a detailed, accurate record using the '**Child Protection Concern, Incident and Disclosure Report**' Form (copies given to all staff and available on the 'One Drive'). The child's own words should be reported where possible.

The conduct of 'front line' staff can influence the outcome of subsequent court procedures and they must follow strict guidelines concerning the collection of evidence. Anyone hearing a disclosure of abuse **must** take care not to ask the child leading questions. They should listen carefully and make sure that the child understands that the information may have to be shared with others on a 'need to know' basis.

Report all concerns without delay. **If in any doubt, report it anyway.**

**Responsibilities of the Designated Lead** are included at the end of Part 1 of this policy. These may include making a referral to the Central Referral Hub (Social Services) on **555392**. This is an **enquiry and referral** service. Advice will be given on the appropriateness of making a referral. This should be done on a **WSCB Multi-Agency Form (MARF)** for referrals to the Multi Agency Safeguarding Hub (MASH). A note should be kept of all enquiries made to the enquiry and referral service (even if the advice is not to refer). This should include date, time, advice given and name of person giving advice. The DSL or Deputy DSL will always be available to receive information or give advice (by telephone if necessary).

School must always have at least 1 member of any recruitment panel trained in **Safer Recruitment**. At least 2 members of SLT or governors will be trained for this purpose (currently 3).

## **Talking to and listening to children**

If a child chooses to disclose, you **SHOULD**:

- be accessible and receptive
- listen carefully and uncritically at the child's pace
- take what is said seriously
- reassure the child that they are right to tell
- tell the child that you must pass this information on
- make a careful record of what was said

You should **NEVER**:

- take photographs or examine an injury
- investigate or probe aiming to prove or disprove possible abuse – never ask leading questions
- make promises to children about confidentiality or keeping ‘secrets’
- assume that someone else will take the necessary action
- jump to conclusions or react with shock, anger or horror
- speculate or accuse anybody
- confront another person (adult or child) allegedly involved
- offer opinions about what is being said or about the persons allegedly involved
- forget to record what you have been told
- fail to pass the information on to the correct person
- ask a child to sign a written copy of the disclosure

## Curriculum

Child protection and wider child safety issues will be addressed through the curriculum as appropriate, particularly through PSHE and Circle Time. Other related policies include e-mail and internet policies, confidentiality, behaviour & discipline and health & safety. E-Safety Policy and procedures are shared with staff; the curriculum includes opportunities for children to learn about E-Safety.

## Staff Issues

**All staff, governors, adult placements and volunteers** are required to have DBS clearance (school policy is **every three years**), including a prohibition status check, barred checklist and EEA restrictions/sanctions check. A childcare disqualification declaration form is completed by all staff **annually**. The School maintains a Central Single Record regularly checked and signed by the DSL and Chair of Governors.

Visitors and work experience pupils must always be fully supervised.

Any complaints about staff behaviour may be made to the Headteacher, the Chair of the Governing Body or directly to the Local Authority Designated Safeguarding Officer (Paul Cooper – 550661).

All those involved will be entitled to a fair hearing, both children and staff.

Complaints that raise child protection issues will be reported under local inter-agency procedures for investigation outside the school.

All education staff, teachers, LA officers and teaching assistants need to be aware of the way in which their actions may be perceived by onlookers and must not act in such a way that they leave themselves, or any child, at risk of allegations or abuse.

A Code of Conduct is available on our One Drive. Adult Placements are also given appropriate information on Induction including the documents listed below.

Staff should seek advice and information about good practice, particularly in relation to individual work with children and young people and in the delivery of personal care.

All staff, adult placements and regular volunteers are provided with the following documents (signed for):

- *Keeping Children Safe in Education (September 2016)*
- *WSCB Safeguarding Induction Pack*
- *Safeguarding and Child Protection Policy*
- *Whistleblowing Policy*
- *Confidentiality Policy*
- *E-Safety Policy*
- *School based contact information & LA contact*

**The above documents *must be read alongside this Policy for Safeguarding and Protecting Children.***

## **Training & Certification**

Both the Designated Safeguarding Lead (DSL) and the Deputy DSL are trained at Level 3 and attend appropriate updates. All staff have Level 1 (awareness) training and updates during each academic year and governors receive LA Safeguarding training as appropriate. The Headteacher, Deputy Headteacher and Chair of Governors are trained in Safer Recruitment. NQT's receive Safeguarding Training as part of their Induction. All new staff receive appropriate induction and documentation (as above).

Staff are regularly reminded about responsibility for their own conduct including with regard to E-Safety and use of social media.

Staff undertook 'Prevent' training September 2015.

## **Contracted Services**

Where the governing body contracts its services to outside providers the School will ensure that these providers have appropriate Safeguarding and Child Protection Policies and Procedures and DBS checks.

## **Parent Support Information**

Contact information is provided for parents including Domestic Violence (noticeboard and website). The school has an 'open door' policy.

## THE ROLE OF THE DESIGNATED SAFEGUARDING LEAD

The Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Lead is responsible for coordinating action where it is suspected that a child is in need, has been harmed, or is at risk of significant harm.

It is important that all staff and all visiting professionals know the identity of the Designated Safeguarding Lead and the deputising arrangements which apply if the nominated member of staff is absent. *This information is displayed on noticeboards, in our school policies and on our school website.*

**The DSL or Deputy DSL will always be available** to receive information or give advice (by mobile phone if necessary).

The Designated Lead should be available to offer both general training and specific support to staff who have child protection concerns about a child or who receive a disclosure from a child. This will also include assisting them in preparing for attendance at Child Protection Initial and review Conferences, Core Group Meetings or Court appearances.

The Designated Safeguarding Lead will coordinate support for a pupil about whom a referral has been made and share information on a “need to know” basis.

It is the responsibility of the Designated Lead to maintain child protection records in a secure and confidential system which is separate from the main pupil record and, wherever possible, to ensure that these records follow the child to the designated teacher in any subsequent school. *An overview of these records is given to the Deputy DSL & the Chair of Governors (Governor with responsibility for Safeguarding and Child Protection) on a regular basis (dated & signed)*

The DSL and Deputy DSL should have a good knowledge of LA thresholds.

The Designated Safeguarding Lead should facilitate the development of a whole school policy on Child Protection and encourage the development of aspects of the curriculum which can empower and protect children.

**Part 2** of this policy (Categories of Abuse; signs and symptoms) is available in school and nursery only (not on our website).

***This policy will be reviewed in Autumn 2017 (or sooner if new legislation or guidance occurs).***