



ST PHILIP'S SCHOOL

Safeguarding and Child Protection Policy

Named personnel with designated responsibility for Safeguarding Children from Harm and Child Protection

Academic year	Designated School Staff	Nominated Governor	Chair of Governors
2014/14	Jude Bowen, Headteacher Debbie Battle, Safeguarding and Prevention Officer	Patrick Hall Amy Thompson	Peter Way

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INTRODUCTION

This policy applies to all Governors, staff, including supply and ancillary staff and volunteers working in or on behalf of the school.

Everyone working in or for St Philip's school shares the responsibility to help keep its young people safe by contributing to:

- the provision of a safe environment for young people to learn and develop in our school setting
- identifying young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home, as far as is possible, and in our school setting
- enabling our young people to have optimum life chances and be able to enter adulthood successfully

SCHOOL COMMITMENT

St Philip's School is committed to safeguarding children from harm and child protection and promoting the welfare of all of its pupils:

- ✓ Each pupil's wellbeing is of paramount importance
- ✓ We recognise that some children *may* be especially vulnerable to abuse.
- ✓ We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way.
- ✓ Whilst at school, their behaviour may be challenging.
- ✓ We recognise that some children who have experienced abuse may harm others.
- ✓ We will always take a considered and sensitive approach in order that we can support all of our pupils.

KEY PRINCIPLES

The following principles will underpin all of our work with young people. Our approach will:

- be child centred
- take account of risk and protective factors associated with abuse
- actively involve young people and their families
- support the achievement of best possible outcomes for our young people
- be holistic
- ensure equality of opportunity
- promote multi/inter-agency working
- be a continuing process rather than 'an event'
- identify and provide the service or intervention required and monitor its impact
- be informed by evidence

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

The school pays full regard to current guidance 'Keeping Children Safe in Education {Department for Education (DfE) April 2014" .We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children or staff as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Disclosure and Barring Service (DBS) checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- A DBS Enhanced Disclosure is obtained for all new appointments to our school's workforce through staffing personnel and payroll. We will monitor changes to the proposed Independent Safeguarding Authority (ISA) regime.
- this school keeps an up to date single central record detailing the range of checks carried out on our permanently employed staff and visiting supply staff
- All new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- Our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- Identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA
- All interview panels will include a member who has completed Safer Recruitment training

2. Safe Practice

Safe working practice ensures that pupils are safe and that all staff:

- have undertaken child protection training
- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- work in an open and transparent way
- work with other colleagues where possible in situations open to question
- provide a level of supervision commensurate with the activity being undertaken
- take account of relevant risk assessments

- discuss and/or take advice from school management over any incident which may give rise to concern
- record any incidents or decisions made in an appropriate manner
- apply the same professional standards regardless of gender, ethnicity or sexuality
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

3. Safeguarding Information for pupils

All pupils in our school are aware of a number of staff whom they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a member of staff with responsibility for safeguarding/child protection and know who this is. We inform pupils of adults whom they might talk to, both in and out of school, their right to be listened to and heard, and what steps can be taken to protect them from harm.

School's arrangements for consulting with and listening to pupils are encouraged through a variety of means including the School Council, pupil surveys and the school's highly skilled WEST (Wellbeing and Emotional Support Team).

4. Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. This is explained to parents during the introductory meeting before students start at the school.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information **unless** we have permission or it is necessary to do so in order to protect a child.

St Philip's School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see Action by Designated Safeguarding Person). We encourage parents to discuss any concerns they may have with their child's class tutor, in the first instance. We make parents aware of our policy via the school website; parents are made aware that they can view this policy on request.

5. Partnerships with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Local Safeguarding Children Board. The Headteacher and Safeguarding and Prevention Officer (SPO) are members of the Kingston Local Safeguarding Children's Boards (LSCB). St Philip's School, works closely with of outside agencies which include: Social services, Child Adolescent Mental Health Service (CAMHS), Education Welfare Officer (EWO), Family Advice and Support Service (FASS), Disabled Children's Team (DCT) and other appropriate agencies.

6. School Training and Staff Induction

The school's designated member of staff along with the headteacher has undertaken child protection training and training in inter-agency working that is provided by Kingston Local Safeguarding Children Board, at Level 3 they also attend yearly refresher training.

All other school staff, including non teaching staff, undertake, child protection training every three years. Induction for new staff is delivered as and when required.

New Safeguarding updates sent to all staff via email. "Safeguarding update" meetings held with relevant staff.

Copies of the Child Protection Procedures and Safeguarding Policy are displayed in the staff room. Temporary staff and volunteers who may work with the school for a period of time have child protection information attached to their ID badges. Photographs of the designated school staff are displayed in the school's reception area.

7. Support, Advice and Guidance for Staff

Staff will be supported by induction training when they are first appointed and refresher training every 3 years thereafter. The designated person for Safeguarding/Child Protection monitors attendance and current compliance status.

8. Related School and other Guidance and Policies

".....safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as:

- ✓ Child Sexual Exploitation
- ✓ Female Genital Mutilation
- ✓ Fabricated or Induced illness
- ✓ Mental Health
- ✓ Bullying/ cyber bullying (e-safety)
- ✓ Preventing Extremism and radicalisation

Reference should also be made to the school's e-safety Policy, Anti-Bullying Policy, RSE Policy, Health and Safety Policy, Behaviour Policy, PSHE Policy, Touch Policy, RBK's Guidelines for Educational Visits and Outdoor Education and Whistleblowing Policy.

Other guidance including:

Cyberbullying and children and young people with SEN and disabilities: guidance for teachers and other professionals. [anti-bullying alliance 2014]

Preventive measures-how youngsters avoid online risks [EU Kids Online 2014]

Mental health and behaviour in school [DfE June 2014]

Enough is Enough a policy report for the centre for social justice [June 2014]

Keeping Children Safe in Education [DfE April 2014]

Children Missing from Education

The school takes due notice of regarding children missing in education.

Attendance

St Philip's School monitors attendance rigorously. The pastoral team ensures that pupils with less than satisfactory attendance are closely mentored. This work will involve families.

Confidentiality

The school has regard to "Keeping Children Safe" DfE 2014:

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

St Philip's School has clear and explicit confidentiality guidelines:

This policy indicates that:

- a) Information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm**
- b) That information is shared on a need to know basis**
- c) In the event of a disclosure the Designated Safeguarding Person must contact the safeguarding service or SPA prior to contacting parents/carers**

9. Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep its young people safe. In order to provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- if the child is Looked After
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information which is normally kept on the students' file. Confidential files are kept securely away from the student file and have limited access.

10. Roles and Responsibilities

Our Governing Body will ensure that:

- the school has effective child protection procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and that these procedures are made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the school's leadership team is designated to take lead responsibility for child protection;
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

Our Headteacher will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.
- ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- the local authority Safeguarding Audit is completed annually

Member of Staff with Designated Responsibility for Safeguarding children from Harm and Child Protection will:

- refer cases of suspected abuse or allegations to the **Single Point of Access (SPA)**; or safeguarding team's in other LA's other than Kingston and Richmond.
- act as a source of support , advice and expertise within the educational establishment;

- liaise with the headteacher to inform her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of child protection case conferences and be able to attend and contribute to these;
- ensure that all staff have access to and understand the school's child protection procedures;
- ensure that all staff have induction training;
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school (secure post) separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.

All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME

**“Everyone has a role to play in safeguarding children”
[From: *Keeping Children Safe in Education*” statutory guidance DfE 2014]**

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated safeguarding person with responsibility for child protection (or the headteacher- on their absence the assistant headteacher AH) **prior** to any discussion with parents.

1. Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated safeguarding person in order that she can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the young person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?' Do not Lead.
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the young person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the young person will be involved as appropriate
- Write a "Verbatim" report as soon as possible after the disclouser.

3. Action by the Designated Safeguarding Person (or other senior person in their absence)

Following any information raising concern, the senior designated safeguarding person will consider:

- any urgent medical needs of the child
- making an enquiry to Social Services Duty team to find out if the child is subject to a Child Protection Plan
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. Safeguarding Officer, Social Care
- the child's wishes

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. Common Assessment Framework (CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

4. Action following a child protection referral

The designated safeguarding person or other appropriate member of staff will:

- make regular contact with the social worker involved to stay informed
- wherever possible, contribute to the strategy discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children are subject to a Child Protection plan ensure contributions are made and that Core and Review Meetings are attended.
- where possible, share all reports with parents prior to meetings
- where a child with a child protection plan moves from the school or goes missing, immediately inform the key worker in Social Care

5. Recording and monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the headteacher and designated safeguarding person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection.' If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Education Social Work Service. **Original copies will be retained until the child's 25th birthday.**

6. Supporting the Child and Partnership with Parents

- School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

Allegations regarding person(s) working in or on behalf of school (including volunteers)

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow the Kingston Local Safeguarding Children Board procedures. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely with Social Services. School based records will be retained in locked files.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the Designated Safeguarding Person and make a record
- In the event that an allegation is made against the headteacher the matter will be reported to the Chair of Governors who will proceed as the 'headteacher'
- The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
- The headteacher may need to clarify any information regarding the allegation, however, no person will be interviewed at this stage
- In line with the LA procedures, the headteacher will consult with the Local Authority Designated Officer (LADO) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The headteacher will inform the Chair of Governors of any allegation.

