



**St. Mary's C of E Primary School, Timsbury**

**CHILD PROTECTION (SAFEGUARDING) POLICY**

**1. Principles**

- 1.0 St Mary's C. of E. Primary School takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care. "The welfare of the child is paramount." Children Act 1989.
- 1.1 All action is taken in line with the following legislation/guidance:
- South West Child Protection Procedures (SWCPP), [www.swcPPP.org.uk](http://www.swcPPP.org.uk),
  - Section 175 Children Act 2002
  - Keeping Children Safe in Education 2016
  - Working Together to Safeguard Children 2015
  - What to do if you're worried a child is being abused 2006
  - Safeguarding Children and Safer Recruitment in Education 2007
  - Local Safeguarding Children Board Guidance
  - The Prevent Duty (2015)
- 1.2 We will follow procedures set out by the Local Safeguarding Children Board and take account of further guidance issued by the DfE and the Local Authority (LA).
- 1.3 Our policy applies to all staff, governors and volunteers working in the school.
- 1.4 We recognise that staff, because of their contact with and knowledge of children or young people in their care, are well placed to identify abuse and offer support to children in need.

- The '**Designated Safeguarding Lead**' in our school for Child Protection is **Alice Brown, Headteacher**. In her absence this responsibility is delegated to **Claire Brewer (Deputy Headteacher)** or **Mrs Heather Stephens (Class Teacher)**.
- **Gill Jones** is the Named **Governor for Safeguarding**
- **Bath and North East Somerset Social Care Team (01225 396313)**
- **Mel Argles** is the **Local Area Designated Officer (01225 39 6810)**; **Lesley Hutchinson** is the **Head of Safeguarding (01225 396339)** for Bath and North East Somerset.

- 1.5 As part of the ethos of the school, the staff and governors are committed to:
- ensuring the school practises safer recruitment in checking the suitability of staff and volunteers to work with children;
  - ensure we have a Designated Safeguarding Lead for safeguarding/child protection who has received appropriate training and support for this role
  - ensuring that all staff and volunteers understand, and adhere to, the school's code of conduct;
  - establishing and maintaining a safe school environment, where all children feel secure, can learn and develop, are encouraged to talk and are listened to, where their views are valued and respected;
  - supporting pupils who have been abused, and carrying out specific actions in accordance with the agreed child protection plan;
  - including opportunities in the curriculum for children to develop the skills they need to recognise, and stay safe from, abuse;
  - ensuring all teaching and support staff are aware of signs and symptoms of physical, sexual, emotional abuse and neglect and know the correct procedure for referring concerns, or reporting allegations against staff, in line with Keeping Children Safe in Education 2016 and the Local Authority Managing Allegations procedures, and receive appropriate training to enable them to carry out these requirements;
  - ensuring all volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated person responsible for child protection;
  - exercising their duty to work in partnership with other agencies and to share information with them, including attendance at child protection conferences, core groups and preparation of reports for conferences;
  - ensure professional disagreements are resolved in work in relation to the safety of children with reference to the Escalation Policy on the SWCPP;
  - encouraging and supporting parents/carers, working in partnership with them.
- 1.6 The school recognises that it is an agent of referral and not of investigation.
- 1.7 The child protection policy should be read in conjunction with other relevant policies
- Anti-Bullying
  - Behaviour
  - Confidentiality
  - E Safety
  - Equality
  - Health and Safety
  - Positive Handling and The Use of Reasonable Force (DFE Guidelines)
  - Whistle Blowing

## 2 Types of Abuse

**All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

**Neglect:** is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

**Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, anal or oral sex) or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional abuse:** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions beyond the child's developmental capability as well as the overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve serious bullying, causing children frequently to feel frightened or

in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **3 Procedures for Referral**

- 3.0 Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the **Designated Safeguarding Lead, Alice Brown**, or if unavailable to the **Deputy Designated persons Claire Brewer or Mrs Stephens**. In the absence of any of the above, the matter should be brought to the attention of the most senior member of staff.
- 3.1 The Designated Safeguarding Lead will immediately inform the Children and Families Assessment and Intervention Team (CAFAIT) by telephone. **01225 396312/313** or the Emergency Duty Team **01454 615165**
- 3.2 Telephone referral to the Children and Families Assessment and Intervention Team (CAFAIT) will be confirmed in writing using the form marked C2 within a maximum of 48 hours, ideally 24 hours.
- Essential information will include the pupil's name, address, date of birth, family composition, and reason for referral, previous concerns, name of person receiving the referral and any advice given. The referral must be signed and dated by the referrer.
- 3.3 The referral will be shared with the parent/carer, and where appropriate with the child/young person, unless to do so may place the pupil at increased risk of significant harm, in which case advice should be sought from the CAFAIT team. **If a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the school must consult the Duty Social Worker before informing parents, unless the child is subject to a Child Protection Plan in which case schools must contact the allocated Social Worker.** The relevant Social Worker will advise the school when, and by whom, parents will be informed.
- 3.4 Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.
- 3.5 Referrals for Alleged Perpetrators of Sexual Abuse – Where a pupil is being investigated by the police for allegedly committing sexual offences and the police have said they will make a referral to CAFAIT, the school will still telephone the CAFAIT without delay to raise awareness of the concerns relating to the alleged perpetrator. The CAFAIT will advise whether or not a C2 needs to be completed by the school.

#### **4 Alleged Abuse by Staff**

4.0 The school will follow the BANES Managing Allegations Protocol/South West Child Protection Procedures for managing allegations against staff. Maintained schools will contact Hester Edmond, Senior Human Resources Consultant, for consultation as soon as an allegation is made on telephone **01225 394490** (or one of the other Senior HR Consultants)

If unable to contact the above, the school will contact the Local Authority Designated Officer (LADO) **Mel Argles**, Deputy Head of Safeguarding & Quality Assurance on **01225 396810** or, in the LADO's absence, Head of Safeguarding, Lesley Hutchinson 01225 396339. **The LADO must be notified within one working day.**

The LADO will co-ordinate, record notes and advise on the appropriate action to be taken.

4.1 Staff/volunteers must report an allegation about a member of staff immediately to the Designated Safeguarding Lead in the school and the Head teacher\* then proceed as above. Where the allegation is against the Head teacher, the member of staff/volunteer must either contact the Chair of Governors or the LADO, above. If contacted with regard to an allegation against the Head teacher, the Chair of Governors will follow the LA 'Guidance for Chairs of Governors Dealing with Child Protection Allegations against the Head Teacher', and contact Hester Edmond Senior H R Consultant for consultation. (or one of the other Senior HR Consultants) An allegation must not be discussed with the alleged perpetrator or other members of staff/governors, unless advised to do so by a LA designated officer. We will follow the guidance in Keeping Children Safe in Education 2016.

4.2 The school is legally obliged to make a referral to the Disclosure and Barring Service if at the end of the allegation process a member of staff or volunteer is removed from their position, or if they leave while under investigation for allegedly causing harm or posing a risk of harm to children

4.3 The school has a staff code of conduct in place, which clearly states what behaviours are acceptable and what behaviours are not. Staff sign to say that they have read and understood the documents during induction.

*\* At St Mary's, this is the currently the same person.*

## 5 Record Keeping

- 5.0 Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible, noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed and discussed with the designated person for child protection. Where staff have observed injuries to a child, these should be recorded on a body map outline, with some indication given about the size of the injury. Staff should not take photographs of injuries.
- 5.1 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
- 5.2 Written records of concerns about children must be kept, even where there is no need to make a referral immediately. Where concerns do not meet the threshold for a referral to CAFAIT consideration should be given to the appropriateness of completing a CAF and making a referral for a Team Around the Child meeting.
- 5.3 All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and must be kept separate from other records.
- 5.4 A chronology will be kept at the front of individual pupils' files, which is reviewed and updated whenever a new concern is raised or additional relevant information becomes available, noting actions and outcomes.
- 5.5 The quality of child protection records will be monitored by the Head teacher.
- 5.6 Where a child moves school, child protection documentation must be passed immediately and confidentially to the receiving school, separate from general records, with copies of the original records retained by the school until the receiving school acknowledges receipt. The Head Teacher or designated person for child protection will also contact the Head Teacher or designated person for child protection at the new school/college to raise awareness of child protection concerns, and that records are being transferred. When children join St Mary's a written request is made to establish if there are any child protection concerns.
- 5.7 The school will refer to the NSPCC document entitled Records Retention and Storage.

## **6 Supporting Children**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame and school may be the only stable, secure and predictable element in their lives. When at school their behaviour may be challenging and defiant or they may be withdrawn. So we will support pupils by:

- encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
- promoting a safe, caring and positive environment within the school
- liaising and working with support services and agencies involved in the safeguarding of children
- notifying the Locality Social Care Team as soon as there is a significant concern
- notifying the social worker immediately if a pupil subject to a child protection plan is excluded
- ensuring appropriate information is forwarded under confidential cover to the pupil's new school

## **7 Parental Involvement**

- 7.0 This school is committed to helping parents/carers understand its responsibility for the welfare of all pupils.
- 7.1 Parents/carers will be made aware of the school's child protection policy via the school prospectus and initial meetings with parents of new pupils. Parents will also be made aware of how they can access the full child protection policy.
- 7.2 Concerns will be discussed with parents/carers. Where a referral is needed, the designated person should inform parents/carers before making the referral, unless to do so may place the pupil at increased risk of significant harm. However, a lack of agreement should not stop a referral going ahead.

## 8 Training

- 8.1 Governors and proprietors must ensure that all staff read and are familiar with Part One: Safeguarding Information for all staff (Page 5) in Keeping Children Safe in Education 2016. Governors and proprietors will also ensure that all staff understand and discharge their responsibilities as set out on Part One of this guidance.
- 8.2 The Designated safeguarding lead must receive **multi-agency** child protection training every 2 years and undertake refresher training on specific issues as required.
- 8.3 All staff, both teaching and support, must be provided with child protection training on a regular basis, at least every 3 years. In addition all staff members should receive safeguarding and child protection updates (for example via email, e-bulletins and staff meetings) as required but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Where appropriate, staff will receive additional training in order to effectively carry out their role e.g. safer recruitment training.
- 8.4 Temporary and supply staff must be made aware of basic information in respect of the school's child protection procedures, including the name of the Designated Safeguarding Lead.
- 8.5 The Designated Safeguarding Lead has undertaken a "Train the Trainers" Course and will induct new staff/volunteers to ensure they are aware of the CP practices, policies and codes of behaviour within the school and ensure they receive appropriate training.
- 8.6 The Designated Safeguarding Lead and their deputy should keep up to date with local and national advice and guidance on child protection, and attend such additional training as is necessary to effectively fulfil their roles e.g. Prevent: Train the Trainer.
- 8.7 Training records must be kept up to date by schools, recording the date, focus and level of training received by individuals.
- 8.7 Training is available from the Local Safeguarding Children Board

## 9 Confidentiality

We recognise that all matters relating to child protection are confidential however; all staff must be aware that:

- we must not promise to keep secrets which might compromise a child's safety or wellbeing or that of another child;
- we have a professional responsibility to share information with other agencies in order to safeguard and protect children, in accordance with LSCB information sharing protocols;
- the Designated Person or Headteacher will disclose personal child protection information about a pupil to other members of staff only on a need-to-know basis;
- we must respect children and families rights to privacy and ensure that their personal matters are dealt with and communicated professionally and with due regard to Human Rights and Data Protection legislation;
- separate confidential child protection records will be kept by the Designated Person in accordance with *Bath and North East Somerset, Local Safeguarding Children Board's 'Children In Need Handbook' - 'Guidelines on Record Keeping and Management of Child Protection Information'*;
- the Designated Person will always undertake to share their intention to refer a child to the North East Somerset Social Care Team with the child's parent(s)/carer(s), unless to do so would place the child at further risk of harm or impede a criminal investigation. If in doubt, the Designated Person will seek advice in accordance with LSCB guidance.

## 10 Safer Recruitment Practices

St. Mary's C of E Primary School has in place recruitment processes that aim to identify unsuitable staff and follow best practice for safer recruitment. These include:

- advertisements and application packs that make explicit reference to the commitment of the school to safeguarding children;
- seeking enhanced Disclosure and Barring (DBS) checks for staff who are appointed to work directly with children and young people;
- clear statements in job descriptions and person specifications about individuals' safeguarding responsibilities;
- ensuring that all employed or contracted professionally qualified staff are registered with appropriate bodies;
- always using application forms (CVs on their own are not accepted);
- exploring at interview any gaps in employment;
- ensuring that at least one member of any interview panel has successfully completed Safer Recruitment Training.

## **11 The Role of the Governing Body**

- 11.0 The governing body will ensure that all statutory duties with regard to child protection are fulfilled, as detailed in any "Safer Recruitment in Education Guidance" and "Keeping Children Safe in Education 2016".
- 11.1 The school will complete the school safeguarding annual audit, in partnership with the designated Governor for Safeguarding. A copy of this report must be sent to the Head of Safeguarding on completion.
- 11.2 The governing body will ensure that weaknesses identified; within the annual school safeguarding audit; through on-going monitoring of child protection procedures; other sources, are addressed explicitly within the School Improvement Plan. The governing body will regularly monitor the implementation and impact of the identified actions.
- 11.3 The Designated Governor for Safeguarding, in liaison with the designated person, will ensure that the school has a child protection policy and procedures in place, which are known to all members of staff, and up-dated annually.
- 11.4 The governing body controls the use of school premises both within and outside of school hours and has a duty to safeguard children and young people using the premises. Where services or activities are provided separately by another body, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

## **12 Review**

- 12.0 This policy will be reviewed on an annual basis, and updated where appropriate, however if a weakness is identified in school procedures or new guidance is issued by the local authority or DFE, the policy will be reviewed and revised.

Adopted by the Governing Body: September 2015  
First reviewed: March 2016  
Second Review: March 2017

Signed \_\_\_\_\_ Chair of Governors

Next Review: March 2018

**Appendix One: Child Protection `Cause For Concern` form  
CONFIDENTIAL REPORTING FORM FOR THE USE OF STAFF AND VOLUNTEERS**

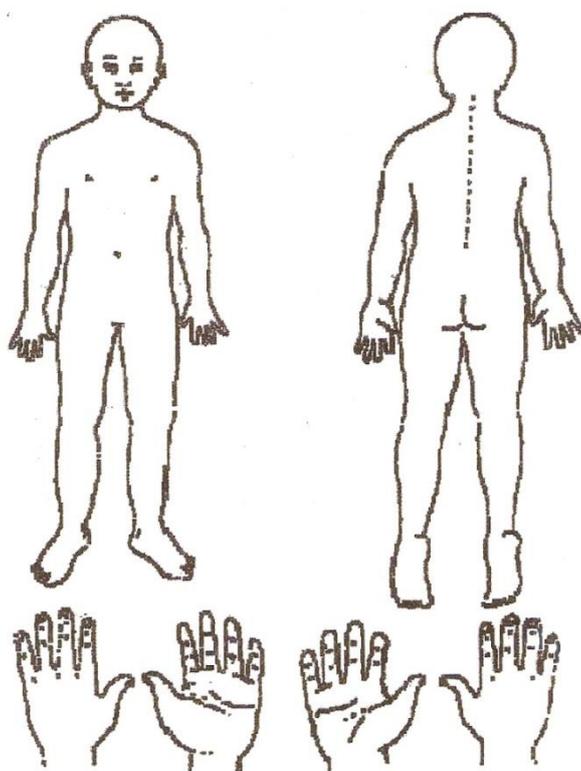
Please complete this form if you have any concerns about a child's welfare.

1. Pass the completed form, in confidence, to Designated Safeguarding Lead, Alice Brown in her absence, to the Deputy DSLs, Mrs Claire Brewer or Mrs Heather Stephens.
2. The DSL will now assume responsibility and take any necessary action on behalf of the child.
3. Please remember you must not make any investigation yourself.
4. This procedure is in accordance with government guidelines and our Child Protection Policy

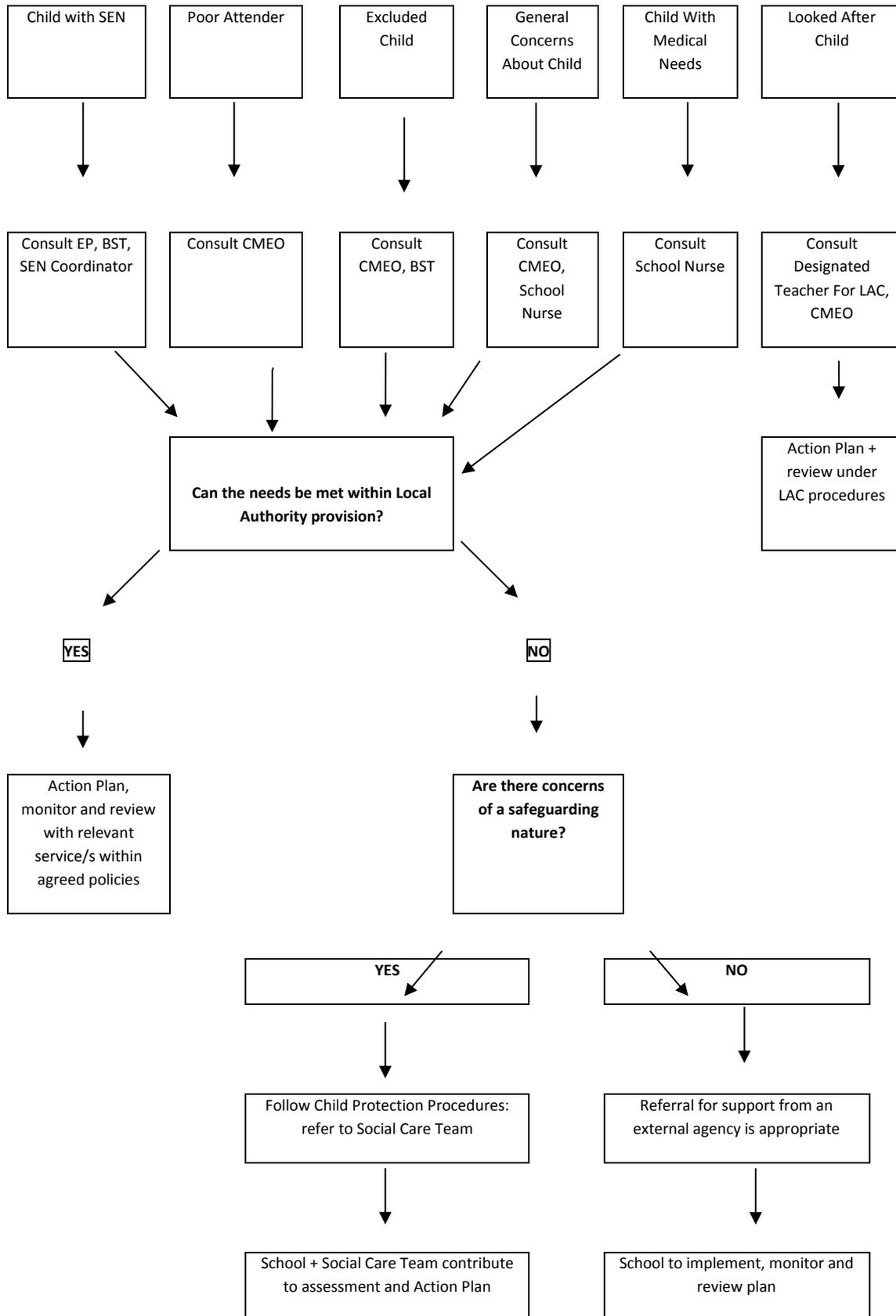
<b>Name of Child</b>		<b>DOB</b>
<b>Date of Concern</b>		
<b>Nature of Concern</b> <ul style="list-style-type: none"> <li>• Include observations</li> <li>• Write factually</li> <li>• Do not ask leading questions</li> <li>• Do not promise confidentiality</li> <li>• Record what, if anything, was said, using the child's / adult's own words</li> <li>• Continue on additional sheet(s) if necessary.</li> </ul>		
<b>Name of person reporting</b>		<b>Role</b>
<b>Signature of person reporting</b>		<b>Date</b>
<b>Action taken by DTCP</b>		
<b>Signature of DTCP</b>		<b>Date</b>
<b>Reviewed by DTCP Action taken</b>		
<b>Signature of DTCP</b>		<b>Date</b>
<b>Final outcome</b>		
<b>Signature of DTCP</b>		<b>Date</b>

## Appendix Two: Body Map

Body Map



### Appendix Three- chart for managing a Child In Need Concern



## APPENDIX Four – Flow chart for managing a Child Protection Disclosure



**South West Safeguarding and  
Child Protection Group**



### Referral Flowchart

July 2009