

SCHOOL CHILD PROTECTION POLICY

HYDE PARK SCHOOLS



This policy was originally developed on **4 November 2015** and adopted on **30th November 2015**.

The names of the Designated Leads for Safeguarding are:
MRS E A HILL (Infants, telephone number 225493)
MR M DELLOW (Juniors, telephone 225314)

The names of the Deputy Designated Leads for Safeguarding are:
MRS D RAZEY (Infants)
MISS T JACKSON (Juniors)

The name of the link Child Protection Governor is:
CECILE USSHER

I. Introduction

- I.1 This policy has been developed in accordance with the principles established by the Children Act 1989 and in line with government publications, local guidance and procedures:-
- I.1.1 “Working Together to Safeguard Children” 26th March 2015.
 - I.1.2 “What To Do If You Are Worried a Child Is Being Abused” 26th March 2015.
 - I.1.3 “Keeping Children Safe in Education Guidance” 22nd July 2015.
 - I.1.4 “Dealing with Allegations of Abuse Against Teachers and Other Staff. Guidance for Local Authorities, Head Teachers, School Staff, Governing Bodies and Proprietors of Independent Schools” October 2012.
 - I.1.5 Child Protection in Plymouth, Notes and Information for Designated Persons in schools.
 - I.1.6 “South West Child Protection Procedures” Website, (www.swcpp.org.uk).
- I.2 The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 (**INSERT SECTION 157 OF THE EDUCATION ACT 2002 FOR**

INDEPENDENT SCHOOLS, ACADEMIES, FREE SCHOOLS ETC) to safeguard¹ 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 staff² 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 should 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:

1.5.1 To support the child's development in ways that will foster security, confidence and resilience.

1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.

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 plans for those children.

1.5.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.

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 effective working relationships with all other agencies involved in safeguarding children.

1.5.8 To ensure that all adults within our school who have access to children have been checked as to their suitability. This includes other community users of our facilities.

2. Procedures

¹ Safeguarding (as defined in the Joint Inspector's Safeguarding report) is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies".

² "Staff" covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children.

- 2.1 Our school procedures for safeguarding children will be in line with the *Plymouth Safeguarding Children Board (PSCB) Multi Agency Child Protection Procedures* (www.swcpp.org.uk).

We will ensure that:

- 2.1.1 The governing body understands and fulfils its safeguarding responsibilities.
- 2.1.2 We have a Designated Lead for Safeguarding and a deputy who have undertaken Multi Agency Child Protection Awareness Training delivered through the PSCB, and who undertake other training as recommended by the PSCB every two years.
- 2.1.3 We have a member of staff who will act in the Designated Lead for Safeguarding's absence (i.e. the Deputy Designated Lead for Safeguarding) who has also received the above Multi Agency Child Protection Awareness Training, and who will have been briefed in the role.
- 2.1.4 All members of staff are provided with opportunities every three years to receive INSET by the Designated Senior Lead for Safeguarding (or other recognised trainer) in order to develop their understanding of child protection and in particular the signs and indicators of abuse.
- 2.1.5 All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- 2.1.6 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our prospectus/brochure and home school agreement.
- 2.1.7 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time (see also 7.3.7).
- 2.1.8 Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures.
- 2.1.9 Our recruitment and selection policy includes all appropriate checks on staff suitability including Disclosure and Barring Service checks.³ A minimum of two individuals have completed Safer Recruitment Training (i.e. Headteacher and a nominated Governor).
- 2.1.10 The name of any member of staff considered not suitable to work with children will be notified to either the Disclosure and Barring Service or the relevant Government Department/Agency (where appropriate), depending on the nature of

³ Safer recruitment practice includes scrutinising applicants, verifying identity and qualifications, obtaining character and professional references, checking previous employment history and that a candidate has the health and physical capacity for the job, and a face to face interview as well as the mandatory check of the Disclosure & Barring Service (DBS) Children's Barring List, and, where appropriate, a Criminal Records Check.

the concern, with the advice and support of the school's Human Resources Provider and/or the Local Authority Designated Officer.

- 2.1.11 All relevant staff, visiting officers and hirers etc. have been vetted in accordance with the 'Childcare Disqualification Requirements' and 'Disqualification by Association', and deemed suitable for working with the relevant age range of children within the school.
- 2.1.12 Our procedures will be annually reviewed and up-dated.
- 2.1.13 The name of the Designated Lead for Safeguarding and Deputy Designated Lead for Safeguarding will be clearly displayed in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.
- 2.1.14 All adults, (including supply teachers, non-teaching staff and volunteers), new to our school will be given or directed to a copy of the Child Protection Policy, the booklet "What To Do if You're Worried A Child is Being Abused", and the name and contact details of the Designated Lead for Safeguarding will be explained as part of their induction into the school. In addition all such staff and volunteers will be made aware of the 'Guidance for Safer Working Practice for Adults who work with Children and Young People' booklet, available for reference within the school.

3. Responsibilities

- 3.1 We understand that our responsibility to safeguard children requires that we all appropriately share any concerns (as soon as a staff member or volunteer suspects/knows of a concern) that we may have about children. The first point of contact is the Designated Lead for Safeguarding or other member of the Leadership Group (in their absence). The Designated Lead for Safeguarding will inform the Headteacher of the referral. If any staff member is involved the report is made to the Headteacher. If the Headteacher is involved then the Chair of Governors should be informed (see also 7.3.3).
- 3.2 The Designated Lead for Safeguarding is a member of the School Leadership Team and is responsible for:-
 - 3.2.1 Referring by telephone a child's details if there are concerns about his/her welfare, possible abuse or neglect to Children, Young People and Families Services (formerly Children's Social Care). A written record of the referral will be faxed/posted/emailed to Children, Young People and Families Services (formerly Children's Social Care), using the multi-agency referral form, as soon as possible within the school day.
 - 3.2.2 Ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral.
 - 3.2.3 Ensuring that all such records are kept confidentially and securely and are separate from general pupil records, with a front sheet (in chronological order) listing significant events in the life of the child.

- 3.2.4 Ensuring that an indication of further record-keeping (e.g. a separate child protection file) is marked on the general pupil records.
- 3.2.5 Acting as a focal point for staff to discuss concerns and liaising with other agencies and professionals.
- 3.2.6 Attending (or delegating this requirement to another appropriately informed member of staff) Common Assessment Framework (CAF) meetings, case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributing to the Framework for Assessment process, and providing a report which has been shared with the parents.
- 3.2.7 Ensuring that any pupil currently with a child protection plan who is absent without explanation for two days is referred to their key worker in Children, Young People and Families Services (formerly Children's Social Care).
- 3.2.8 Ensuring that all school staff are aware of this policy and know how to recognise and refer any concerns.
- 3.2.9 Providing, with the Headteacher, an annual report for the governing body, including any changes to the policy and procedures; training undertaken by the Designated Lead for Safeguarding and by all staff and governors; relevant curricular issues, number and type of incidents/cases, and number of children referred to Children, Young People and Families Services (formerly Children's Social Care) and subject to a child protection plan (anonymised) etc.
- 3.2.10 Keeping up to date with knowledge to enable them to fulfil their role, including attending relevant training provided by the PSCB, or the Local Authority.

4. Supporting Children

- 4.1 We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, 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, too aggressive or being withdrawn.
- 4.4 Our school will support all pupils by:
 - 4.4.1 Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
 - 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 Children, Young People and Families Services (formerly Children's Social Care) as soon as there is a significant concern.
- 4.4.5 Ensuring that a named teacher is designated for Looked After Children (LAC) and that an up to date list of LAC is regularly reviewed and updated. The Virtual School for Children and Young People in care must be made aware of all LAC in the school.
- 4.4.6 Providing continuing support to a pupil (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Headteacher at the pupil's new school as a matter of urgency.

5. Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Headteacher or Designated Lead for Safeguarding will disclose personal information about a pupil to other members of staff on a need to know basis only.
- 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 own safety or well-being, or that of another child.
- 5.5 We will always undertake to share our intention to refer a child to Children, Young People and Families Services (formerly Children's Social Care) with their parents/carers consent 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 the Children, Young People and Families Services (formerly Children's Social Care).

6. 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 and concerns with the Designated Lead for Safeguarding and to seek further support where necessary. This could be provided by, for example, the Headteacher, by Occupational Health and/or a teacher/trade union representative as appropriate.
- 6.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The booklet "Guidance for Safer Working Practice for Adults who work with Children and Young People" provides advice on this and the circumstances which should be avoided, in order to limit complaints against staff of abuse of trust, and/or allegations of

physical or sexual abuse. These matters form part of staff induction and are referred to in the staff handbook.

- 6.4 We recognise that designated staff should have access to support (as in 6.2 above) and appropriate workshops, courses or meetings as organised or arranged through the Local Authority.

7. 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. (See also 6.3 above)
- 7.2 All staff should be aware of the Whole School Behaviour Policy. This can be found in respective school offices.
- 7.3 We understand that a pupil may make an allegation against a member of staff:-
 - 7.3.1 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher or the most senior teacher if the Headteacher is not present.
 - 7.3.2 The Headteacher/senior teacher on all such occasions will immediately discuss the content of the allegation with the Local Authority Designated Officer and follow the process for managing the concern laid down in the South West Child Protection Procedures (www.swcpp.org.uk) and the School's Managing Allegations Policy.
 - 7.3.3 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 7.3.2 above, without notifying the Headteacher first (see also 3.1).
 - 7.3.4 In all occasions identified in 7.3.2 and 7.3.3 above, the school will follow the South West Child Protection Procedures / Local Authority procedures for managing allegations against staff and volunteers.
 - 7.3.5 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult (as in 7.3.2. above) in making this decision.
 - 7.3.6 In line with this policy and other school procedures for incident reporting/recording, staff and pupils may provide accounts of events which will be stored under our own secure systems and may be produced in the event of any allegation. However, such accounts must not constitute an official statement and the reporting person must not be questioned over their disclosure at this stage.

7.3.7 Our lettings agreement for other users requires that the organiser will manage the suspension of adults where necessary from school premises (see also 2.1.7).

8. Whistleblowing

- 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 about the attitude or actions of colleagues. If necessary, they should speak to the designated 'whistleblowing' governor or the Local Authority Designated Officer within Children, Young People and Families Services (formerly Children's Social Care).

9. Physical Intervention/Positive Handling

- 9.1 Our policy on physical intervention/positive handling by staff is set out separately, as part of our Whole School Positive Behaviour Policy.
- 9.2 Such events should be recorded and signed by a witness or witnesses.
- 9.3 Staff who are likely to need to use physical intervention will be appropriately trained.
- 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.

10. Anti-Bullying

- 10.1 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

11. Racist Incidents

- 11.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

12. Domestic Abuse

- 12.1 Our response on Domestic Abuse is set out in the Child Protection guidance from the PSCB/ (please see www.swcpp.org.uk and search 'domestic abuse'). It recognises that exposure to domestic abuse can have a serious impact on a child's development and emotional well-being and acknowledges that staff themselves can be victims or perpetrators of domestic abuse.

13. General Prevention of Harm

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

13.2 The school community will therefore:

13.2.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.

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

13.2.3 Provide 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.

14. Health & Safety

14.1 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 when away from the school when undertaking school trips and visits.

15. Preventing Radicalisation

15.1 The Counter Terrorism and Security Act 2015 “places a duty on specified authorities, including local authorities and childcare, education and other children’s services providers to have due regard to the need to prevent people from being drawn into terrorism (‘the Prevent duty’). The Counter Terrorism and Security Act 2015 also places a duty on local authorities to ensure ‘Channel’ panels are in place. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism. Schools and Colleges are listed in the Act as “partners of the panel”. The Act requires partners (such as Schools and Colleges) of Channel panels to cooperate with the panel in carrying out its functions and with the Police in undertaking the initial assessment as to whether a referral is appropriate.

15.2 Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. It should be noted that an individual’s engagement with the programme is entirely voluntary at all stages. Our school staff understand when it is appropriate to make a referral to the Channel programme.

15.3 This school is committed to working with the local authority, Police and the Channel Panel to maintain a safe learning environment for children and young people in our care/charge. Wherever possible, preventing radicalisation will be promoted through both the curriculum and all other school related activities.

15.4 This school will help build pupils’ resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. It is important to emphasise that the Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, the school will provide a safe space in which children, young people and staff can

understand the risks associated with radicalisation (that can lead to terrorism) and develop the knowledge and skills to be able to challenge extremist arguments.

- 15.5 The statutory guidance makes clear that schools are expected to assess the risk of children being drawn into radicalisation (that can lead to terrorism), including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the local area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.
- 15.6 The general risks affecting children and young people may vary from area to area, and according to their age. This school is in an important position to identify risks within the local context. It is important that the school understands any particular risks so that it can respond in an appropriate and proportionate way. In addition, the school continues to be aware of the increased risk of online radicalisation, as terrorist organisations seek to radicalise young people through the use of social media and the internet. The School is able to obtain contextual information around these matters from both the local authority and the Police to help understand such risks in the area.
- 15.7 It is recognised that there is no single way of identifying an individual who is likely to be susceptible to radicalisation (including terrorist ideology). As with managing other safeguarding risks, staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Our school staff will use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.
- 15.8 Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require teachers to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they will take action when they observe behaviour of concern.

16. Female Genital Mutilation (FGM)

- 16.1 The Female Genital Mutilation Act (as inserted by Section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers⁴, along with social workers and health professionals, to report to the Police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under age 18.
- 16.2 This school will ensure that all relevant staff working in the school receive appropriate training to understand and/or recognise when FGM may be likely to happen or has happened.
- 16.3 This school will ensure that where all relevant staff working in the school discover that an act of FGM appears to have been carried out, the Schools' Designated Safeguarding Lead will be notified and the matter reported to the Police immediately.

⁴ Section 5B (11) of the Female Genital Mutilation Act 2003 (as inserted by Section 74 of the Serious Crime Act 2015) provides a definition for the term 'teacher'.

16.4 This school will ensure that where all relevant staff working in the school suspect that an act of FGM may be undertaken, the matter will be discussed with the Schools' Designated Lead for Safeguarding who will involve Children, Young People and Families Services as appropriate.

16.5 This school recognises that it will be rare to see visual evidence that an act of FGM has taken place and that it should not be examining pupils but the definition of what is meant by 'to discover that an act of FGM appears to have been carried out' is used for all professionals to whom the mandatory duty applies.

17. Policy Review

17.1 The Governing Body of our school will review the Child Protection Policy on an annual basis.