



Welton
Primary School

Safeguarding Policy

January 2010

Welton Primary School

Safeguarding Children Policy

For the purpose of this policy:

- The term '**staff**' or '**member of staff**' refers to all adults paid or unpaid, working in any capacity in the school or in activities organised by the school, which brings them into contact with the children of the school.
- '**Parent/s**' refers to adults with parental responsibility for a particular child
- **CPC** - school Child Protection Coordinator
- **CPO** - LA Child Protection officer (Schools)
- **CPG** - Child Protection Governor
- **ERSCB** - East Riding Safeguarding Children Board
- Page references in the policy refer to the guidance listed below where more detailed information can be found.
- **Underlining indicates training, resource or action point**

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Child Protection - Designated People Contact List

School Child Protection Coordinator	Susie Varley	Welton Primary School 01482 667222
Deputy Child Protection Coordinator	Nikki Pidgeon	(the Headteacher will support the CPC in all decisions and act as deputy in her absence)
Child Protection Governor	Lisa Steele	via the school
Chair of Governors	Ruth Henry	via the school
ER Child Protection Officer (Schools)	Tony Marsh	01482-392139 tony.marsh@eastriding.gov.uk Room FF20 County Hall
Children's Social Care Services (for referrals)		01482 395500
West Area (Haltemprice) Children's Social Care Team		01482 396761
Emergency Duty Team		01482- 880826
ER Customer Service Centre		01482-393939
Humberside Police ER Family Protection Unit		01430- 808406

1. Introduction

Our School Community fully recognises the contribution it can make to protect and support pupils in school. The aim of the policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. Pupil safety is of paramount importance in our aspirations to achieve the 5 Every Child Matters outcomes for all our children.

The policy is consistent with the following legislation & guidance

- 1) Working Together to Safeguard Children (2006 - HMSO)
- 2) **Safeguarding Children & Safer Recruitment in Education (2007-DCSF/DfES)**
- 3) ER Safer Recruitment & Managing Allegations Toolkits (2008-ERSCB)
- 4) 'What to do if you are worried a child is being abused' (2006 -DCSF /DfES)
- 5) Care & Control Guidelines (2006 -ER CFAS)
- 6) The Use of Force to control or restrain pupils (2007-DCSF)
- 7) **Safeguarding Children -Guidance & Procedures (2006-ERSCB)**
- 8) Safer working Practice for Adults who work with Children & Young People (2007-DCSF)
- 9) ER CFAS/EWS Children missing from Education Policy & Guidance (2008)

Adoption of Policy by Welton Out of School Club

The school's safeguarding policy is adopted by Welton 'Out of School Club.' Any concerns regarding safeguarding will be reported to the CPO. OSC will use the same pro-forma as school staff to record any concerns.

The Out of School Club Manager will have the relevant training and information necessary to make an 'emergency' children protection referral. If this situation arose the OCS Manager would also contact the Headteacher or CPO.

2. Other Relevant Policies

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

- Behaviour Management
- Anti-Bullying
- Physical Interventions/Restraint
- Safe & Appropriate Working Practice
- Special Educational Needs
- Educational Visits
- First aid and the administration of medicines
- Health and Safety
- Sex Education
- ICT and access to the internet
- The Common Assessment Framework

The above list is not exclusive but when undertaking policy development the school will consider Child Protection and other safeguarding matters within each appropriate policy or guideline.

3. The Policy

There are four main elements to our Child Protection Policy:

- **Prevention** (e.g. positive school atmosphere, pastoral support to pupils and safe and appropriate working practice by staff)
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns)
- **Support** (to pupils and school staff and to children who may have been abused);
- **Collaboration** with children & Young People, parents and other agencies to promote Safeguarding & Wellbeing for all of our children and Young People.

This policy applies to all staff, governors and visitors to the school. We recognise that child protection is the responsibility of all staff within our school. We will ensure that all parents and other working partners are made aware of our child protection policy and procedures. All staff new to the school will be made aware of the school safeguarding procedures.

4. School Commitment

The school adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff strive to ensure that children and parents will feel free to talk about any concerns and will see school as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from, or confide in, members of staff.

Our school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty;
- Include in the curriculum activities and opportunities for which equip children with the skills they need to stay safe from abuse and develop resilience.
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children.
- Ensure that staff are aware of how and when to act on concerns that they have and work in a safe and appropriate manner at all times.

5. Confidentiality

We recognise that all matters relating to child protection are highly confidential and the Headteacher or CPC will share that information on a 'need to know, what and when' basis.

These concerns should never be discussed elsewhere, inside or outside the school unless in confidential meetings organised for that purpose.

If you have a child protection concern please approach the head or CPC at an appropriate time (e.g. when they are not with other members of staff) and share your concerns CONFIDENTIALLY.

6. Roles and Responsibilities

6.1 All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school.

It is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff.

There are **key people** within the school and the Local Authority who have specific responsibilities. The names of those carrying these responsibilities for the current year are listed at the start of this document.

6.2 The School Child Protection Coordinator (**CPC**) is designated to take the lead responsibility for Child protection. This includes providing advice and support and information to staff as appropriate, liaising with the LA and other agencies, maintaining CP records for individual children, arranging appropriate training for all staff and liaising with the headteacher and Child Protection Governor.

6.3 **The Deputy CPC** is available to give advice and support if the CPC is unavailable.

6.4 **The Headteacher** ensures that the time, resources and training are adequate to ensure that the CP/Safeguarding responsibilities of the school, as outlined in Safeguarding Children & Safer Recruitment in Education, are carried out.

Any allegations of abusive or inappropriate behaviour against a member of staff should be passed immediately to the Headteacher. If the allegation is against the Headteacher it should be referred to the Chair of Governors, the Deputy Headteacher or the LA Child Protection Officer (schools)

6.5 **The CP Governor** acts as a 'Champion' of the safeguarding role of the school and liaises with the Headteacher & CPC in order to report to and advise the full Governing Body.

6.6 **The Governing Body**, in particular the Chair, has the responsibility to monitor and ensure that all CP procedures, policies and training are in

place and appropriate. The CPC & CP Governor prepare a CP annual report to be discussed at the full Governing Body meeting.

7. Records and Monitoring

1. Well-kept records are essential to good child protection practice. All staff are made clear about the need to record and report concerns about a child or children within our school. CPC is responsible for such records and for deciding at what point these records should be shared with, or transferred to other agencies or schools, in consultation with the Headteacher.
2. Each file will contain a 'Chronology Sheet' (Appendix 4), which will detail and reference any concerns, contact with parents and other agencies, information shared, case conferences and other events. The file will also contain all other relevant information but be separate from the child's school records.
3. CP files are stored in secure location in the Deputy Headteacher's office. Only the head, CPC and Deputy CPC have access to these files.
4. The information in these files may be accessed and used as evidence by other agencies.
5. Parents/guardians may also request to read them. Only factual information is recorded as such. If unsubstantiated information is recorded it is indicated as such.
6. The CPC and Headteacher decide what information needs to be shared with whom and when on a case by case basis. **Confidentiality is essential** but staff working with children can only provide effective support and monitor concerns if they are made aware of concerns.
7. Child protection records are reviewed regularly to check whether any action, advice or updating is needed.

8.1 Recognising Concerns

School staff are particularly well placed to observe, and should be alert to, outward signs of abuse, changes in behaviour or failure to develop.

Sexual abuse - behaviour changes - precocity- withdrawal - sexually inappropriate behaviour

Emotional abuse - excessive dependence - inappropriate emotional responses over reaction to mistakes

Neglect- inadequate clothing- hunger- lack of sleep- lack of supervision

Physical Abuse - aggression - inconsistent explanations- refusal to discuss injuries

It is important to note that these signs are not proof but can give rise to suspicion and these suspicions must be reported and logged.

A fuller list of possible Signs & Symptoms is contained in **Appendix 1**

8.2 Responding to concerns

'Never Do Nothing - Do the basic things well'

All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the CPC immediately. And wherever possible this information should be recorded on the 'Record of Concern Form'. (**Appendix 3**). Concerns relating to marks or injuries should be recorded on a 'Body Map' outline (**Appendix 3a**), which should be attached to the 'Record of Concern Form'.

It is vital that staff do not:

- **dismiss** concerns or disclosures as insignificant, they may provide vital link to other information.
- **keep** such concerns to themselves.
- **promise** secrecy to children or adults making disclosures but reassure them that information will be shared appropriately and confidentially

It is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff.

8.3 Passing on concerns

- If teaching staff have concerns about a child they can discuss these with either the CPC or the Headteacher - see **5. Confidentiality**.
- If Teaching Assistants have concerns about a child they can either discuss these with the child's class teacher or CPC/Head. Please ensure that these discussions are of a confidential nature in enclosed space (e.g. the classroom with the door shut)
- After discussion with the CPC or Head, members of staff will be asked to complete a 'Record of Concern form (see appendix 3)

9. Further Action

9.1 Considerations

The CPC/headteacher should decide, taking advice from the CPO or Social Care if needed, which of the following actions is appropriate:

- If it is considered that a pupil has suffered or is at risk of significant harm, or that the concern might constitute a criminal offence, an immediate CP referral should be made
- If a child is considered to be in need of help consent for a Common Assessment should be sought and used to inform a Child in Need referral to Social Care if appropriate
- If the CPC decides that no further action should be taken at that time s/he must make a record of the reasons for that decision.

The CPC should keep a record of all information collected and any subsequent decisions and action taken, including details of other persons involved in the decision-making.

9.2 Consulting Parents

1. If possible any concerns about a child's welfare should be discussed with parents/guardians provided that this will not:
 - Possibly place the child at increased risk
 - Possibly place staff at risk
 - Be against the wishes of the young person if they are thought to be sufficiently mature to make an informed judgement
 - Cause a delay in referring if contact cannot be made
2. If there are doubts or reservations about involving the parents the CPC should seek advice from Social Care. Personal details need not be discussed unless the advice confirms a referral and who will inform parents and when.

9.3 CP Referrals

If the school makes a CP referral the ER Safeguarding Children Board Procedure will be followed by the CPC.

After a telephone referral the CPC will send a written 'Confirmation of Referral' to the Child Care Team and a copy to the CPO both within 48 hours. (Ideally on the same day).

9.4 Feedback

Within 24 hours the Child Care Team should report back to the CPC and indicate their decision on future action.

Whatever the outcome of reported concerns the CPC will report back to the member of staff involved and appraise them of the situation as appropriate, under the 'Need to Know' policy.

10. Vulnerable Children - supporting pupils at risk

1. Children may be vulnerable because, for example, they have additional or Special Educational Needs, are Looked After, have experienced or are experiencing some form of neglect or other abuse. We will seek to provide such children with the necessary support and to build their self-esteem and confidence.
2. Staff in contact with such children will be made appropriately aware of the child's needs and circumstances in order to maximise the effectiveness of support.
3. CP implications will be considered when individual support plans are reviewed in the case of children who require, for example, medication, some form of intimate care, help with changing or physical support or physical intervention.
4. If a child, who is the subject of a Child Support Plan, is missing from school for 2 days without a verified valid reason the CPC will contact the assigned social worker.
5. In the same way if a child that the school has serious concerns about, is missing the school will consider making a CP referral.
6. The school **Education Welfare Officer** should be informed in such circumstances.

11. Joint Working with Other Agencies

The school recognises that inter-agency working is essential if children are to receive effective targeted support as early as possible. In this way we hope to ensure that barriers to learning and social inclusion are minimised for vulnerable children.

We are therefore committed to initiating and supporting inter-agency work such as the;

- Common Assessment Framework
- CP Case Conferences, core groups and other multi-agency meetings
- Joint working with the school EWO
- Family Support Services

12. Case Conferences and Core Group Meetings

1. The CPC & Headteacher will ensure that the appropriate member(s) of staff will attend initial and review Case Conferences and core groups and provide written reports for these.
2. Reports will be compiled after discussion with relevant staff such as classteachers/form tutors, pastoral or year heads SENCOs etc.
3. Feedback will be given to staff under the 'Need to know ' principle on a case-by-case basis.

13 Information sharing

Information will be shared in line with the key principles outlined in 'What to do if you are worried a child is being abused' (p19). In cases involving possible child abuse the school has a duty to share information.

The CPC/headteacher will ensure that:

- factual information only is shared
- the information is shared appropriately and confidentially
- with the appropriate professionals
- that this is logged on the child's CP file

14. Children's Concerns

1. The School recognises that listening to children/young people is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child/young person will be listened to and acted upon in order to safeguard his/her welfare. We will seek to develop resilience in the children and ensure that they are aware that they can seek help and support.
2. Children will be made aware of the opportunities available to them to seek advice and support within the formal and informal curriculum.
3. Safe school procedures including Child Protection matters will be discussed by the School Council to gather children's opinions about the support systems in place.

15. Recruitment and Selection of Staff

1. The school complies fully with DCSF Guidance (Safeguarding Children and Safer Recruitment in Education) and the ERLA safer recruitment supporting guidance and vetting and CRB checking procedures.
2. The school ensures that CRB checks on all staff and appropriate volunteers are carried out as required and a central school file is maintained.
3. The Head and Chair of Governors will complete the appropriate online safer recruitment training or equivalent and ensure that their expertise is updated as required. Other members of the personal committee may also complete this training.

16. Induction

When new long term staff or volunteers start at the school they are briefed on the school CP and Safe Working procedures and given a copy of:

- This policy
- 'What to Do if You Are Worried A Child is being Abused'
- The school's Safe Working Policy

Other temporary or visiting staff or volunteers are made aware of the CP reporting procedures in the school (please see Volunteer's handbook)

17. Training

- All staff are reminded of the policy and procedures at the start of each academic year/after policy review.
All staff will complete the ERSCB Foundation Level - Awareness of Child Abuse and neglect and receive refresher training 3 years thereafter.
- New staff will receive the safeguarding policy and training on procedures from the Child Protection Co-ordinator as part of their induction.

- Volunteers will receive safeguarding training on the school's policy from the CPO.
- The CPC & Deputy CPC will complete the following ERSCB training as a minimum.
Foundation Level - A Shared Responsibility
Level Two - Working Together
Safeguarding Refresher Training (every 2 years)
LA CPC Training.
- Other staff in key pastoral roles may complete ERSCB training as appropriate to broaden the expertise within the school
- The CPG will attend the LA CPG training session.
All Governors will be invited to school CP training events and encouraged to attend the ERSCB Foundation Level training

18. Physical intervention

1. Staff will ensure that the school policy on physical intervention is followed and that any incidents requiring such action will be logged with the Headteacher or appropriate senior manager, and parents informed on the same day.
2. Only adults designated by the Headteacher in the school policy should use physical intervention as a last resort to protect the safety of children or adults.

19. Safe working

1. All staff should ensure that they do not behave in a way that will result in founded or unfounded allegations of inappropriate, abusive or dangerous behaviour.
2. The School 'Safe working' policy is given to all staff .
3. At the start of each year or at induction, all staff will be reminded of the principles of 'Safe Working' in line with DCSF guidance (2007) and the school guidelines.
4. Each term Safeguarding Children will be included as an agenda item at staff trainings and meetings so that any procedural issues can be raised (NOT ISSUES RELATING TO SPECIFIC CHILDREN)

20. Allegations Against Staff

1. If a member of staff receives an allegation of inappropriate or abusive behaviour by a colleague, or feels required to make such an allegation, they should pass the information, without delay, to the Headteacher.
2. If the allegation is against the Headteacher it should be referred to the Chair of governors.
3. Any such matters will be dealt with in the strictest confidence.
4. The head teacher will, on the same day, contact the LA Designated Officer and follow the statutory guidance contained in 'Safeguarding Children and Safer Recruitment in Education' and ER LA detailed procedures.

21. Reporting Concerns about Other Members of Staff.

It is unacceptable for any member of staff to keep such concerns to themselves.

If in this situation the member of staff feels unable to discuss the issue with the Headteacher, s/he should contact, another senior member of staff of the LA CPO.

22. Parents

1. We believe that our Safeguarding and Child Protection work will be more effective if it is carried out in partnership with parents and carers and that preventative and supportive strategies such as the Common Assessment Framework should be used when ever possible.
2. However we ensure that parents are aware that we may need to make CP referrals without their consent or knowledge. (see Section 9.2 above)
3. A statement in the school's brochure and web site will inform parents about the school's duties and responsibilities for safeguarding and Child protection.
4. Parents are also made aware that the CP policy is available from the school and the name of the CP governor if they wish to raise any suggestions or queries about the policy or specific issues. Any

such concerns will be taken into account when the policy is reviewed and responded to by the CP Governor, CPC or Headteacher.

23. Policy review

1. The staff and governing body will review this policy each year. The views of the children, parents, lunchtime staff and other support staff will be sought and taken into account in this review.
2. If at any time any deficiencies or weaknesses in the Child Protection policy and procedures are identified they will be addressed by the governing body and staff immediately and remedied.

The policy will next be reviewed in the Spring Term 2011 by staff and the full Governing Body.