

# **SAFEGUARDING & Child Protection Policy**



## **POSITION STATEMENT**

Marlcliffe Primary School fully recognises its responsibilities for child protection and safeguarding.

We aim to make children happy and secure in their environment so that they may grow socially, emotionally, intellectually and morally. The health, safety and well-being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

In our school we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.

Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

Our policy, which is reviewed and approved by the governing body annually, applies to all staff, governors and volunteers working in the school. There are six main elements to our policy:

- A. Raising awareness of child protection issues with staff and equipping children with the skills needed to keep them safe.
- B. Ensuring we practice safer recruitment by checking the suitability of prospective staff and volunteers to work with children.
- C. Training and supporting our staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may be in need of safeguarding
- D. Implement and review regularly, in the light of experience, our procedures for identifying and reporting cases, or suspected cases, of abuse.
- E. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- F. Establishing a safe environment in which children can learn and develop.

We will follow the procedures set out by the Sheffield Safeguarding Children Board in the Sheffield Safeguarding Procedures ([www.safeguardingsheffieldchildren.org.uk](http://www.safeguardingsheffieldchildren.org.uk)) and take account of guidance issued by the Department for Children, Schools and Families (in particular Safeguarding Children and Safer Recruitment in Education 2007).

**A. Raising awareness of child protection issues with staff and equip children with the skills needed to keep them safe.**

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

1. Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to. Examples of this are: Assemblies themes, Circle time, SEAL curriculum, School Council meetings and school ethos.
2. Ensure children know that there are adults in the school whom they can approach if they are worried. This is done by: Circle times, Assembly themes, School Council meetings, SEAL curriculum and school ethos with opportunities for children to talk to all adults in school everyday.
3. Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse. Examples of this are: Developing self esteem through SEAL curriculum. Keeping safe assembly themes.
4. Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus. 'The school is required to take reasonable action to ensure the safety of its pupils. If the school is concerned for the safety and welfare of any child and has reason to believe that a child may be subject to ill treatment, neglect or abuse, the Headteacher will follow the safeguarding procedures established by Sheffield Safeguarding Children's Board and inform Social services.'

**B. Ensuring we practice safer recruitment by checking and continually assuring ourselves of the suitability of staff and volunteers to work with children.**

1. Ensure safer recruitment practices are always followed. Every interview panel will have at least one member who has the certificate in Safer Recruitment. We will check on the identity of candidates, follow up references with referees and scrutinise applications for gaps in employment. We will ensure that safeguarding considerations are at the centre of each stage of the recruitment process.
2. Ensure that all staff are aware of the government guidance document "Guidance on Safer Working Practice for Adults who Work with Children and Young People" DCSF 2007 and ensure that its recommendations are followed. The guidance on the use of new technology is particularly important; this includes advice on safe use of mobile phones and guidance on maintaining personal and professional boundaries in e-mail and social networking environments.
3. Follow Sheffield's Model Procedure for the Management of Allegations of Abuse where an allegation is made against a member of staff or volunteer. This will include in the first instance seeking advice from the Local Authority Designated Officer (LADO), the Education Child Protection Co-ordinator an

HR officer. Where an allegation is made against the Headteacher the chair of governors must be informed who will seek advice from the same sources.

**C. Training and supporting our staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may be in need of safeguarding.**

1. Ensure we have a designated senior person/s for child protection who has received appropriate training and support for this role. Appendix 3: Roles and Responsibilities of the Designated Senior Person/s. They will access safeguarding training at least every two years. Currently these are Alison Mann, Headteacher, and Juliette Foster, Assistant Headteacher
2. Ensure we have a nominated governor responsible for child protection and ensure that they access appropriate safeguarding training. Currently this is Karen Bailey-Smith.

The Headteacher reports to the Governing body annually on school safeguarding activity over the previous year.

3. Ensure every member of staff (including temporary, supply staff, contracted staff and volunteers) and the governing body knows the name of the designated senior person/s responsible for child protection and understands their role. The induction process includes this policy being made available to staff and any supply staff are reminded of their safeguarding responsibilities before starting work.
4. Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated senior person responsible for child protection. All members of staff will receive training in safeguarding at least every three years and a record of attendance kept in the school.

**D. Implement and review regularly, in the light of experience, our procedures for identifying and reporting cases, or suspected cases, of abuse.**

1. Consideration should be given to notify children's social care immediately if there is an unexplained absence of a pupil who is subject to a child protection plan.
2. Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at case conferences and core groups and the provision of relevant reports.
3. Maintain links with relevant agencies when children and families are seeking support and help under Common Assessment Framework (CAF) arrangements or under Children in Need planning.
4. Keep written records of concerns about children, even where it is decided that there is no need to refer the matter immediately. These records will be kept separately from the child's education record.

5. When making a referral, the school will complete a CAF to be sent to the MAST team, or make a direct referral to the social services team.
6. Ensure all records are kept securely; separate from the main pupil file, and in locked locations. In this school this means that such records are kept in the Assistant Headteachers' office.

### **E. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.**

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. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

1. The content of the curriculum. An example of this is SEAL.
2. The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued. This is promoted through the SEAL curriculum and PSHE.
3. The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
4. Liaison with other agencies that support the pupil such as children's social care, Child and Adolescent Mental Health Service, Primary health care services, Multi Agency Support Team (MAST) and Educational Psychology Service.
5. Ensuring that, where a pupil who is the subject of a child protection plan leaves the school, their information is transferred to the new school immediately and that the child's social worker is informed. Child protection information will be transferred securely and separately from the child's education file. If the new school is unknown then the file will be sent to the Education Welfare office without delay.

### **F. Establishing a safe environment in which children can learn and develop**

1. The school will keep up to date the Single Central Record in line with DCSF guidance, "Safeguarding Children and Safer Recruitment in Education" (ref:04217-2006BKT-EN), to ensure that identity checks have been carried out, that CRB checks have been completed as appropriate and the date recorded. Required qualifications for any post are recorded alongside any professional registration details.
2. In creating a safe environment for children and young people the school has a well circulated anti-bullying policy, the impact of which is regularly reviewed and evaluated. The policy makes specific reference to the

measures to be taken when instances of racist bullying, sexual bullying and cyber-bullying occur.

3. Processes for children and young people to report concerns or make complaints about others are understood by both children and staff. The means by which this should be done are well advertised and understood by all. In this school this is achieved by: assemblies, School Council meetings and PSHE/circle time.
4. The use of physical intervention (eg restraint) with young people will only be used when circumstances require it in order to prevent damage to the child, to other young people or to an adult. In emergency situations any staff member present should act in the best interests of the child or children. Any use of physical intervention should be reported to the headteacher without delay and the relevant report form completed. The school's 'Restraint Policy' gives full details of expected practice. The SMT and Learning Mentor have had restraint training if the need arises. (Team-Teach)
5. Security within the school is carefully managed and reviewed annually. All visitors to the school must sign in, show any official identification and be accompanied by an adult at all times while on the premises. A lower level of supervision will be required where the school is satisfied that the visitor has had the relevant checks carried out by their employer.
6. The school is fully aware of the relevant Health and Safety legislation and complies with all aspects of this in order to keep both pupils and staff safe. Risk assessments are undertaken when required and advice is sought from the Local Authority EVC co-ordinator as appropriate.
7. This policy will be made available to parents on request.

### **Child Protection Procedures**

If any teacher suspects that a child in his/her class may be a victim of abuse, they immediately inform the named person about their concerns. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect.

Any action that the named person takes when dealing with an issue of child protection must be in line with the procedures outlined in the L.A Child Protection guidelines.

The school's named co-ordinator works closely with the Safeguarding Team when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but the interest of the child is of paramount importance.

If a child alleges abuse, the school may make a referral without communicating with parents first, if this is deemed to be in the best interest of the child. In some circumstances parents will be informed first.

If a child protection referral is made, a case conference is held in liaison with the Child Protection Liaison Officer of the L.A. within eight working days of the decision. The case conference offers the opportunity to share information and formulate a

plan of action. Staff are expected to attend and participate in all case conferences and meetings held under the L.A. guidelines.

We regard all information relating to individual child protection issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. We inform the child at all stages of who is involved, and what information we have given them.

We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

### **Responsibilities**

The Child Protection Liaison teacher or the Deputy CPLT will cover both internal communication and external contact. The CPLT or deputy CPLT will be responsible for the co-ordination of information on child abuse and the Co-ordinator will liaise with relevant agencies in respect of children on the Child protection Register. All children on the Child Protection register will be monitored.

In liaison with the 'Attendance Clerk' the CPLT or Deputy CPLT will closely monitor the development and attendance of such children and report any cause for concern or significant change like transfer to another school. A close contact with the class teacher will be maintained for any such children.

### **Confidentiality**

Adults are advised to make notes and discuss any suspicions of child abuse with either of the CPLT's with a view to them informing one of the statutory agencies.

The social services have the lead responsibility in the case of abuse within the family.

In the case of more serious cases of abuse, the police generally take the lead role as they are investigating possible criminal actions.

A child protection conference is then convened to consider the case and to recommend any necessary action.

All notes will be filed in the School Manager's office. This drawer is kept locked and is strictly confidential.

Information on child protection will be available on the school website and updated regularly.

### **Site Security**

Children will never leave the school site without adult supervision during school hours.

Visitors will be requested to use the main entrance and report to the school office on arrival, sign in and wear a visitor's badge.

Visitors are requested to read the basic safeguarding guidance sheet at the signing in point.

Visitors may be approached by staff when in school for clarification of identity.

All regular helpers in school will need to have a current 'Police Check' through the CRB. Parents and carers who wish to help as a 'one off' event do not need to have the CRB check but will need to remain under visual supervision of a staff member at all times and not be alone with children.

### **Monitoring and review**

A named governor may participate in the school's training with regard to the child protection procedures. This policy is reviewed annually by the CPLO and governing body.

**Lead Child Protection Liaison Officer**– Alison Mann

**Deputy Child Protection Liaison Officer** – Juliette Foster

### **Useful Numbers**

School Nurse	Sue Robinson	2716044
EWO	Dale Edwards	2530956
Safeguarding Advice		2053535
Education Child Protection Co-ordinators	Flora Bandele Bea Kay	2053714 2735655
Social Care	Redvers House	2734855
Children's Hospital		2761111
Other useful information and contact numbers can be found at <a href="http://www.safeguardingsheffieldchildren.org.uk/schools">www.safeguardingsheffieldchildren.org.uk/schools</a>		

Revised Jan 2015 A. Mann

This policy has been reviewed and approved by the governing body:

Date

Chair of Governors signature