
Safeguarding Policy

Summer 2016

Summary

This safeguarding policy is a statement that makes it clear to all staff, volunteers and governors within our organisation and the children, young people and families that use our services, that we are committed to safeguarding children. This policy includes what we do to protect the safety and welfare of children in our care and what staff and volunteers should do if they are concerned about a child.

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Recommendation

Governors are requested to read this policy, consider its content and approve its adoption. This policy should be reviewed annually.

Author's role	Pastoral Lead
Date	Summer 2016
Internal Review Date	Summer 2017
Review Date	Summer 2017

FIELDHEAD CARR PRIMARY SCHOOL SAFEGUARDING POLICY

INTRODUCTION

At Fieldhead Carr Primary School, the health and safety of all children is of paramount importance. We are committed to the welfare and the safeguarding of all children within the activities we undertake. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Fieldhead Carr therefore has to ensure that this expectation becomes reality.

NAMED PERSON(S) FOR SAFEGUARDING

Name of Safeguarding Lead: Miss Lisa Stevens

Name of Deputy Safeguarding lead: Mrs Lianne Jackson

Name of Head Teacher with responsibility for safeguarding: Miss B Vargassoff

Governor with responsibility for safeguarding: Mr G. Curling, Mrs T Best

Telephone number: 0113 2930226 – Direct Line for Lisa Stevens - 0113 2018811

Out of hours telephone number: Out of Hours School Club: 0113 2018816

Telephone number of Children's Social Work Service (including out of hours number):

During Office hours - 0113 222 4403

Social Care- Emergency Duty team - 0113 240 9536

(out of hours)

RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

Child abuse is quite rare however, it is important that all our staff and volunteers understand the different forms of abuse that some children may experience and the signs and symptoms of such abuse. The LSCB recommend that all staff that work with children and young people access training to help them not only identify but also act upon any form of abuse that they may identify.

There are four types of abuse which can cause long term damage to a child or young person. These are defined below:

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/carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-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.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. 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, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other 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 abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

BECOMING AWARE OF A SAFEGUARDING ISSUE

It is important that our school's procedures provide some detail about how we might become aware about a child or young person's safety.

For example:

When a third party or anonymous allegation is received, it is referred to a C.P. Designated Staff Member. Designated Staff Members will liaise with third party/anonymous persons to advise them to contact the relevant external agency (e.g. Social Care or Police) to enable important safeguarding information or concerns to be relayed first hand. Third party/anonymous persons should be reminded that anonymity will be respected at all times should they wish to remain anonymous. Should the third party/anonymous person be reluctant to contact Social Care or the Police, then it will be decided with regards to the best interest of the child, whether a referral to an external agency is necessary or whether direct contact with the parents/carers would be sufficient.

When a young person's appearance, behaviour, play, drawings or statements cause suspicion of abuse and/or neglect, a 'Cause for Concern Form' should be completed by the adult who has observed the behaviour. The Cause for Concern form should be based on facts and/or actual observed behaviour and NOT opinions. The Cause for Concern form is then posted in the white metal post box located on the Green Room wall. A Designated C.P. Staff Member will action as they deem necessary.

When a child or young person reports an incident(s) of alleged abuse which occurred some time ago, the member of staff should complete a Cause for Concern form, remembering to use the child's words verbatim. Staff to pass the Cause for Concern form to a Designated C.P. Staff member.

WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD

It is important that we treat any allegations extremely seriously. We will never think that someone else may be dealing with it. If you receive information that a child may be at risk of, or experiencing harm we will make sure that our organisation and staff know how to respond appropriately.

Stage 1

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? But never use leading questions
- Listen carefully to what the young person has to say and take it seriously. Act at all times towards the child as if you believe what they are saying.
- It is not the responsibility of groups to investigate incidences of suspected child abuse but to gather information and refer only.

- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Notify the organisation's Named Person for safeguarding (above)
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma and ensure it is signed and dated. The contents of the pro-forma should include:
 - Date and time of notification
 - Young person's name
 - What was said
 - Actions to be taken (both internal and external actions - based on the issues raised in the allegation. Eg; Notify Manager/ Duty and Advice/ LADO)
 - Respect confidentiality and file documents securely.

Stage 2

- The Named person(s) should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person should contact the police and/or the Duty and Advice Team. If a referral is made direct to the Duty and Advice team this should be followed up in writing within 24 hrs.

NB Parents / carers will need to be informed about any referral to Children & Young people's Social Care unless to do so would place the child at an increased risk of harm.

SAFER RECRUITMENT

Sometimes there are people who work, or seek to work with children and young people who may pose a risk to children and who may harm them. We ensure that we have a clear process for recruiting staff and volunteers which should help reduce this risk. Even when we know someone very well we must ensure that they go through the same recruitment and selection process as a paid worker.

- We use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps us to get all of the important information we need to ask.
- We make it clear that we have a commitment to safeguarding and protecting children. We include this in a job application pack.
- We have a face-to-face interview with pre-planned and clear questions.

- We include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- We check the candidate's identity by asking them to bring photographic ID.
- We check the candidate actually holds any relevant qualifications they say they have.
- We apply for a DBS check. This should be for all your staff who have contact with children or have access to your records, including volunteers, trustees, and committee members. NB Access to the Bureau's services is available to all groups working with children, either directly as registered bodies or through umbrella groups. It is likely that if small your group will have to go through an umbrella body to access checks – you can seek information directly from DBS (<https://www.gov.uk/disclosure-barring-service-check/overview>)
- If the person already has a DBS, we get an email for the authority explaining this.
- We always check any references they provide. We ask specifically about an individual's suitability to work with children.
- We provide them with a copy of your safeguarding procedures.

There may be occasions where we wish to appoint a worker from abroad. This will mean that DBS checks may not be able to be undertaken. Nevertheless a "fit person" check may be available from the country the person is moving from. We will ensure that additional references are undertaken on any worker from abroad.

MANAGEMENT AND SUPERVISION OF STAFF/VOLUNTEERS

It is important that all our staff /volunteers have an opportunity to discuss with their line manager/Headship Team any safeguarding matter giving them concern. Our staff can see their line manager whenever suitable for both parties. We have regular supervision meetings for all our active C.P. Designated Staff Members; minutes are taken and kept in a locked drawer with the child protection files. If individual cases are discussed then a copy of the minutes are kept in individual children's files.

ALLEGATIONS AGAINST STAFF

We have procedures in place to ensure that any allegation made against a member of staff is dealt with appropriately.

Any allegations made against a member of staff will be discussed with the Local Authority Designated Officer (LADO).

If the allegation is about a lead person in our organisation then the matter will again be discussed with the LADO.

The worker will ensure that that the child is safe and away from the person against whom the allegation is made.

Regardless of whether a police and/or Children Social Work Service investigation follows, an internal investigation will take place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

The contact details of the LADO can be found on the LSCB website under: Managing Allegations. A flowchart is on the wall in the Head Teacher's office.

RECORDING AND MANAGING CONFIDENTIAL INFORMATION

We have a clear system for recording confidential child protection information.

- A form for recording concerns/allegations of abuse, harm and neglect is attached as part of our Child Protection Policy and on our school website. This form is kept in a pigeon hole labelled Cause for Concern Forms. This form outlines name of child, date of birth, date and details of incident. The person who receives the allegation or has the concern should complete and sign this form and post in the white metal
- We have robust procedures for the secure handling of sensitive data. Confidential data is kept in a locked drawer. All staff have individual passwords for emails etc. We sign a form when C.P. data is received from another establishment and we ensure that signatures are sought when we forward information on to another establishment. All copies of C.P. chronology of key events are kept in a box (destruction date is the child's 25th birthday) in a locked cupboard until the required date.
- A statement about the rights of children and young people to confidentiality unless the organisation considers they could be at risk of abuse and/or harm. (See Child Protection Policy).

DISTRIBUTING/ REVIEWING POLICIES AND PROCEDURES

We have in place a system for distributing, displaying and reviewing policies and procedures.

Currently all our statutory policies are up to date and active. These are indicated on our Policy schedule highlighted in green. This is kept at the front of each of the three policies files in the Head Teachers office.

Our policies are reviewed when required and ratified at governors' sub-committees of full governing body meetings. These are indicated on the policy schedule highlighted in amber.

Other, non-statutory policies are reviewed as part of their normal review cycles at the appropriate sub-committee.

A form titled policy agreements for staff members, includes; Staff Handbook, Safe Working Practice, Keeping Children Safe in Education (K.C.S.E.), Safeguarding Policy, E-Safety Policy, Protocol for Using Mobile Phones in School, Behaviour Policy, Child Protection Policy and Managing Attendance Policy and procedures is signed by every staff member, volunteers and students.

RESPONSIBILITIES OF MANAGEMENT COMMITTEES

All groups make sure that our policies and procedures are approved by their Head Teacher and Governing Body. The Head Teacher and Committees understand that they are ultimately accountable for all that happens within their establishment and that includes the implementation of effective safeguarding procedures

We achieve this by

- Providing written guidance to all staff and committee members
- Ensure everyone understands their legal duties and responsibilities

Management committees also:

- Develop a clear framework for behaviour management towards any children or young people
- Provide information about procedures to follow if an allegation is made
- Ensure all workers have training to recognise the signs and symptoms of abuse
- Ensure that all staff have enhanced DBS checks.
- Have correct policies in place covering your activities eg: health and safety, lone working, etc.
- Understand what is good safeguarding practice and take responsibility for ensuring this is undertaken by all staff within your organisation
- Ensure all workers understand that physical punishment or threat of physical punishment must never be used

We ensure as part of our commitment in our home/school agreement that workers understand that verbal humiliation of children is unacceptable.