



Safeguarding Children in Education

Child Protection Policy

Updated September 2016

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Our Safeguarding policy

This policy applies to all staff, including senior managers, paid staff, volunteers, sessional workers, agency staff, students or anyone working on behalf of Harefield Infant, Nursery and Children's Centre.

The purpose of the policy is:

- To protect children and young people who receive services.
- To provide staff and volunteers with the overarching principles that guides our approach to safeguarding.

Harefield Infant, Nursery and Children Centre believe that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people to keep them safe. We are committed to practice in a way that protects them.

All school staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with the children. They should be aware of the important role the school has in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process.

Statutory / Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children – revised July 2015 document pages 12-17

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989

- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- HM Government 'Working to Keep Children Safe in Education' (2015) requires all schools to follow the procedures for protecting children from abuse which are established by the Hillingdon Safeguarding Board. Schools are also expected to ensure that they have appropriate procedures in place responding to situations in which they believe that a child has been abused or are at risk of abuse- these procedures should also cover circumstances in which a member of staff is accused of or suspected of abuse.
- Schools should be aware of and follow the procedures established by the Hillingdon Safeguarding Boards and Pan London Procedures.
- Staff should be alert to the signs of abuse and know to whom they should report any concerns or suspicions
- Schools should have procedures of which staff is aware for handling suspected cases of abuse of pupils including procedures to be followed if a member of staff is accused of abuse or suspected of abuse.
- A Designated Senior Person should have the responsibility for coordinating action within the school and Children Centre in liaising with other agencies.
- Staff with designated responsibility for Child Protection should receive the appropriate training and keep up to date

DfE guidance states that "All parents and carers need to understand that the school have a duty to safeguard and promote the welfare of children who are their pupils and this responsibility necessitates a child protection policy and procedures that a school many need to share information and work in partnership with other agencies when there are concerns about a child's welfare."

Designated Person and Child Protection Team

We have a team who work in school to ensure that we are vigilant in our care of the children. They are:

- Mrs Bernadette Lloyd Lead Professional (Executive Head teacher)
- Julia Moss Deputy Lead Professional (Head of School)
- Lynn Boden Inclusion Manager

➤ Fiona Hook Welfare

It is the role of the designated senior persons for Child Protection (Bernadette Lloyd and Julia Moss) to:

- Ensure that the school operates within the legislative framework and recommended guidance
- Ensure that all staff and volunteers are aware of the Hillingdon Safeguarding Board Child Protection Procedures and follow them
- Ensure that staff are appropriately trained
- Ensure that the Designated Person is kept informed
- Work in partnership with other agencies
- Liaise with social work teams over suspected child protection cases
- Ensure that accurate records are kept in relation to suspected abuse and are in a secure place marked Strictly Private and Confidential
- Ensure the schools involvement with Core Groups, TAF's or any other agency
- Ensure that the school effectively monitors children about whom there are concerns
- Provide guidance and support to parents and children and staff about obtaining suitable support.
- To ensure that those children with Special Educational Needs are listened to and appropriate steps are taken to ensure their safety

Procedures

- If any member of staff is concerned about the welfare of a child they must inform the Designated Senior Person (DSP), or in their absence the Deputy Person or a member of the Safeguarding team.

The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise factual account of the observation/disclosure. The DSP will decide whether the concerns should be referred on. If it is decided to make a referral to the Children and Families Social work team this will be done with prior discussion with the parent /carer unless to do so would place the child at further risk.

If a member of staff is unhappy with the decision they should refer to the Whistle Blowing Policy.

All information on Child Protection should be kept separately and on a need to know basis.

Training for the DSP should be every 2 years and all other staff every year.

At the Harefield Schools the Safeguarding Team have half termly supervision with two senior social workers to discuss caseloads and actions.

New members of staff will read and sign a register to show that they have read the policy.

When to be concerned

Types of abuse

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. They may be abused by an adult or adults or another child or children.

Physical Abuse: a form of abuse which 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 fabricated the symptom of, or deliberately induces illness in a child.

Emotional Abuse:

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar 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 and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on the child. These may include interactions that are beyond the child's developmental capability as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may include seeing or hearing the ill treatment of another. It may involve serious bullying including cyberbullying causing children frequently to feel frightened or in danger or the exploitation or corruption of a child although it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities not necessarily involving high levels of violence, where 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 the clothing. They may also include non-contact activities such as involving children in looking at or in the production of sexual images, watching sexual activities, encouraging children to behave in a 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 also commit acts of sexual abuse as can other children.

Neglect

Neglect is the persistent failure to meet children'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. Once a child is born neglect may involve a parent/carer failing to provide adequate food, clothing and shelter, protect the child from physical and emotional harm or danger, ensure adequate supervision or ensure access to appropriate medical care or treatment. The parent / carer are unresponsive to the child's basic needs.

Other Safeguarding Concerns / Types of Abuse

- Child missing from education
- Child missing from home or care
- Child sexual exploitation
- Bullying including cyberbullying
- Domestic violence
- Drug misuse
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation
- Forced marriage
- Gangs and youth violence
- Gender based violence- violence against women and girls
- Mental health
- Radicalisation

- Sexting
- Teenage relationship abuse
- Trafficking
- Child on Child abuse

There is more information on these specific forms of abuse on the NSPCC website and in the appendix of this document.

Dealing with a Disclosure

If a child discloses that he or she has been abused in some way the member of staff will:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible or safe to keep
- Not promise confidentiality- it might be necessary to refer to Social Services
- Reassure the child that what has happened is not their fault
- Stress that it was the right thing to tell
- Listen rather than ask direct questions
- Not criticize the alleged perpetrator
- Explain what has to be done next and who has to be told
- Make a written record ensuring that it is signed and dated
- Pass information to the DSP without delay

Dealing with an adult disclosure

Staffs in the Children's Centre and school are in contact with adults who are often the parent/carers of the children we work with. If an adult makes a disclosure then the same procedures are followed that are in place for a child disclosure. Adults are to be told that any disclosure of criminal activity will be reported to the relevant authorities.

Dealing with a disclosure and child protection in general is likely to be very stressful. Please consider seeking support and discuss this with the DSP.

Confidentiality

All information must be treated as highly confidential. All information is to be kept locked away and not in the child's academic record. The child and family are not to be discussed in

general terms and the DSP will only inform staff on a 'need to know' basis. Discussions about these issues could jeopardise a future criminal investigation and is in breach of the data protection act.

Allegations against a member of staff

If an allegation of abuse is made against a member of staff / volunteer, the person receiving the allegation must take it seriously and immediately inform the head teacher.

If any member of staff/volunteer has reason to suspect that another member of staff / volunteer may have abused a child at the school or elsewhere they must immediately inform the head teacher. They should also make a record of the concerns including a note of anyone else who witnessed the incident/alleged incident.

If the concerns are about the Executive Headteacher then the Chair of Governors should be contacted.

The Executive Head teacher will not investigate the allegation itself or take written or detailed statements, but will assess whether it is necessary to refer to the Local Authority Designated Officer – Child Protection Unit - Telephone – 01895 277463. If it is decided that the allegation warrants further action through Child Protection Procedures the Executive Head teacher must immediately make a referral to the Child Protection Officer known as the Designated Officer in the Local Authority.

Under these circumstances the member of staff against whom an allegation has been made should not be informed of the said allegation until future action is agreed with the Social Work Team Manager. It may be necessary to discuss appropriate steps to ensure other children are not at risk.

If it is decided that it is not necessary to refer to Children Schools and Families the Head teacher and Local Authority Designated Officer will consider whether there needs to be an internal investigation.

If documents are emailed then they must be secured either through a password or the secure procedures of the receiving agency.

For further information see:

London Children Safeguarding Board

Policy updated by

Bernadette Lloyd and Sandy Hooson- Jones – Safe Guarding Governor

Updated September 2016

To be kept under review

Signed: _____ Date

Signed _____ Date