

George Spicer Primary School

Child Protection Policy

1. Introduction

- The governors and staff at George Spicer Primary School fully recognise the contribution we make to safeguarding children. All staff, including volunteers, have a full and active part to play in protecting our pupils from harm as the welfare of the children is paramount.
- All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

2. Aims

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To raise the awareness of both teaching, non-teaching staff and all other stakeholders of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse (Please see the definitions in the schools Child Protection Procedures, appendix 1) and any cases of radicalisation (Anti-radicalisation guidance, see appendix 3) and the record of concern (appendix 2) for reporting any concerns.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school, which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially Police and Children's Services.
- To ensure that all adults within our school who have contact with children have been checked as to their suitability.

3. Procedures (see George Spicer Child Protection Procedures - Appendix 1)

- Our school procedures for safeguarding children are in line with LA and Local Safeguarding Children's Board procedures. We will ensure that:
 - We have a Designated Safeguarding Lead who undertakes regular training.
 - We have a team of staff who will act in the Designated Safeguarding Lead's absence, these are the Designated Child Protection team who have completed the same level of training as the Designated Lead. (Please see the procedures for the names of these people.)
 - We have a designated governor who will support the Child Protection team who regularly undertakes training.
 - All members of staff develop their understanding of the signs and indicators of abuse by having whole school Child Protection training every three years as well as updated information throughout the year.
 - All members of staff know how to respond to a pupil who discloses abuse.
 - All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through the implementation and access of this policy.

- If a child is thought or deemed to be 'missing from education' the school follows the LA procedures, reporting it to the Education Welfare Officer (EWO) via an Early Help Form.
- The school holds at least 3 emergency contact details for each child in the school.
- Our policy and procedures will be reviewed and updated annually or in light of any national changes to key documents.
- All new members of staff and governors will be given a copy of our Child Protection procedures and policy as part of their induction into the school and will be asked to sign to say they have read and agree to the policy.
- All staff members will have also read part one and Annex A of the document 'Keeping Children Safe in Education September 2018' and will be asked to sign to say they agree with to it.
- All new members of staff and governors will also be given a copy of the staff Code of Conduct including the Acceptable use of Technology Code of Conduct and be asked to sign to say that they have read and agree to it.
- That all staff are aware that **'If, at any point, there is a serious risk of immediate harm to a child a referral should be made to Social Care immediately. Anybody can make that referral.'** Keeping Children Safe in Education, September 2018.

4. Recruiting Staff

- George Spicer is committed to safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share this commitment. Any offer of employment is subject to a satisfactory enhanced DBS (Disclosure and Barring Service check) which has replaced the CRB (Criminal Records Bureau check).
- When appointing staff members, at least one of the interviewers will have attended the LA's Safer Recruitment Training.
- We have adopted the borough's Safer Recruitment Policy for School, PRU's and Services, this can be found on the 'T' drive.

5. Responsibilities

The Designated Safeguarding Lead is responsible for:

- Managing referrals - referring all cases of suspected abuse to the LA.
- Liaising with the Headteacher on ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on, matters of safety & safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Support staff who make referrals to the Channel programme.
- Refer cases where a person is being dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required so that they can be removed from the list.
- Refer cases where a crime may have been committed to the Police as required.
- Liaise with the headteacher to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- The Designated Safeguarding Lead and team will undergo high quality training every two years as well as have regular updates on recent changes and issues through e-bulletins, meeting other designated safeguarding Leads etc.

- The Designated Safeguarding Lead should ensure that the school's policies are known and used appropriately.
- It is the Designated safeguarding Lead's responsibility to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.
- The Designated Safeguarding Lead must be a member of staff from the leadership team and holds ultimately the lead responsibility in regards to safeguarding.

The Designated staff & lead are responsible for:

- Adhering to the Local Safeguarding Children's Board, LA and school procedures with regard to referring a child if there are concerns about possible abuse.
- Keeping written/electronic records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially, securely and separately from pupil records. Only trained Child Protection staff have access to this information.
- Ensuring that an indication of further record-keeping is marked on the pupil records.
- Ensuring that any child who is currently on a Child Protection Plan or a Child in Need Plan who is absent without explanation for two days is referred to Children's Services.
- Ensure that when children leave the school their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

6. Supporting Children

A child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. A child in these circumstances may feel helpless and humiliated. A child may feel self-blame. School may provide the only stability in the lives of the children who have been abused or who are at risk of harm. Research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

- Our school will support all pupils by:-
 - Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
 - Promoting a caring, safe and positive environment within the school.
 - Liaising and actively working together with all other support services and those agencies involved in the safeguarding of children.
 - Notifying Children's Services as soon as there is a significant concern.
 - Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

NAPAC is a charity that supports recovery from child abuse and they can be called on 0808 801 0331.

7. Parents

- If there is a concern raised about a child that we feel needs to be investigated further then we will meet with the parents to discuss the concern and minutes of the meeting will be taken and held on record. This will only happen if we believe it will not put the child/children at further risk.
- If we decide to report any child protection concerns on to another agency we will, where appropriate, contact the parents to inform them of this referral.

8. Safeguarding of children at home time

Children who walk to school on their own:

- It is school policy that **ONLY** year 6 children walk to and from school on their own. This has to be agreed with the Headteacher through a letter written by the parents/carers giving permission to do this. If the parent/carers want the children to have mobile phones to support their walk to and from school, as they are coming alone, a letter needs to be completed from the office and the Headteacher needs to approve this.

Parents picking children up:

- A child can only go home with a parent or an agreed adult that the parent has forewarned the class teacher or another member of staff about. The child must be able to recognise this adult when they pick them up. If the parent does not give forewarning then the child cannot be taken home by the adult, the class teacher will take the child to the office and contact the parents about the situation. If children are late being picked up and there has been no contact with the parents then staff will follow the late procedures collection in the staff handbook and school offices.

9. Confidentiality

- All matters relating to Child Protection are confidential.
- Designated Staff will disclose any information about a pupil to other members of staff on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep a secret.
- The Child Protection Governor also recognises that all material related to Child Protection is highly confidential.

10. Supporting Staff

- We recognise that staff working in a 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.
- We will support such staff by providing an opportunity to talk through their anxieties with the designated staff and to seek further support as appropriate.

11. Allegations against staff

- We understand that a pupil, parent or staff member may make an allegation against a member of staff. If such an allegation is made, that member of staff receiving the allegation will immediately inform the Head Teacher.
- The Head Teacher on all such occasions will discuss the content of the allegation with the LA Lead Officer for Child Protection.
- If the allegation made to a member of staff concerns the Head Teacher, the Designated Lead will immediately inform the Chair of Governors who will consult with the LA's Designated Officers (LADO in Enfield - 0208 3792746/2850)
- The School will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the school on the 'T' drive.

12. Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so therefore:

- All staff should be aware of their duty to raise concerns without prejudice, where they exist, about the attitude or actions of colleagues.
- A copy of the whistleblowing policy can be found on the 'T' drive.
- The NSPCC Whistleblowing Advice Line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation. Call 0800 028 0285 or email help@nspcc.org.uk

13. Physical Intervention (Use of Reasonable Force Policy)

- Our policy on Use of Reasonable Force gives guidance as to how and when it is appropriate to use physical Intervention and acknowledges that staff must only ever use it as a last resort and that it is carried out by appropriately trained staff.
- We understand that physical intervention of a nature which causes injury or distress to a child may be reviewed under child protection or disciplinary procedures.

14. Bullying

- Our policy on bullying is incorporated in our Behaviour Policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.
- Bullying may include cyber-bullying.
- More information on keeping children safe around computers can be found in our E-safety Policy.

15. Racist Incidents

- Our policy on racist incidents is set out in the Behaviour and Equality policies and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.
- Our guidance on Anti-radicalisation sets out the beliefs of the school and how we would deal with any incident around radicalisation (appendix 3).

16. Prevention

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

- The school will therefore:
 - Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
 - Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
 - Include in the curriculum opportunities for PHSE which equip children with the skills they need to stay safe from harm and to know whom they should turn to for help.

17. Health and Safety

- Our Health and Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

18. Photographic Images

- We recognise the need to protect the identity of our pupils from access via the Internet.

- Permission will be sought from parents before photographs or videos are taken by the school for educational purposes.
- Parents will be required to ask permission if they wish to take photographs or videos of special events e.g. class assemblies and sports days, and a record will be kept.
- A record of children who cannot have photographs taken will be circulated to all staff and will be included on the class's pastoral register.
- More information on this can be found in our E-Safety, Digital Media & Local Visits Parental Permission Form (Appendix 2 of our E-Safety policy)

19. Ratification

- This policy was updated in September 2018
- This policy will be reviewed in September 2019

Headteacher:..... Chair of Governing Body:

Signed / Date : Signed / Date:.....

Please note there are Child Protection Procedures that must be followed in the case of any child protection issues (See Appendix 1)

All school policies are available on the school website or from the school office.