

Nonsuch Primary School

Safeguarding Policy and Procedures

"THE WELFARE OF THE CHILD IS PARAMOUNT"

At Nonsuch Primary School the safety and welfare of our pupils is of the utmost importance. Because of the day-to-day contact with children, our staff are well placed to observe the outward signs of abuse. All adults working in the Nonsuch Primary School must protect children from harm and abuse and be aware that any pupil may be at risk of harm or abuse. We have a duty to safeguard and promote the welfare of our pupils through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

In addition to our safeguarding policy, we have policies to cover the roles of staff, pupils and parents in respect of health and safety, anti-bullying, behaviour and equalities. We also ensure that issues of child protection are raised with pupils through the Personal, Social and Health Education (PSHE) curriculum. Our policy applies to all staff, governors and volunteers working in the Nonsuch Primary School and parents are informed about this and our other relevant policies.

There are a number of elements to our policy:

- Ensuring safe recruitment practice in checking the suitability of all our staff and volunteers to work with children;
- Raising awareness of child protection issues amongst all staff and volunteers and of what to do if they have concerns;
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Developing effective links with relevant agencies and co-operating as required with their enquiries regarding child protection matters including attendance at case conferences and core group meetings;
- Establishing and maintaining a safe environment in which children feel secure and are encouraged to talk freely about anything that concerns them;
- Ensuring children know there are adults in the school who they can approach if they are worried about anything;
- Including opportunities in the PSHE curriculum to develop and equip pupils with the skills needed to recognise risks and stay safe from abuse;
- Supporting pupils who have been abused or may be at risk of harm in accordance with any agreed child protection plan;
- Ensuring we respond appropriately to any concern or allegation about a member of staff or volunteer; and
- Ensuring staff follow accepted "safe practice" principles when working with pupils

Statutory Framework

This policy is consistent with and written in the context of new statutory guidance on Child Protection

- Keeping Children Safe in Education 2014
- The Local Safeguarding Children's Board (LSCB) and London Child Protection Procedures (5th Edition).
- The Children Act 1989
- The Children Act 2004
- Education Act 2002 (section 175)
- Working Together to Safeguard Children (DfE 2013)
- The Education (Pupil Information) (England) Regulations 2005
- Dealing with Allegations of Abuse Against Teachers and Other Staff (DfE 2011)

KCSE places the following responsibilities on all schools:

- Schools should be aware of and follow the procedures established by the London Child Protection Board
- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions
- Schools should have procedures (of which all staff are 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 Safeguarding Lead person who has responsibility for co-ordinating action within the school and liaising with other agencies
- Staff with the designated safeguarding lead should undergo updated child protection training every two years
- Governing bodies and proprietors should ensure there is an effective child protection policy in place together with a staff behaviour policy (code of conduct). Both should be provided to all staff – including temporary staff and volunteers – on induction. The child protection policy should describe procedures which are in accordance with government guidance and refer to locally agreed inter-agency procedures put in place by the LSCB, be updated annually, and be available publicly either via the school or college website or by other means.

Definition

Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and taking action to enable all children to have the best life chances. Children who have witnessed Domestic Violence are at risk of abuse and/or significant harm.

Recognition

The first indication of concern about a pupil's welfare is not necessarily the presence of a serious injury. Concerns may be because of:

- bruises or marks on a pupil's body;
- remarks made by the pupil, another pupil, a parent/carer or another adult;
- observations of the pupil's behaviour;
- unexplained changes in the pupil's behaviour or personality;
- evidence of disturbance or explicit detail about abuse or possible abuse in a pupil's play, drawing or writing;
- evidence of neglect, failure to thrive or exposure to unnecessary risks;

- absence from intervention or teaching sessions
- information about the parent(s) / carer(s) of the child or their home background
- interaction observed between a child and parent/carers.

Designated Lead Staff

Our Designated Safeguarding Lead is Ms Sue Hawker and the deputy when she is absent is Mr Josh Chamberlin and Mrs Kate Mole. They are responsible for child protection issues. Any member of staff concerned about a pupil should tell the designated person immediately. If they are unavailable you should talk to whoever is deputising. We also have a nominated governor for child protection who is Rev. Lynn Hellmuth.

The designated lead has a responsibility to:

- liaise with the nominated governor, the Local Authority Designated Officer (LADO) Police and other agencies on individual child protection cases;
- act as the contact person within the school, providing advice and support and ensuring that all staff (including temporary, supply staff and volunteers and members of the governing body) are aware of their role;
- be responsible for co-ordinating action within the school on child protection issues;
- discuss individual cases with staff on a “need to know basis” to protect children's right to confidentiality;
- oversee the planning of any curricular or other provision in relation to child protection matters;
- with any other relevant staff (e.g. class teacher), represent the school at child protection meetings and be a member of a “Core Group” if required;
- ensure staff are familiar with this Policy and Procedure, the London Child Protection Procedures, and recent Government Guidance;
- raise awareness about child protection on an ongoing basis;
- together with the LADO, arrange child protection training for **all** (i.e. including ancillary) staff at least once every three years (and for new staff commencing work between whole school training sessions or absent for such sessions arrange attendance at induction sessions arranged by the local authority).
- ensure that they (the designated teacher and their deputy) receive update training at least every 2 years; and

The role of individual staff

Everyone in the school must be alert to the possibility that any pupil, regardless of race, religion, culture, class or family background, could be the victim of abuse or neglect and must be familiar with these procedures. Concern about a pupil must be discussed with the designated lead person immediately so that if necessary, a referral can be made without delay. In urgent situations, referral must not be delayed. ANY MEMBER OF STAFF MAY MAKE A REFERRAL TO SOCIAL SERVICES.

Members of staff should not investigate child protection concerns. This is done by Children and Family Services and/or the Police. However, if a pupil says something, it is vital to listen carefully, so you can record and report it accurately. Records will also assist other members of staff who may have concerns.

Confidentiality

Our pupils and their parents have the right to expect that all staff will deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents and where appropriate pupils should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child. Child protection issues relating to individual cases must not be subject to open discussion in the staff room or elsewhere in the school.

Members of staff should also remember not to promise to pupils to keep “secrets” (*see procedure below*).

Working with children

We recognise that children, who are abused, neglected, or who witness either of these things, 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:

- the content of the curriculum;
- the school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- the school behaviour policy which is aimed at supporting vulnerable pupils in the school - the school will ensure the pupil knows that some behaviour is unacceptable but they are valued and not blamed for any abuse which has occurred;
- liaison with other agencies that support the pupil such as social services, the child and adolescent mental health service, the borough school attendance service and the educational psychology service; and
- ensuring that, where a pupil with a child protection plan leaves the school, their information is transferred to any new school immediately and that the social worker is informed.

Recruitment, selection, training and supervision of staff and volunteers

In our recruitment and selection of staff and volunteers we will at all times adhere to the guidance in Part Three in KCSE (pages 16-29).

In particular we will ensure that our interview panellists are appropriately trained, that we always follow up gaps in previous employment, that we always require specific references from employers for the last five years and that for all posts, paid and voluntary and that the Disclosure and Barring Service check is conducted for all adults in school engaged in a regulated activity.

We keep a central record of all staff with the date and outcome of their DBS check so that at all times staff and pupils and parents can be assured this has been done. Where staff take up their post before the outcome of a check is known a risk assessment will be conducted by the appropriate line manager and any necessary actions noted.

Contractors and outside services

We expect all contractors providing services within the School whose staff have access to school premises to comply with this policy and the attached procedure. They must agree to this in writing.

In particular we require any contractor or organisation delivering a service on behalf of the school or using our premises to provide evidence they adhere to the above requirements in terms of recruitment, selection, training and supervision of their staff and any volunteers, in particular Disclosure and Barring Service disclosure checks.

This policy and procedure will also apply to any organisation using school facilities. They must agree to this in writing.

Child Protection Procedure

If concern arises about the welfare of a pupil the following procedure must be followed.

DO NOT DELAY

- Tell the Designated Lead **in person** as soon as you can - it may be necessary to interrupt a lesson to do this - do not leave notes as they may not get back to read it until the end of the day once the child has gone home; early referral gives more time to offer help to the pupil and family before the situation becomes severe or serious.
- When the matter is already severe or serious, early referral gives more time for others to protect the pupil.
- The designated teacher may consult [MASH](#)-Sutton's Multi Agency Safeguarding Hub.

MAKE WRITTEN NOTES

- At the earliest opportunity make a written record of your concerns (a pro forma is included at the end of these procedures) - record facts accurately and be clear when you are expressing an opinion and the basis for this - these notes will help to ensure accuracy in recalling events later - notes should be legible, signed and dated.
- These notes must be given to the designated teacher as soon as possible.

CONCERN FROM SOMETHING THE CHILD SAYS

Listen - do not ask closed questions or interrogate. It is reasonable to ask generalised questions that do not apportion blame.

Remain calm - if you are shocked, upset or angry the pupil will sense this and this could stop them from saying more.

Reassure - the pupil has done nothing wrong - tell them it is alright to talk.

Do not promise to keep it secret - tell the pupil you cannot keep the matter secret and will need to take advice from someone who can help.

REFERRAL PROCESS

If a member of staff wishes to make a referral to Social Services or to the Police they should consult the designated teacher or deputy about how to do this. However, referral must not be delayed - if the designated teacher or deputy is not available a senior member of staff should be advised and the referral made (*see London Child Protection Procedures for details*). The Children and Families Service Referral and Assessment Service will be happy to discuss concerns even if you are not sure at that stage that a referral needs to be made. A dated, up to date, contact list is kept in the Head and Assistant Head Teachers' rooms and in the office.

For pupils at Nonsuch you will need to know the child's address as referrals are to the authority in which the child lives (usually Sutton or Surrey). However, MASH will assist you regardless and will give you the appropriate contact number of other services.

REMEMBER

- if in doubt, consult;
- do not ignore concerns, even if these are vague;
- your first responsibility is to the pupil; and
- if you need help or support to manage your own feelings, this can be provided.

CONTACT WITH THE FAMILY

Contact with the family should be discussed with the Designated Lead, who may consult the Children and Family Social Work Service or the Borough School Attendance Service.

In cases where a minor physical injury causes concern, it is usual school practice to discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the pupil from harm), the parent or carer should be informed that the matter must be referred to the Children and Family Social Work Service.

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between school staff and the family about sources of help (e.g. the Children and Family Social Work Service), but if concerns persist, the Designated Lead will need to refer to the Children and Family Service and will normally advise the family of this.

In cases where there are suspicions of sexual abuse, the Designated Lead will seek immediate advice from the Children and Family Social Work Service before discussing this with the family.

RECORDING

- All records relating to child welfare concerns will be kept on the pupil's file and the file will be kept secure - a chronology of concern will be kept in the Head Teacher's office;
- Where there are concerns about a pupil, our (paper) files contain a notice to refer to the file in the Head Teacher's office and our electronic files have an appropriate "flag" to indicate there are (or have been) concerns about the pupil;
- We will keep written records of any concerns about pupils even where there is no need to refer the matter immediately. These will be held in the Head Teacher's office;
- Information from records will only be used on a "need to know" basis;
- Staff will need to know when a pupil is subject to a Child Protection Plan, so they can monitor the pupil's welfare;
- Records relating to the pupil's welfare will remain on the pupil's file as long as the pupil is a pupil at the school;
- When the pupil leaves the school, the new school will be advised in writing that the school's records contain information about child protection concerns even where these are no longer current. The Designated Lead will contact the receiving school personally to ensure information is exchanged.

CONCERN ABOUT A STAFF MEMBER, CARER OR VOLUNTEER

- Allegations or concerns about a member of staff, worker or volunteer must immediately be notified to the head teacher (or the chair of governors if the concern is about the head teacher);
- The head teacher (or chair of governors) will always consult the Local Authority Designated Officer (LADO);
- Following consultation, the head teacher (or chair of governors) will decide on appropriate action:
 - ❖ immediate referral to the Children and Family Social Work Service
 - ❖ consideration of disciplinary proceedings
- It is important to bear in mind that although the concern may relate to an individual pupil, other pupils may also be at risk;
- The procedures in Keeping Children Safe in Education (2014) Part 4 (pages 30-40) and the Sutton LSCB Procedure will be followed in such cases;
- Where appropriate (after prosecution), in discussion with the LADO there is a legal requirement for employers to make a referral to the DBS to consider inclusion of their name on the Children's Barred List (list of people prohibited from working with children in an education setting) – formally known

as "List 99". If a member of the teaching staff to also consider a referral to the National College for Teaching and Leadership (NCTL) to consider prohibiting the individual from teaching.

HARM, FROM OR TO, OTHER CHILDREN

- Abuse or concerns about abuse or harm by other children should be subject to the same safeguarding procedures as in respect of children being abused by an adult;
- Professionals responding should be alert to the risk a child may pose to children other than any "current" victim; and
- children who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse, witnessed domestic violence or committed criminal offences).

In such cases there will usually be a need to refer the alleged perpetrator of harm to the Children and Families Service.

REQUESTS FOR ASSISTANCE BY OTHER AGENCIES

- School staff have a legal duty to assist local authority Children's Social Services or the Police when they are making enquiries about the welfare of pupils;
- Information about a pupil must therefore be shared on a "need to know" basis with other agencies;
- When telephone requests for information are received, **always** maintain security by checking the telephone number listing for the caller and calling back to a switchboard number **before** giving information or confirming the pupil is on the school roll;
- Always advise the Designated Lead about such requests for information;
- Requests for attendance at meetings about individual pupils (e.g. child protection conferences) should be notified to the Designated Lead, who will arrange preparation of a report and attendance at the meeting;
- Reports should contain information about the child's:
 - ❖ academic progress
 - ❖ attendance
 - ❖ behaviour
 - ❖ relationships with children and adults
 - ❖ family
 - ❖ any other relevant matter;
- Reports should be objective, distinguishing between fact, observation, allegation and opinion;
- Unless you specify otherwise, reports will normally be made available to the pupil's family.

PUPILS/STUDENTS SUBJECT TO A CHILD PROTECTION PLAN

- The school will be told by the relevant local authority Children and Family Social Work Service when a pupil is subject to a Child Protection Plan (previously the Child Protection Register) whether the London Borough of Sutton or another local authority;
- The name of the key social worker must be clearly recorded on the pupil's record;
- The school will participate fully in the work of Core Groups for these pupils, to assist with the objectives of the Child Protection Plan for the pupil;
- When a pupil is subject to a Child Protection Plan, the school will report all unexplained absences even if only of a day;
- When a pupil is subject to a Child Protection Plan, the school will report all behavioural changes or

other concerns to the key social worker; and

- When a pupil who is subject to a Child Protection Plan leaves the school, all the child protection information will be transferred to any new school.

GENERAL ISSUES

All staff must observe the above policy and procedure at all times. They will be reviewed annually and as required in line with changes in local (LSCB) or national guidance.

CONTACT DETAILS

If a child is at risk of significant harm ring:

(Children with Sutton addresses)

MASH Sutton Multi-Agency Safeguarding Hub based at Sutton Police Station

Telephone: 020 8649 0418 (advice can be also be sought)

(Children with Surrey addresses)

Surrey Safeguarding Children's Centre 0300 200 1006

Professionals wanting to consult about whether to make a referral can contact the Duty Manager at the Contact Centre, on 0208 541 7401 / 7402

Any allegations against members of staff should be referred to Local Authority Designated Officer: Interim LADO Nefertiiti Logan on 0208 770 4799 (switchboard) Team Manager Referral and Assessment Service Telephone: 020 8770 4013

Useful contacts:

[Sutton Local Safeguarding Children Board](http://www.suttonlscb.org.uk):www.suttonlscb.org.uk

Allocated Social Workers in the Referral and Assessment Service continue to be contactable on: 020 8770 4944.

LB Sutton (out of office hours/after 5pm) Children & Families Emergency Duty Social Work Team (EDT) - 020 8770 5000. Ask for the Emergency Duty Team Social Worker

Metropolitan Police (Sutton) – 020 8721 2491

Surrey Police – 0845 125 2222

To call the police anonymously, call Crimestoppers on 0800 555 111

Sue Hawker

Review date: September 2014

Next review due: September 2015

Nonsuch Primary School
CONFIDENTIAL

School - Disclosure / Incident / Child Protection Concerns Notification Form

Name of child:	Child's DOB
Time and date of incident:	
Name and role of person child disclosed to/ reporting C.P. incident/ concerns	Date of notification to Designated Safeguarding Lead/ deputy:
Signed/dated	Signed/dated
Details of disclosure by child / incident / child protection concerns (context of concern/disclosure: what was said, observed, reported and by whom)	
Additional information	
Action taken by person(s) above:	

Detail of decision / action by DSL or deputy:

Reason(s) for this decision or action by DSL or deputy:

Notes of feedback between DSL / deputy and the person who raised this child protection concern, including date of feedback:

Tick to confirm added to pupil's chronology and copy placed in pupil's C.P. file			
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Date for review:		Name of person(s) to review:
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Notes of review (if necessary continue on a separate page and attach):