



English Martyrs Catholic Primary School, A Voluntary Academy

‘Walking with Jesus – God’s love in action’

Child Protection and Safeguarding Policy

Statutory Policy

Annual Renewal Policy

Date: Summer 2017

Date of next intended review: Summer 2018

Equality & Diversity

We have considered the impact on equality and diversity on this policy and judge the impact to be neutral.

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Safeguarding Induction Sheet

For all staff, visitors and parents/carers of children in our school

English Martyrs Catholic Primary School

We all have a statutory duty to “safeguard and promote the welfare of children”.

If you have any concerns about the health and safety of a child at this school or feel that something may be troubling them, you should share this information with an appropriate member of school staff straight away. Some issues e.g. a child’s appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in the school.

Do not worry that you may be reporting small matters – we would rather that you tell us things which turn out to be small, than miss a worrying situation.

However, if you think the matter is very serious and may be related to a child protection concern, e.g. physical, sexual, emotional abuse or neglect, you must talk to the people below immediately.

If you are unable to contact them you can ask the school office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

Any allegation or disclosure involving a member of staff, a child’s parent, carer or a volunteer at the school **must** be reported directly to the Head, unless it involves the Head and then it should be reported directly to the Chair of the Governing Body.

The people you should talk to in this school are:



Mrs Flood



Miss Di Placito



Mrs Kearford



Ms Delany

Concerns should be reported to Mrs Flood, Miss Di Placito, Ms S Delany, Deputy Headteacher or Mrs S Kearford, Safeguarding and Wellbeing Officer

The Chair of the Governing Body is: Mr James Rawlinson

The Governor with responsibility for Safeguarding is Mrs Annemarie Glover.

They can all be contacted via the Office: 01924 299244

Thank you for supporting & safeguarding the children at our school.

MISSION STATEMENT

English Martyrs Catholic Primary School offers distinctive Catholic education within a caring Christian community where everyone feels loved and valued, confident and secure.

We believe that each person is precious and gifted, unique and loved by God. With Christ as our inspiration we work in partnership to create a challenging, effective and exciting learning environment where everyone is encouraged to embrace opportunity

Learning and Teaching

We provide an exciting, creative and effective learning environment, recognising and responding to individual learning styles. We aim to help each child experience success and to embrace every opportunity by providing the highest standard of education and care. Children take responsibility for and participate fully in their own learning.

Our curriculum will be both balanced and spiritually based and will fulfil all statutory requirements.

Catholic Life of the School

We recognise God in all aspects of our mission. Specifically we will help children to develop their personal relationship with God. We will deliver high quality learning and teaching in religious education rooted in Catholic values and beliefs. We encourage respect for and understanding of other faiths and beliefs. The school environment will speak of Jesus Christ at the heart of our community. Children will be given opportunities to participate in creative and varied worship appropriate to their age and understanding.

We are an integral part of the parish and will play an active part in its life.

Relationships

We will help each member of the school community to recognise that we are all precious in God's eyes. We will show love and respect for each other. We will give to each other the affirmation we all need and will try to respond to each other's needs.

Parents

We will work to achieve a creative partnership between parents and school which recognises our different responsibilities in the education of the children.

We will communicate effectively with all parents. We will establish a bond of trust, building a partnership which nurtures the children's learning, spiritual development and pastoral care.

Community Cohesion

We will be an integral part of the local community. We will increase the children's awareness of wider world issues. We will develop their sense of responsibility for and involvement in both of these.

We will ensure that our community life witnesses our Christian values and beliefs in all that we do and say.

Walking with Jesus – God's love in action

THIS POLICY COMPLIMENTS THE WAKEFIELD DISTRICT SAFEGUARDING CHILDREN BOARD (WDSCB) PROCEDURES AND DOES NOT REPLACE THEM

THIS POLICY AIMS TO INFORM AND ENSURE GOOD AND SAFE PRACTICE

This Policy relates to all the childcare services and activities within the School.

Disability

We are a Catholic school. Through all our endeavours we aim to recognise the presence and power of Jesus Christ at the very centre of our existence. As we seek to fulfil the educational needs of the children we strive to live and act according to His will in all that we do and say.

We will help each member of the school community to recognise that we are all precious in God's eyes. We will show love and respect for each other. We will give to each other the affirmation we all need and will try to respond to each other's needs. We aim to help each child experience success and to reach their full potential by providing the highest possible standard of education.

At all times and in all areas of school life every reasonable measure will be taken to ensure that each member of this school community is enabled to participate as fully as possible, and achieve success and recognition appropriate to age, understanding and any disability.

Please read this Policy in conjunction with other School Policies: Including
Staff Code of Conduct/Behaviour Policy
Recruitment Policy
Intimate Care Policy
Anti-Fraud and Bribery Policy
Whistleblowing Policy

For further advice or information, please contact the Headteacher.

1. INTRODUCTION

1.1 This Policy represents a commitment by the Governing Body and Staff team to the safeguarding and protection of children, throughout the School. The policy also extends to outside agencies that use the School, and it is expected that they have their own Child Protection policy or they adopt the School's.

1.2 English Martyrs Catholic Primary School fully recognises the contribution it can make in protecting, supporting and promoting the welfare of children in the School. The Governing Body and staff team is committed to ensuring that children are safe, that child protection practice is effective and that procedures are followed. The School staff will make every attempt possible to ensure that children are safe from abuse or harm during their time at the School, and will be vigilant in their observations of children who may be exhibiting signs or symptoms of harm.

1.3 It is recognised that children can be at risk from abuse in their own home by people they know well, in institutions and from strangers.

1.4 The principles contained in this Policy promote the five **Every Child Matters**, priority outcomes for children, reflecting the understanding that children are less likely to achieve these outcomes if they are experiencing abuse:

- **Being Healthy**
- **Staying safe**
- **Enjoying and achieving**
- **Making a positive contribution**
- **Achieving economic well being**

1.5 There are three main elements to the School's Child Protection Policy:

1. Prevention

This applies to a positive atmosphere in the School, the curriculum and support and awareness raising for children and parents through, amongst other things, lessons and assemblies.

2. Protection

By following agreed procedures, ensuring that the recruitment and selection of staff is thorough and appropriate and staff are trained and supported to respond appropriately and sensitively to child protection concerns.

3. Support

This applies to the effective supervision and management of staff and the support given to staff, children and parents in situations of abuse.

2. SCHOOL COMMITMENT

2.2 The School staff recognises that for young children, high self-esteem, confidence, trusted adults and positive behaviour approaches, aids prevention.

2.3 **The School will therefore:**

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to.
- Provide a curriculum, which is appropriate to the children's understanding and addresses issues of assertiveness, self-esteem and positive behaviour, and promotes the ECM outcomes for children.

- Ensure that the environment welcomes the contributions of parents and establishes open and effective working relationships and partnerships.
- Ensure that every effort will be made to establish effective working relationships with other agencies and professionals, in line with the framework, Keeping Children Safe In Education 2015. A revised Keeping Children Safe in Education is due in September 2016

3. FRAMEWORK

- 3.1 The School does not operate in isolation; child protection is the responsibility of all adults and especially those working with children.
- 3.2 The development of appropriate procedures and the monitoring of good practice are the responsibilities of the **Wakefield & District Safeguarding Children Board (WDSCB)** *See flowchart at the end of policy.*
- 3.3 The **WDSCB** has a membership of multi-agency representatives whose task is to develop policy and procedure for all the agencies involved in the protection of children, i.e. Health, Family Services (Social care), Education, Police, Probation, NSPCC, and Legal services.
- 3.4 The policy and procedure, which relates to each Department, can be found online at ‘West Yorkshire Interagency Safeguarding Procedures’ (see in Policy). The School’s policy has been written in accordance with the local and national framework.
- 3.5 Children may attend the School who are subject to a formal **Child Protection Plan** because they are at risk of significant harm; that is where the child can be shown to have:

- Suffered ill-treatment or impairment of health or development as a result of physical, emotional or sexual abuse or neglect, and professional judgement is that further ill-treatment or impairment are likely;

or

- Professional judgement, substantiated by the findings of enquiries in this individual case or by research evidence, is that the child is likely to suffer ill-treatment or the impairment of health or development as a result of physical, emotional or sexual abuse or neglect.

4. ROLES AND RESPONSIBILITIES

- 4.1 All adults working with, or on behalf of children have a responsibility to protect them. There are, however, key people within the School and the Local Authority Family Services, who have specific responsibilities under Safeguarding Children procedures.
- 4.2 Where possible the School works in a preventive way to assist families to protect children. Where children are subject to a Child Protection Plan, the School staff will be pro-active in their efforts to work alongside families in order to ensure a safe environment for those children.
- 4.3 The Headteacher acts as the designated staff member responsible for Child Protection, while the SENCO is their deputy designated support. The Deputy Headteacher and the Safeguarding and Wellbeing Officer are also DSL trained. The Designated Safeguarding Lead's role is to liaise with parents and the Family Services (Social Care) on matters of abuse, develop in-house policies and support staff in their development relating to child protection issues. (Names of designated workers can be found at the front of this policy).

- 4.4 The designated DSL person has a responsibility for attending or selecting someone to attend Child Protection Conferences. The Governing Body will also appoint a designated Child Protection Governor who will have an overview of Policy & procedure, although this person may not be involved with individual cases.
- 4.5 **The School is not an investigating agency** and anyone who has a suspicion or knowledge that a child is suffering significant harm or is at risk of significant harm should refer his or her concerns to the designated worker, who will then refer to an investigating agency. (Social Care Direct or Police) The **WDSCB procedures** set out the appropriate action and procedures to be followed by any agency or individual who has concerns about the welfare of a child. All staff must be aware of these procedures and understand their role.
- 4.6 For reasons of confidentiality, details of individual child protection issues will not be shared with the Governing Body or parent representatives, or discussed in any forum at which parent representatives are in attendance.

5. PROCEDURES

- 5.1 The School staff will follow the procedures set out in the ‘**West Yorkshire Interagency Safeguarding Procedures**’ (WYISP) and ‘Keeping Children Safe In Education 2016’.
- 5.2 All Staff will be made aware of these procedures from the time that they commence employment at the School, they will also be required to familiarise themselves with the School’s CP policy. A signed database will be stored centrally to monitor that this has happened. **School Staff are requested to complete a Cause For Concern Form should they have any concerns about a pupil’s well-being or safety, then pass the form in confidence to the DSL, Deputy DSL, Safeguarding and Wellbeing Officer or Deputy Headteacher.**

- 5.3 Any students or other adults who are in a position to identify concerns will be required to refer to the School's and online procedures; child protection will also be on the agenda for discussion as part of their training and supervision.
- 5.4 Parents will be informed of Staff responsibilities in relation to child protection and promoting the welfare of children through access to this policy, information contained in the School and school booklets and at new parents meetings.
- 5.5 Staff and Volunteers are encouraged to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime. Appropriate whistleblowing procedures, which are contained in the Whistleblowing and Staff code of Conduct/Behaviour policies, are in place for such concerns to be raised with the school's management team. All staff are encouraged to report concerns to the Headteacher or the Chair of the Governing Body.

6. ALLEGATIONS AGAINST STAFF OR OTHER ADULTS WORKING IN SCHOOL IN RELATION TO A CHILD.

- 6.1 It must be recognised that the abuse of children does occur in environments such as nurseries, schools and residential children's establishments. It is essential that everyone who works with children must be aware of this and ensure that procedures and policies are followed and good practice established, in order to protect children.
- 6.2 For children to be safe from abuse of any kind during their time at the School, it will be necessary to develop and maintain a culture of openness. This will involve leadership, which places an emphasis on the importance of staff supervision, training, self-development and awareness along with effective

communication, clarity and approachability. Staff and parents should be aware of what is and isn't acceptable behaviour and therefore aware of negative practice (see 10 – Safe School, Safe Staff).

- 6.3 The framework for managing cases of allegations of abuse against people who work with children is set out in **Keeping Children Safe In Education 2016**. The School operates safe recruitment procedures in line with these and LA guidelines and will ensure that all appropriate checks are carried out on new staff and volunteers who work with children. This includes Disclosure and Barring checks, anyone who is not prepared to co-operate with these procedures will not be considered for employment. New members of staff are asked to join the Update Service with the Disclosure and Barring Service. Teachers, school staff, members of the school workforce and volunteers whose job involves regular supervision or being in sole charge of children, will be obliged to apply for an Enhanced Disclosure.

If a disclosure reveals that a prospective employee has been placed by the ISA on the Children and/or Adult Barred List, the person must not be placed in a post of regulated activity.

Volunteers who have regular contact with children will be asked to undertake an enhanced DBS check. The Headteacher will use her professional judgement and experience in deciding whether a DBS disclosure is necessary. Under no circumstances should a volunteer who has not obtained a DBS disclosure, as they only have infrequent contact with children, be left unsupervised with pupils.

Where a DBS disclosure indicates cause for concern, the member of staff should immediately be withdrawn from school pending further enquiries.

~~Wakefield Council operates a policy of repeating checks every 5 years for those staff who require a DBS check to perform their job.~~ However, further checks on existing members of staff in a school are not legally required, unless the person has had a break in service of more than 3 months.

The school must refer an employee or volunteer to the DBS if they have been dismissed because they harmed someone, have been dismissed or removed from working in regulated activity because they might have harmed someone, or where the school was planning to dismiss them for either of these reasons but they resigned first. This is a legal duty and failure to refer when these criteria are met is a criminal offence.

Anyone who is appointed to carry out teaching work is to have an additional check to ensure they are not prohibited from teaching. This is in addition to obtaining a DBS certificate.

6.4 This section is about managing cases of allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that any member of staff (including volunteers) in the School has:

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

6.5 There may be up to three strands in the consideration of an allegation:

- A police investigation of a possible criminal offence;
- Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services.
- Consideration by the School of disciplinary action in respect of the individual.

It may be necessary in some cases to report to the Department for Education for consideration regarding possible sanctions against an individual.

6.6 It is recognised that anyone who has a complaint made against them will have a range of difficult feelings and anxieties; however, staff members understand that the child's welfare must come first.

6.7 A person will be referred to the DBS if they have undertaken a regulated activity and have consequently been dismissed, removed or have resigned.

PROCEDURES

6.8 It is crucial that any person working at the School feels confident that any concerns that they may report about another member of staff's conduct towards a child, will be dealt with fairly, consistently and robustly and that they will be taken seriously. (see also Whistle blowing policy).

6.9 Allegations must be immediately reported to either the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead (in the absence of both these persons, concerns should be reported the Deputy Headteacher). These designated persons, depending on the nature of the allegation, will decide on the next course of action. In cases of serious allegations the Designated Safeguarding Lead will take advice from the 'Local Authority Designated Officer (LADO) and Human Resources Personnel. The Headteacher will also inform the Chair of Governors.

6.10 **Allegations against Designated Safeguarding Lead or Deputy Designated Safeguarding Lead or Headteacher.**

The same principles apply in these cases; the **child/ren's welfare is paramount**. Allegations against a Designated Safeguarding Lead or deputy must be reported directly to the Headteacher/Chair of Governors (as appropriate) and the above will apply. Where an allegation is against the Headteacher, the person making the allegation must contact the Chair of the Governing Body (they may need support from the Deputy Designated Safeguarding Lead or Deputy Headteacher to do this) but the Deputy Designated Safeguarding Lead or Deputy Headteacher must ensure that any investigation is led by the Chair of Governors, who will seek external advice.

6.11 If staff members have concerns about another member of staff then this should be reported immediately to the Headteacher.

6.12 **Supporting those involved**

Depending on the nature of the allegation and discussion/preliminary investigation, with the LA Designated Officer to establish whether it is not

demonstrably false or unfounded, the parents of the child/ren should be informed. However in some instances the parents must be informed straight away, for example, if the child has been injured and requires medical attention. Parents/carers should be kept informed about the progress of the case and told of any outcomes, e.g. court proceedings or outcome of disciplinary hearings. If the parents are happy for the child to remain in school during any investigation, the School staff must not discuss the case with parents, only the best way to support the child. In cases where a child may have suffered significant harm, or there is a criminal prosecution, the Social Care or Police as appropriate should consider what support may be needed. Staff will be supported by the Headteacher/Governing Body and are advised to contact their union/professional association at the outset.

6.13 Record Keeping

A clear and comprehensive summary of any allegations must be made, including details of how it was followed up and resolved, who was involved and any decisions made. This should be kept on the person's confidential personnel file, with a copy to the person concerned. The record should be retained on file until normal retirement age or for a period of 10 years from the date of allegation if that is longer.

6.14 Information Sharing

Where there is an allegation that an offence has been committed. In the initial consideration, a strategy discussion should take place, with the agencies involved and the employer, all relevant information about the person who is the subject of the allegation and the alleged victim, should be shared. Wherever possible, the police should obtain consent from the individuals concerned to share statements and evidence they obtain with the employer and, or regulatory bodies, for disciplinary purposes. This should be done as the investigation proceeds rather than after it is concluded, to enable the police and CPS to share relevant information without delay at the conclusion of their investigation, or any court case.

6.15 Timescales

Every effort will be made to resolve cases as quickly as possible, consistent with a fair and thorough investigation. Guidelines suggest that 'it is reasonable to expect that 80% of cases should be resolved within one month, 90% within three months, and all but the most exceptional cases should be completed within 12 months.

6.16 Suspension

The possible risk of harm to children posed by an accused person will be evaluated by the Headteacher/Governing Body and the advisors mentioned above, in some cases consideration will be given to an immediate suspension until the case is resolved, however alternative arrangements may also be considered.

6.17 Monitoring progress

The Local Authority designated officer will regularly monitor the progress of the case, in liaison with the Headteacher/Governing Body and other social care colleagues / Police as appropriate.

6.18 Action on conclusion of a case

At the conclusion of a case in which the allegation is substantiated the school will co-operate with any local Authority review of the case and the circumstances surrounding it, to determine whether any improvements could be made to procedures or practice. If the allegation is determined to be false the School will need to consider its actions against the person making the allegation. If the allegation is made by a child, consideration will be given to the child's well being and the reasons why they may have made the allegation and what support they may need, as it could be that they are being abused by someone else.

In cases where it is decided that the person who has been suspended can return to work, the Headteacher will discuss the best way to facilitate this. In all cases consideration will be given to the possibility of a phased return to

work and mentoring support. Discussions with the suspended person and a senior personnel officer will take place about the next steps.

6.19 Pupil Allegations Against Other Pupils

If a Pupil makes an allegation of abuse against another Pupil, the same procedures for dealing with an allegation set out in this Policy will be followed. Parents/Carers of both sets of Pupils will be informed immediately and the Headteacher will collect the facts and relevant authorities will be informed as appropriate.

7. TRAINING AND SUPPORT

- 7.1 All Staff members have access to training about child protection issues, relevant to their role.
- 7.2 All Staff will be required to attend basic child protection training. A record of Child Protection, Staff development and training will be used to ensure that this has been, or is being undertaken. Professional supervision will identify where further relevant training needs to be undertaken.

8. CONFIDENTIALITY AND RECORDING

- 8.1 Staff and other adults who work with the children in the School need to fully understand and respect issues of confidentiality, particularly in the context of child protection. The only purpose of confidentiality in this respect is to protect the child.
- 8.2 Children must not be given a guarantee that disclosures will be kept confidential – this is misleading and dishonest, as any disclosure or suspicion of harm must be referred to the relevant people. Similarly parents should be made aware of the issues, which cannot be kept confidential, e.g. which have implications of harm to a child.
- 8.3 Child protection information will be kept in a locked filing cabinet and if information is held on a computer it will be password protected.
- 8.4 Where a child is the subject of a Child Protection Plan, daily recording will be kept about relevant facts. These recording notes will be kept in a locked filing cabinet and the child's parents will be informed about it. The Designated Safeguarding Lead will complete an initial front sheet advising Staff of the reasons for the CP Plan and what kind of information should be recorded. This information will not be shared with **any other parent**. Information must only be shared with others on a 'need to know basis', however the overriding principle is the safety of children, *'It is assumed that in all instances **where there are concerns about a child's safety it is better to share the information than not.**'* It is the responsibility of the Designated Safeguarding Lead to monitor the recording of concerns, review its purpose and amend/update information.
- 8.5 When a child leaves the School guidelines currently state that all Child Protection files should be sent securely to the next school, and a chronology to be kept securely on file until the child reaches the age of 25.

- 8.6 Students who are on placement at the School for very short periods or who are work experience students, will not be directly involved in the daily recording, however, they will be encouraged to share comments about any relevant observations they have made.
- 8.7 Any reports compiled in relation to a child or family will be shared only on a 'need to know' basis (See 8.4)
- 8.8 Parent representatives will be given information about the importance of confidentiality when they are appointed to the role. Parents in general are made aware of issues around confidentiality and child protection at new parents meetings.
- 8.9 Staff will be made aware that any breaches of confidentiality would be viewed very seriously and dealt with through the school's disciplinary procedures (see CES policies), ***(apart from cases where any breaches represent a legitimate attempt to safeguard a child).***

9. SUPPORTING CHILDREN AT RISK - VULNERABLE CHILDREN

- 9.1 The School Staff recognise that children who have been abused or have witnessed violence may find it difficult to develop a sense of self worth or to view the world in a positive way. Whilst in school their behaviour may be challenging and difficult to handle or they may exhibit other behaviours, such as sexualised behaviour, which the adults around them may feel uncomfortable with and struggle to understand.
- 9.2 It is recognised that all children need to experience a sensitive and consistent approach; this is even more crucial in cases where children are having difficulties and struggling to understand traumatic events.

9.3 The School Staff will support these children through:

- A curriculum which encourages self-esteem and confidence
- Promoting a positive, supportive and secure environment, which demonstrates a respect and value for children and their rights.
- A consistent approach, which recognises and separates the cause of behaviour from that which the child displays.
- A commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so.
- Through *Statements to Live By* which focus on children keeping safe. (see Appendix 1 Statements To Live By/Safeguarding Document).

9.4 It is recognised that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. Staff who work in any capacity, with children with profound and multiple disabilities, sensory impairment and / or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.

9.5 It must also be recognised that in a home environment where there is domestic violence, drug or alcohol abuse and mental health issues, children may also be vulnerable and in need of support or protection.

9.6 Female Genital Mutilation

The school recognises that some pupils may be vulnerable to FGM. The Designated Safeguarding Lead and Deputy DSL will follow guidelines and procedures laid down in 'Multi-Agency Practice Guidelines: Female Genital Mutilation' if they are made aware of a suspected case of FGM.

9.7 Child Sexual Exploitation

The school recognises that Child Sexual Exploitation is a traumatic and serious experience. The school will make an immediate referral to Social Care Direct if any instances of suspected CSE are disclosed or observed.

9.8 Homophobia

This school recognises that our children come from a variety of backgrounds and families. Celebrating and acknowledging different families is crucial to make all children feel welcome and enable them to learn to value those who are different. The governors and staff at English Martyrs School do not accept the use of homophobic language or actions. This school will use assemblies, websites such as “Stonewall” and God’s directive to ‘*love one another*’ to celebrate differences in families and to address homophobic bullying. This school recognises that under the Equality Act it is our duty to tackle homophobia and protect those who might experience it.

9.9 Radicalisation and Extremism

The staff and Governing Body of English Martyrs School believe that children should be given the opportunity to explore the issue of diversity and understand Britain as a multi-cultural society. We believe that providing a safe learning environment in which children can raise controversial questions and concerns without fear of reprimand or ridicule, and explore the boundaries of what is acceptable, will engender an open attitude to multi-cultural and race issues.

The Headteacher and/or Governing Body will report to the Police and Social Care Direct any concerns they are made aware of that concern the radicalisation of children or extremist behaviour in children or their families.

9.10 Online Safety/Sexting

(Suzanne Kearford – do you have up to date wording of what to put here?)

The Local Authority advises that School can confiscate phones if School staff suspects they have been used for criminal activity or sexting. Parents will be informed if this has happened and the Police will be informed if suspected criminal activity has taken place.

9.11 This policy should be considered alongside the other related School policies.

For example:

Behaviour and Bullying Policy

SEN, Disability , Equality and Inclusion Policy

10. SAFE SCHOOL, SAFE STAFF, SAFE PROFESSIONAL CONDUCT

Safe Professional Conduct – Please read in conjunction with the School’s Staff Code of Conduct/Behaviour Policy and Intimate Care Policy

We aim

- * to create an irresistible climate for learning;
- * to support everyone in our school community as they strive for excellence;
- * to work in partnership with others to remove barriers to learning;
- * to be a witness for God’s love in action.

This document provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and students. It refers to and complements other policies and guidance including:

- School Behaviour and Bullying (including restraint) Policy
- Intimate Care Policy

Please see ‘Keeping Children Safe In Education 2016’ and ‘What To Do If You’re Worried A Child Is Being Abused 2015’ for guidance. ~~A revised Keeping Children Safe in Education is due in September 2016~~

All adults working at English Martyrs Catholic Primary School should know the name of the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead the school, be familiar with local child protection arrangements, and understand their responsibilities to safeguard and protect children and young people. Every member of staff is issued with School’s Child Protection Procedures annually, to ensure they are aware of procedures to follow in the event of a disclosure or concern.

Basic Principles

- The child’s welfare is paramount (Children Act 1989).
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Adults working in the school must work and be seen to work in an open and transparent way.
- Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a student for that or another member of staff, to ensure that such situations can be handled promptly and sensitively.

- A record should be kept of any such incident by the Headteacher and of decisions made or further actions agreed. The advice of the Local Authority should be readily sought.
- Staff should apply the same professional standards regardless of gender or sexuality.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

All staff and volunteers working in the school should:

- Be familiar with and work in accordance with the school's policies and procedures including in particular:
 - o Child Protection
 - o Behaviour
 - o Policy on the use of force by staff to control or restrain students
 - o Internet Safety
 - o Health and Safety
 - o Whistleblowing
- Provide a good example and a positive role model to students.
- Behave in a mature, respectful, safe, fair and considered manner. For example, ensuring that they:
 - o Are not sarcastic, and do not make remarks or 'jokes' to students of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
 - o Do not embarrass or humiliate children.
- Do not discriminate favourably or unfavourably towards any child. For example all students should be:
 - o Treated equally – and staff should never build 'special' relationships or confer favour on particular students.
 - o Do not give or receive (other than token) gifts unless arranged through school.
- Staff must ensure that relationships with students remain on a professional footing.

For example staff must:

- o Only touch students for professional reasons, and when this is necessary and appropriate for the student's wellbeing or safety (more guidance on this is set out in the school's policy on the use of force by staff to control or restrain students.
- o Not behave in a way that could lead a reasonable observer to question their conduct, intentions or suitability to care for other people's children.
- o Not make arrangements to contact, communicate or meet with students outside your work (this includes use of email, text, social networking and other messaging systems). If email is used for sending school work, staff should inform their line manager.

o Not develop 'personal' or sexual relationship with students. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity).

10.1 The abuse of children can arouse many difficult feelings for staff and it should be recognised that staff can be at different stages in their understanding and awareness. The Management of the School will ensure that members of staff are supported through any difficulties they may have, by providing both regular formal supervision and informal support if required, and training and development opportunities.

10.2 The staff team is aware that young children will need physical comfort at times. It would be inappropriate to deny young children this if they require it. However, any physical contact should be 'child led' and appropriate to the child's needs, e.g. a child seeking comfort after a fall, distressed on separation from parent, ill or distressed over some other incident. No member of staff should ever seek comfort from a child to meet their own needs. Comfort should be in the form of hugs, holding hands, sitting a child on the knee. For a variety of reasons, some children may find being touched uncomfortable or distressing. It is important for staff to be sensitive to a child's physical reaction and to act appropriately.

10.3 Staff members need to be aware that where children have been sexually abused, they may exhibit sexualised forms of behaviour, e.g. seeking overly familiar physical contact with children and adults, excessive masturbation. Staff will need to be very sensitive to the needs of all the children in this situation and will receive training and support in order to handle any incident appropriately.

10.4 In relation to the above, staff need to ensure that they do not place themselves in vulnerable situations. It must also be recognised that children are abused in Institutions, e.g. schools, nurseries, residential establishments etc. To address both the vulnerability of staff and children, the School will operate the following procedures:

- Staff should not be left alone in an enclosed room with a closed door with just one child. Where this may be felt necessary for practical purposes it may only be done with the approval of the headteacher and the written consent of the parent/guardian. Examples may include one-to-one tuition, Child and Family Support work.

- When children need their clothes changing due to them soiling, wetting or becoming wet or dirty through falling or being involved in messy play, the staff will ensure that another member of staff knows that they are about to undertake the task, and where possible the other member of staff will also be present during the changing. Please refer to the Intimate Care Policy for further advice.

- The door to the bathroom/ toilet will not be locked and should be kept slightly ajar, whilst preserving the child's privacy.

- Parents/carers will be informed when a child has had to be changed.

- Where staff are involved with a child who needs regular changing the procedure will be discussed, amended and agreed with parents/guardians, Designated Safeguarding Lead/Deputy and/or Headteacher.

- Occasionally children complain of soreness or pain in genital areas, which requires immediate attention; if this occurs it must be recorded in the accident book, the child's parent must be informed and at least two members of staff must be present. No cream should be applied without first seeking the Parent/carer's permission.

- If Staff discovers marks or bruising on a child, they should refer this to the Designated Safeguarding Lead/Deputy, so that appropriate action can be taken.
- Both Governors and regular Volunteers in the school will be police checked. They will also be made aware of their role and responsibilities in relation to the children, i.e. they will not take sole charge of individual children, and this includes taking the children out of the School or into rooms on their own. Volunteers will not change children’s clothes or nappies. Volunteers will not have access to children’s personal information or files.
- All staff will be DBS checked.

- **USE OF PHOTOGRAPHIC AND VIDEO IMAGES**

The Governing Body and the Headteacher will decide if photographs and video recording at a school event is permitted. The decision will be taken in conjunction with safety requirements of pupils and visitors at school events.

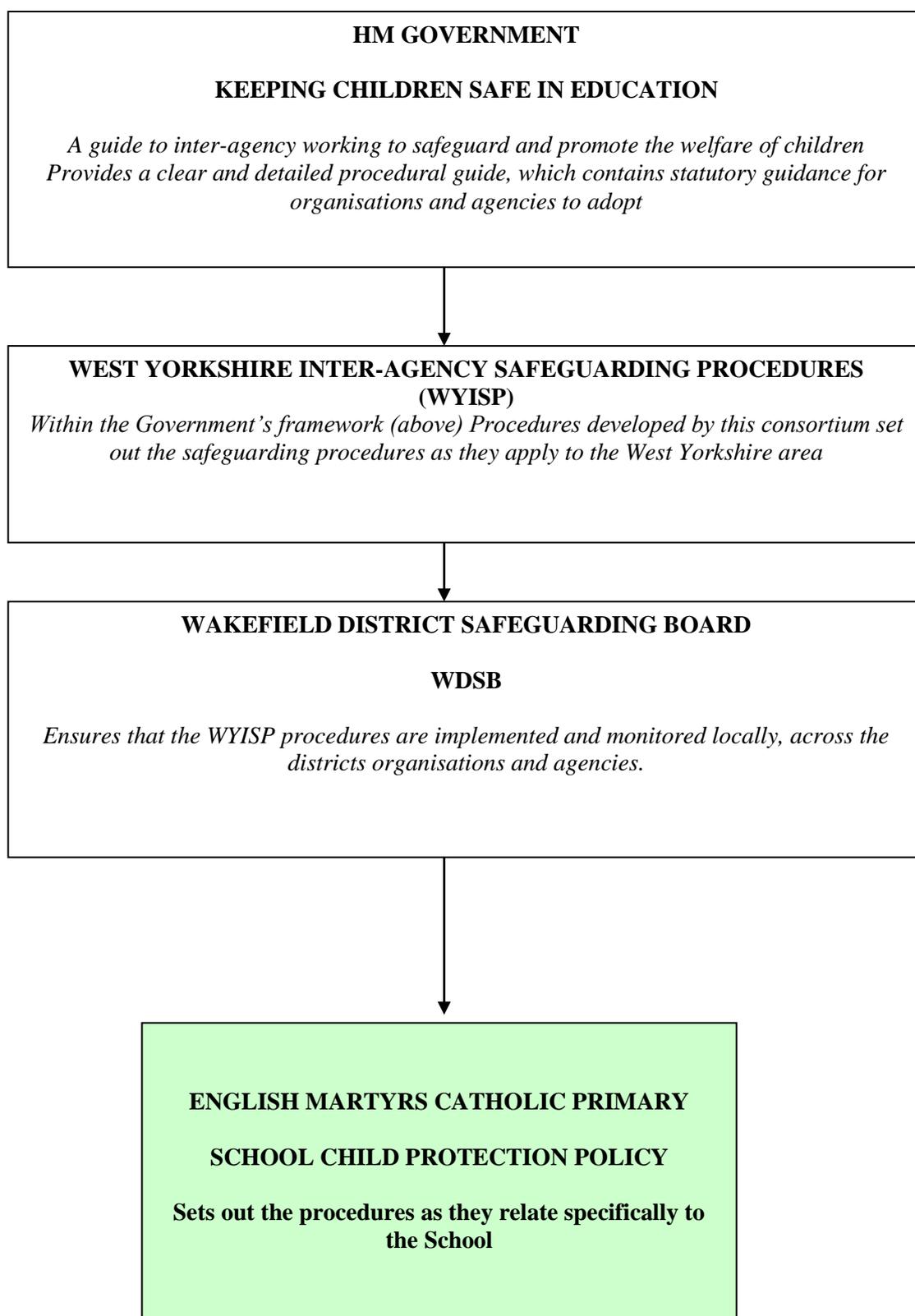
The school has a duty to protect the rights of school staff by ensuring unauthorised taking and publication of images of school staff is not permitted. The school has therefore banned the use of mobile photographic phones in school. Where a parent takes a photograph of a member of school staff without that person’s permission, the school will request that the image is destroyed.

Parents/carers will be asked to complete consent forms so that images of their children may be used in the school prospectus, on the school website, on video or webcam or in the media.

Parents/carers are not covered by the Data Protection Act 1988 if they are taking photographs or making a video recording of their own children for private use.

Parents/carers must not take photographs or make video recordings other than for personal use, they are not permitted to pass on or sell to another person without consent, and no photographs or video recordings are permitted to be taken when children are changing for performances or events.

11. FRAMEWORK - SAFEGUARDING FLOWCHART



English Martyrs Catholic Primary
School

Child Protection and Safeguarding Policy

Signed on behalf of the Governing Body

.....

Date

Signed by the Headteacher

.....

Date

Appendix 1

Statements to Live By

Links to Child Protection/Safeguarding

<i>Statement to Live By</i>	<i>Knowledge</i>
I can say how I feel	Recognise, name and manage feelings
I know what to do if I see anyone being hurt	Know what is appropriate behaviour in different situations
Understand that rights match responsibility	Know what is appropriate behaviour in different situations
I try to stand up for myself and others without hurting others	Know what is appropriate behaviour in different situations
I try to be just and fair	Know what is appropriate behaviour in different situations
I can tell you how I look after myself	Understand what we can do to keep ourselves healthy
I think before I make choices that affect my health	Think before they act so their choices are safe ones
I know when to ask for help and who to ask for help from	Know the rules for keeping safe and about people who can help them to keep safe
I can recognise comfortable and uncomfortable feelings	Know that they have rights over their own bodies Be able to recognise safe and unsafe feelings
I know how to help others when they are in trouble	Know rules for keeping safe, and about people who can help them stay safe
I understand what trust means	Know rules for keeping safe and about people who can help them to stay safe
I know what human dignity means and I show that I respect others	To understand that people have different needs, views, cultures and beliefs which need to be treated with respect

For more details, please refer to the document “Nurturing Human Wholeness through our Distinctive Catholic Tradition - Statements to Live By ...”

APPENDIX 2

Below is the link to the Wakefield Safeguarding Children Procedures online manual for child protection: It works in conjunction with our own school Child Protection Policy. Please also refer to the book “Safeguarding Children and Safer Recruitment in Education” for more information.

<http://www.proceduresonline.com/westyorkscb/>