

# St John the Evangelist Catholic Primary School Bradford



## Safeguarding Policy

### ***Our Mission Statement***

*St. John's is a place where we meet Jesus.*

*Everyone is enabled to fulfil their unique potential and together we celebrate being part of God's creation in all we think, say and do.*

*In our school everyone is respected and cherished and differences are valued. Each member of our community is supported to truly reflect the person of Jesus*

Named personnel with designated responsibility for Safeguarding

Academic year	Designated Safeguarding Lead	Deputy Designated Safeguarding Leads	Nominated Governor	Chair of Governors
2018/2019	Kath Spillane	Ruth Westbrook Rupreet Basra	Caroline Handley	Caroline Handley

### Dates of Staff training and details of course title and training provider

Whole school	Designated Senior Person	Deputy Designated Senior Person
5.9.16 Safeguarding Awareness	28.2.17 Named person refresher training(Bradford Safeguarding Board)	4.7.16/5.7.16 Named person training(Bradford Safeguarding Board)
9.1.2015 e-safety training session 1 Innovation centre(R.Basra)		
16.3.2016 e-safety training session 2 Innovation centre(R.Basra)		
29.6.16 e-safety training session 3 Innovation centre(R.Basra)		
5.9.17 Safeguarding Training Yvonne Sinclair		
20.9.18 Safeguarding Training Yvonne Sinclair		

Date of issue	Review date	Date ratified by Governing Body
Sept 2017	Sept 2018	26.9.17

## **CONTENTS**

<b>1</b>	<b>School Commitment</b>	p4
<b>2</b>	<b>Providing a Safe and Supportive Environment</b>	p5
2.1	Safer Recruitment and Selection	p5
2.2	Safe Practice	p6
2.3	Safeguarding Information for Pupils	p7
2.4	Partnership with Parents	p7
2.5	Partnership with Others	p7
2.6	School Training and Staff Induction	p8
2.7	Support, Advice and Guidance for Staff	p8
2.8	School Policies	p8
2.9	Confidentiality	p8
2.10	Pupil Information	p9
2.11	Roles and Responsibilities	p9
<b>3</b>	<b>Monitoring and review</b>	p12

## **Section 1 School Commitment**

**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

‘Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting’

St John the Evangelist Catholic Primary School is committed to safeguarding and promoting the well-being of all of its pupils. Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, behaviour may be challenging. We recognise that they may exhibit concerning behaviours and at times this may impact on other children either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our pupils.



## Section 2 Providing a Safe and Supportive Environment

### 2.1 Safer Recruitment and Selection

We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the candidates DBS status, the Children's List, Disclosure Barring Service checks and right to work in England checks.

In line with statutory changes, underpinned by regulations, the school will maintain a Single Central Record (SCR). This document will cover the following people:

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school.

The information that must be recorded in respect of all staff members mentioned above is whether the following checks have been carried out or certificates obtained, **and** the date on which each check was completed/certificate obtained apply:

- an identity check;
- a barred list check;
- an enhanced Disclosure and Barring Service (DBS) check
- a prohibition from teaching check;
- a section 128 check (for management positions as set out in paragraph 99 for independent schools, including free schools and academies);
- further checks on people who have lived or worked outside the UK: this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

For supply staff, the school will include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff and the date that confirmation was received.

Where checks are carried out on volunteers, the school will record this on the single central record.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity with a child.

## 2.2 Safe Practice

Our school will comply with the current DfE Safe Practice guidance.

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender, sexuality or disability
- comply and are aware of the confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

School staff having concerns about another member of staff:

- staff members having concerns about another member of staff will report these to the Headteacher.
- where staff members have concerns about the Headteacher, these will be reported to the chair or governors, chair of management committee. Where there are concerns about the Headteacher, then the concern should be reported to the Local Authority Designated Officer (LADO)

School staff having concerns about safeguarding practices:

- all staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school or college's safeguarding regime and that such concerns will be taken seriously by the senior leadership team.
- appropriate whistleblowing procedures, are in place within the school and can be read in further detail by accessing the separate school whistleblowing policy.
- where a staff member feels unable to raise an issue with their senior leadership or feel that their genuine concerns are not being addressed, other whistleblowing channels may be open to them by accessing; [www.gov.uk/whistleblowing](http://www.gov.uk/whistleblowing) or alternatively [www.gov.uk/government/news/home-office-launches-child-abuse-whistleblowing-helpline](http://www.gov.uk/government/news/home-office-launches-child-abuse-whistleblowing-helpline)

### **2.3 Safeguarding Information for pupils**

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff (DSL) with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. PSHCE and online safety awareness materials we use to help pupils learn how to keep safe are: ethos statements, Bradford Safeguarding Children's Board (KSCB) , E-safety assemblies

School's arrangements for consulting with and listening to pupils are School Council, PSHCE lessons, informal discussions with teachers, Catholic Care.

We make pupils aware of these arrangements by assemblies and class discussions.

### **2.4 Partnership with Parents**

The school shares a purpose with parents to educate and keep children safe from harm. St John the Evangelist Catholic Primary School informs parents on keeping children safe and how they can report their concerns if they are worried a child is at risk of harm.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

St John the Evangelist Catholic Primary School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with the class teacher or Headteacher.

The school's child protection policy and safeguarding policy are available by accessing the school website or a written copy will be provided on request to the school office.

St John the Evangelist Catholic Primary School is committed to ensuring the welfare and safety of all children in school. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with the Children's Social Care and/or the Police without parental knowledge. The school will, of course, always aim to maintain a positive relationship with all parents.

### **2.5 Partnerships with others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies. St John the Evangelist Catholic Primary School works in partnership with the LA, Children's Social Care, Police, health, NSPCC, Catholic Care and the school nurse.

There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## 2.6 School Training and Staff Induction

The school's Designated Safeguarding Lead (**DSL**) with responsibility for child protection, undertakes appropriate child safeguarding training and inter-agency working training (provided by the Bradford Safeguarding Children Board).

**The DSL** and any deputies will undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.

In addition to their formal training, their knowledge and skills will be updated (for example, via e- bulletins, meeting other DSL's, or taking time to read and digest safeguarding developments), at regular intervals, **but at least annually**, to keep up with any developments relevant to their role.

**The Headteacher and all other school staff**, including non-teaching staff, will receive appropriate safeguarding and child protection training which is regularly updated.

In addition, all staff members will receive safeguarding and child protection updates (for example, via e-mail, e-bulletins and staff meetings), as required, **but at least annually**, to provide them with relevant skills and knowledge to safeguard children effectively.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and safeguarding policy and informed of school's child protection arrangements on induction.

## 2.7 Support, Advice and Guidance for Staff

Staff will be supported by the school, the Local Authority and professional associations.

## 2.8 School Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health, child sexual exploitation (CSE), female genital mutilation (FGM), forced marriage, private fostering, radicalisation and children missing education. Indicators of these types of abuse are given in the school's child protection policy.

The school has separate policies for:

- child protection
- staff conduct
- whistleblowing
- attendance
- anti-bullying
- safe recruitment and selection
- managing allegations against staff
- health and safety
- behaviour management
- online safety

## 2.9 Confidentiality

Information must be shared with Police and Children's Social Care where the child/young person is / may be at risk of significant harm. In doing so the pupil's and/or parent's confidentiality must not be breached. Information is shared on a need to know basis



## 2.10 Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Children and Families Court Order, Injunctions etc.)
- if the child is or has been subject to a Child Protection Plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting data protection and safeguarding requirements. Otherwise all information is held securely in the Headteacher's Office.

## 2.11 Roles and Responsibilities

***The Academy Council will ensure that:***

- The school has a nominated governor, holding responsibility for child protection and safeguarding. Our named child protection and safeguarding governor is **Mr I Partridge**. Contact can be made via the school office.
- The school has a separate child protection policy and safeguarding policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures. The policies are made available on the school website and to parents on request
- The school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken Safer Recruitment Training.
- The school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures.
- Online safety policy and procedures are in place and training and support is provided for staff and pupils to ensure that there is a good understanding of child protection issues related to electronic media.

- A senior member of the school's leadership team is designated to take lead responsibility for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies. This role will be specified in their job description and carry the title Designated Safeguarding Lead. This lead role will not be delegated; however the Designated Safeguarding Lead professional may be assisted by a number of deputy who will be trained to the same standard.
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- A governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Headteacher.
- Where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- They review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.
- Governors (Safeguarding Governors) will attend safeguarding training.
- The Academy Council will ensure that children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.

***The Headteacher will ensure that:***

- The policies and procedures adopted by the Academy Council are fully implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the designated safeguarding lead and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

***Designated Safeguarding Lead with Responsibility for Child Safeguarding will:***

Manage referrals

- Refer cases of suspected abuse to Children's Social Care as required.
- Support staff that make referrals to Children's Social Care service.
  - 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 dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- Refer cases where a crime may have been committed to the Police as requested.

Work with others

- Liaise with the Headteacher to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and all Police investigations.
- As required, liaise with the “case manager” and the Local Area Designated Officer (LADO) for child protection concerns (all cases which concern a member of staff)
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

#### Undertake Training:

- The Designated Safeguarding Lead and deputy will undergo training to provide them with the knowledge and skills required to carry out their role. This training will be updated every two years.
- In addition to the formal training set out above, their knowledge and skills will be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so that they:
  - Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as the single assessment process.
  - Have a working knowledge of how Bradford Safeguarding Children Board operates, the conduct of a child protection conference and be able to attend and contribute to these effectively when required to do so.
  - Ensure each member of staff has access to and understands the school’s child protection and safeguarding policies and procedures, especially new and part time staff.
  - Ensure that all staff have safeguarding and online safety training as part of their induction.
  - Are alert to the specific needs of children in need, those with special educational needs and young carers
  - Keep detailed accurate secure written records of referrals; discussions with other agencies and/or concern.
  - Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
  - Obtain access to resources and attend any relevant or refresher training courses
  - Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

#### Raising Awareness:

- The Designated Safeguarding Lead will ensure the school child protection policy and safeguarding policies are known, understood and used appropriately.
- Ensure the school child protection policy and safeguarding policy are updated and reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the governing body regarding this.
- Ensure the child protection policy and safeguarding policy are available publicly and that parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this to avoid conflict later.
- Link in with Bradford Safeguarding Children Board to make sure staff are aware of training opportunities and the latest policies on safeguarding.

### Child Safeguarding file

- Where a child leaves the school, ensure the child's individual safeguarding file is copied and original transferred to the new school or college as soon as possible. This will be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

### Availability

- During term time the Designated Safeguarding Lead or deputy will always be available (during normal school hours) for staff in school to discuss any safeguarding concerns.

### ***All staff and volunteers will:***

- Fully comply with the school's policies and procedures.
- Inform the designated safeguarding lead of any concerns as soon as possible and will back up any verbally related concerns in writing.

### **3. Monitoring and review**

- This policy is reviewed annually by the designated safeguarding lead and the Headteacher.
- Any changes made to this policy by the Headteacher and designated safeguarding lead will be communicated to all members of staff.
- All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.
- The next scheduled review date for this policy is September 2018.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_