



Starks Field Primary School Child Protection Policy

Signed By Chair of Governors: _____ Date: _____

Headteacher: _____ Date: _____

Last Reviewed: September 2018

Review Date: September 2019

This policy should be read in conjunction with the:

- *Safeguarding Policy*
- *Safer Recruitment Policy*
- *Safer Handling Policy*

Introduction:

Our safeguarding policy cannot be separated from the general ethos of the school, which is to ensure that pupils/students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice and are listened to.

The Governors and staff of Starks Field Primary School fully recognise the contribution the policy makes to safeguarding children. We recognise that all members of staff, including volunteers, have a full and active part to play in protecting our pupils from harm. The school must be vigilant and keep safeguarding as a high priority with recruitment.

All staff and Governors are committed to providing a calm, caring, positive, safe and stimulating environment which promotes the social, physical, mental and moral development of the individual child. In our school we respect our children. The atmosphere within our school is one that encourages all children to do their best and express their feelings and concerns. We provide opportunities that enable our children to take and make decisions for themselves.

Aims:

The aim of this policy is to ensure that all our staff are clear about the actions necessary with regard to a child protection issue:

- To support the child's development in ways that will foster security, confidence and independence.
- To raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse – developing an ongoing culture of vigilance.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To identify pupils who may benefit from 'Early Help'.
- To ensure effective communication between all staff on child protection issues.
- To maintain a structured procedure which is followed by all members of the school community where abuse is suspected.
- To ensure clear procedures for reporting concerns are in place.
- To understand the wider environmental factors in a child's life that may be a threat to their safety and/or welfare.
- To emphasise the need for good levels of communication between all members of staff.
- To develop and promote effective working relationships with other agencies, especially the Police and Children's Social Services.
- To ensure that all adults within our school who have access to children, including visitors, have been checked as to their suitability as part of the recruitment and selection process,

Procedures:

Our school procedures for safeguarding children will comply with the Enfield Safeguarding Children Board (ESCB) procedures. The ESCB has adopted and follow the London Child Protection Procedures (5th edition). We will ensure that:

- We have designated members of staff who undertake regular training every two years.
- All members of staff develop their understanding of the signs and indicators of abuse and refresh their training every three years.
- All members of staff know how to respond to a pupil who discloses abuse.

- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- All staff will have read Part 1 of the Government Guidance *Keeping children safe in education* (September 3rd 2018) and Annex A further information.
- This guidance contains references to specific safeguarding issues and provides links to further information, as well as providing further information, on child sexual exploitation, female genital mutilation, preventing radicalisation, children missing from education, so-called 'honour-based' violence and forced marriage.
- All staff will have read the school safeguarding and child protection policy and signed that they have understood it. It is the responsibility of senior managers and the chair of governors to ensure all staff can access and understand the document *Keeping children safe in education (September 2018)*.
- Our procedures will be regularly reviewed and up-dated.
- All new members of staff will be given a copy of our child protection procedures and of the Government Guidance *Keeping children safe in education* September 2018 part 1 and Annex A as part of their induction into the school. All staff will sign to say they have read and received these documents.
- We provide "refresher sessions" each September to remind staff about key issues and school protocols. Careful records of staff training will be kept and filed within the school's safeguarding file.

Early Help and Prevention:

All staff are responsible for identifying a child who may benefit from 'Early Help'. 'Early Help' means providing support as soon as a problem emerges at any point or stage of development of a child's life. Staff should discuss 'Early Help' requirements with the designated safeguarding lead. Staff may be required to contribute in an 'Early Help' assessment. We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection. All staff need to consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. This is called Contextual Safeguarding. The school community will therefore:

- Ensure and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there are adults in the school whom they can approach if they are worried or in difficulty.

All staff are also made aware of the link between children missing from education and safeguarding. Staff and parent support advisors follow the school's safeguarding procedures and must report concerns to the DSL if a child is missing from education repeatedly or without reason. Early intervention will be taken to identify if there is any underlying safeguarding risk and to help prevent the risks of a child going missing in future. All parents/carers are asked to provide two emergency contacts for their child.

The school will also include in the curriculum opportunities for PHSE and online safety which will equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

Staff Training:

All staff must receive training with regular updates and refresher sessions to ensure that safeguarding is always given a high priority in our school. Staff briefings and INSETs are also used to update staff on safeguarding procedures or to look at serious cases reviews. Our school website and newsletters have safeguarding updates to support parents to safeguard pupils in their care. All staff training ensures that they

understand the difference between a concern, immediate danger or a risk of significant harm. If staff have any concerns about a child they will need to share this with the designated lead. If, a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/ or the police immediately. All staff are able to make a referral to social care but should always inform the designated lead if this action is taken.

Starks Field's Designated Lead for Child Protection is Mrs Smith, Assistant Head for Inclusion. Ms Fulton, our SENCo, and Ms Davies Oliveck, our Headteacher, are also trained as designated deputies and act in the event of Mrs Smith's absence. All designated officers can be contacted through the school office on 020 8887 6060. Attached to this policy is a list with photos of the child protection team and the school procedure for reporting a cause for concern.

Responsibilities:

The Designated Safeguarding Lead is responsible for:

- Adhering to the ECSL, LCSB and school procedures with regard to referring a child if there are concerns about possible abuse.
- Keeping written records of concerns about a child even if there is not a need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Ensuring that an indication of further record-keeping is marked on the pupil records.
- Ensuring that any pupil currently the subject of a child protection plan who is absent without explanation for one day is referred to Children's Social Care.
- All members of staff (paid and unpaid) have the statutory responsibility to safeguard and promote the welfare of children.
- Ensuring that all staff receive regular training – the designated safeguarding lead and deputy must update their training once every two years and all staff should be involved in refresher training once every three years.

Governors:

Our Safeguarding Governor is Ms Helen Blairman.

- Governing bodies must ensure that they comply with their duties under legislation. They must also have regard to this guidance to ensure that the policies, procedures and training in their school are effective and comply with the law at all times.
- Governing bodies of all schools should ensure that their safeguarding arrangements take into account the procedures and practice of the Local Safeguarding Children's Board.
- In the event of allegations of abuse being made against the Headteacher, allegations should be reported directly to the Chair of Governors (contact details available in the school office).
- Governing bodies must ensure there is an effective child protection policy in place, together with a staff code of conduct.
- Governors should ensure that the policy is updated annually and all staff are aware of the expectations set out in the staff code of conduct.
- Governing bodies should put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect,

including sexual abuse or exploitation, and to help prevent the risks of them going missing in future. The school follows the LA policy 'Children Missing from Education'.

- The Governing Body must ensure that the school's curriculum teaches children about how to keep themselves safe, including online. This may include covering relevant issues through Personal, Social and Health Education (PSHE), computing and online safety and through sex and relationship education (SRE).

Indicators of Abuse and Neglect (Keeping Children Safe in Education: Part One, 2018)

- **Abuse:** A form of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.
- **Physical Abuse:** A form of abuse which may involve hitting, shaking, throwing or otherwise causing physical harm to a child.
- **Emotional Abuse:** The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.
- **Sexual Abuse:** Involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.
- **Neglect:** The persistent failure to meet a child's basic, physical and or psychological needs, likely to result in the serious impairment of a child's health or development.

Supporting Children:

We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel self-blame, helpless and humiliated. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. We realise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm. Our school will support all pupils by encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying, promoting a caring, safe and positive environment within the school, liaising and working together with all outside agencies and notifying Social Care as soon as there is a significant concern. We will also provide continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school. Our PHSE, online safety and SRE programmes will support pupils to understand how to recognise when they are at risk and how to get help when they need it in order to keep themselves safe.

Confidentiality and Sharing Information:

- We recognise that all matters relating to Child Protection are confidential.
- The Headteacher or Designated Safeguarding Lead will disclose any information about a pupil to other members of staff on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets.

It is noted that 'The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe' (*Keeping Children Safe in Education* (2018) paragraph 75). This allows practitioners to share information without consent when needed and to the appropriate bodies.

Supporting Staff:

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the designated staff and to seek further support as appropriate.

All staff are made aware of systems within our school which support safeguarding and are set out in the policies and documents set out below:

- Child Protection Policy
- Behaviour Policy
- Staff Code of Conduct
- What to do if a Child goes Missing from Education
- The Identity and Role of the Designated Safeguarding Lead and Deputies

Allegations against Staff:

- We understand that a pupil may make an allegation against a member of staff and volunteers.
- If such an allegation is made, the member of staff or volunteer receiving the allegation will immediately inform the Headteacher.
- The Headteacher, on all such occasions, will discuss the content of the allegation with the Local Authority Designated Officer (LADO). In Enfield, the role of the LADO is undertaken by the Deputy Head of Safeguarding and Quality Service (SQS), Maria Anastasi, email: maria.anastasi@enfield.gov.uk
- If the allegation made to a member of staff concerns the Headteacher, the Designated Safeguarding Lead will immediately inform the Chair of Governors (contact details available in the school office) who will consult with Enfield's Lead Officer for Safeguarding and Child Protection.
- The school will follow the All London Child Protection Procedures for managing allegations against staff.

Whistle blowing:

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Staff can also contact the NSPCC with any concerns on telephone 0800 0280285.

SEND and LAC Pupils (Special educational needs and disabilities, Looked after children):

It is essential that all staff are vigilant when monitoring the health and well-being of all SEND pupils. Evidence from research confirms that disabled pupils are particularly vulnerable to abuse and/or neglect. All staff must raise any concerns of SEND pupils using the procedures set out in this policy for all pupils. Looked After Children (LAC) are another vulnerable group; therefore the Designated Safeguarding Lead will liaise with the Virtual Schools' Headteacher to ensure they are safeguarded from harm. To help safeguard them from harm, teachers are informed of any relevant updates or changes in these pupils' circumstances.

The school recognises that some children may be in 'Private Fostering' and that it is the school's duty to inform the local authority of these arrangements.

Safer Handling:

Our policy on safer handling by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to

prevent injury to another person. Physical intervention should only be used if the child is in danger of hurting themselves or another person. Any intervention must be the minimal force necessary to prevent injury. We understand that physical intervention of any nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Behaviour and Bullying:

Our policy on behaviour and bullying is set out in a separate policy and acknowledges that to allow or condone bullying, including online bullying, may lead to consideration under child protection procedures.

Racist Incidents:

Our policy on the promotion of racial equality is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

Health & Safety:

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

At Starks Field Primary School we will therefore establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to. We will ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty. Our curriculum will provide opportunities for PHSE, which will support all pupils to equip them with the skills they need to stay safe from harm and to know to whom they should turn to for help.

Radicalisation:

The current threat of radicalisation in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in an activity in support of terrorism. The school is clear that this exploitation and radicalisation should be viewed as a safeguarding concern. All pupils and teachers have the right to speak freely and voice their opinions. However, free speech is not an unqualified privilege but is subject to laws and policies governing equality, human rights, community safety and community cohesion.

- We seek to protect children against the messages of all violent extremism.
- When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism they should speak to the Designated Safeguarding Lead.
- The DSL should report a concern to the Prevent Team at prevent@enfield.gov.uk.
- The school will ensure it follows its duty under section 26 Counter-Terrorism and Security Act 2015 (The Prevent Duty).
- The school will improve staff's awareness of radicalisation through 'Prevent Training'.
- Our school curriculum promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs (further information on this can be found on the school website under ethos and values).

Specific Safeguarding Issues: Child Sexual Exploitation, Child Criminal Exploitation: County Lines, Forced Marriage, Female Genital Mutilation (FGM), Peer on Peer Abuse, So-Called 'Honour-Based Violence', Sexting:

- The school keeps itself up-to-date with the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation (Annex A).
- Our staff are supported to recognise warning signs and indicators in relation to specific issues, including teaching these issues in an age-appropriate way in their curriculum.
- The school works with and engages our families and communities to talk about such issues.
- Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.
- Our designated Child Protection Team will seek and obtain specific advice and guidance as necessary.
- The school will engage experts and uses specialist material to support the safeguarding preventative work we do.
- This policy, alongside the school's values, ethos and behaviour policies, provides a basic platform to ensure children are given the support to respect themselves and others, stand up for themselves and protect each other.

Child Sexual Exploitation:

This is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating, degrading sexual assaults and does not always involve physical contact and it can happen online. (Please also refer to Annex A – *Keeping Children Safe in Education 2018*)

The victim may have been sexually exploited even if the sexual activity appears consensual.

Child Criminal Exploitation: County Lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs groom or exploit children to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Forced Marriage:

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used. (Please also refer to Annex A – *Keeping Children Safe in Education 2018*)

FGM:

FGM is a criminal offence – it is child abuse and a form of violence against women and girls, and therefore should be treated as such. FGM is illegal in the UK. FGM is an unacceptable practice for which there is no justification. It is child abuse and a form of violence against women and girls. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother and/or death. All staff receive training on how to spot the signs of FGM and how to be vigilant so that this can be prevented. The Serious Crime Act 2015 places a statutory duty upon **teachers** to report to the police where they discover that FGM appears to have been carried out on a girl under 18. (Please also refer to Annex A – *Keeping Children Safe in Education 2018*)

Peer on Peer Abuse:

All staff must be aware safeguarding issues can manifest themselves via peer on peer abuse. This is likely to include bullying (including cyber-bullying), gender-based violence/sexual assaults and sexting. **Sexting** is

when someone sends or receives a sexually explicit text, image or video. Pressurising someone into sending nude selfies, pictures or sharing someone's picture without their permission, even if it is a friend, is wrong and even illegal. Being touched in a sexual way that makes you uncomfortable, being pressurised to send naked pictures or being made to sexually stimulate yourself or others is illegal. The school will follow the procedures set out in this policy and the UKCCIS Guidance: Sexting in Schools and Colleges, Responding to Incidents, and Safeguarding Young People (2017) to safeguard pupils against peer on peer abuse and promote open conversations through our PHSE programme and online safety programmes. Staff will also follow all cases of bullying through the procedures set out in our Anti Bullying Policy. Raising awareness with all pupils about the effects of peer on peer abuse is essential and ensures that pupils have a voice in the school to raise concerns.

So-called 'Honour-Based' Violence (HBV):

This encompasses crimes which have been committed to protect or defend the honour of the family and/or community, including FGM, forced marriage and practices such as breast ironing. All forms of HBV are abuse.

Online Safety:

Our Online Safety Policy is a separate document which recognises the need to have strategies to protect children in the digital world.

What to do if you are worried a child is being abused:

All children and young people have the right to live in safety, without emotional cruelty, neglect, violence or sexual abuse. If you are worried about a child please tell us about your concerns so that we can help. You can also contact:

The Single Point of Entry (SPOE)

Telephone 020 8379 5555 or out of office hours on 020 8379 1000

Related policies include:

- Behaviour Policy
- Anti-Bullying Policy
- Managing Medicines Policy
- EYFS Policy
- Race Equality Policy
- Safeguarding Policy
- Policy for safe use of the school's computer system
- Staff Code of Conduct
- Online Safety Policy
- Safer Recruitment Policy
- Safer Handling Policy

STARKS FIELD PRIMARY SCHOOL

DESIGNATED CHILD PROTECTION STAFF

What to do if someone discloses to you



Ms Smith
AHT Inclusion



Ms Fulton
SENCo



Ms Davies Oliveck
Headteacher

A child may confide in you and may not necessarily go to a teacher. Adults to whom a disclosure is made should remember:

- Yours is a **listening role** - do not interrupt the child if he or she is freely recalling a significant event. Any questions that may be needed to clarify what the child is saying should be framed in an open manner and not lead the child in any way.
- Complete a '**Cause for Concern**' form and pass this to a designated member of staff. The form should record the time, date, place and people who were present, as well as what was said.
- You can find a copy of the '**Cause for Concern**' form in the SENCO office, Staffroom or School Office.
- Do not give any undertaking of absolute confidentiality as you have a responsibility to disclose information to those who need to know.
- Finally, but most importantly, inform a designated member of staff immediately and give your form to them.

If you are not sure whether it is a serious disclosure, always see a member of the designated staff.