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HOLY TRINITY C of E SCHOOL –SAFEGUARDING AND CHILD PROTECTION POLICY  
AND PROCEDURE

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| <b>Designated Governor for Safeguarding and Child Protection:</b>   | <b>Lady Janet Sykes</b>  |
| <b>Designated member of staff Safeguarding and Child Protection is the Head teacher:</b><br><b>If the Head teacher is not available, the following staff must be informed in the following order:</b> | <b>Acting Head teacher- Debbie Lloyd-Wright</b><br><b>1. Acting Deputy Head teacher / SENCO – Donna Verity</b><br><b>2. Foundation Stage Leader - Gemma Carter</b> |
| <b>Date policy adopted by the Governing Body:</b>   | <b>October 2017</b>  |
| <b>Date policy to be reviewed:</b>  | <b>Autumn Term 2018</b>  |

### **INTRODUCTION AND RATIONALE FOR POLICY**

In line with the Governments vision for all services for children and young people the Governors and all school staff recognise that children have a fundamental right to learn in a safe environment and to be protected from harm. Young people are less likely to learn effectively and go on to lead positive and independent lives if they are not kept healthy and safe. This school is therefore committed to providing an environment which is safe and where the welfare of each child is of paramount importance. This will include a commitment to ensuring that all pupils feel confident that any concerns they may have will be listened to and acted upon.

To this end, the Governors and school staff will be committed to ensuring that all members of the school community are aware of school responsibilities and procedures in this area. This will include communicating policies and procedures effectively with parents/carers, ensuring all staff and relevant members of Governing Body attend appropriate training and working effectively with other professionals on behalf of children in need or enquiring into allegations of child abuse.

#### **1. AIMS OF POLICY**

- To raise awareness of all school staff of the importance of safeguarding and child protection, and in particular to make clear responsibilities for identifying and reporting actual or suspected abuse;
- To ensure pupils and parents are aware that the school takes child protection seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff;
- To promote effective liaison with other agencies in order to work together for the protection and welfare of all pupils;
- To support pupils' development in ways which will foster security, confidence and independence;
- To integrate a child protection curriculum within the existing curriculum, allowing for continuity and progress through all the Key Stages;

- To make appropriate links and reference to policies in related areas such as discipline and bullying.

### **Legislative framework**

- Department for Education Statutory Guidance “Keeping Children Safe In Education” 5<sup>th</sup> September 2016
- Children Act 1989 and 2004
- Working Together to Safeguard Children 2015
- London Child Protection Procedures 2013
- United Nations Convention on the Rights of the Child

## **2. GUIDING PRINCIPLES FOR INTERVENTION TO PROTECT CHILDREN**

The school will ensure that the principles identified below, many of which derive from the Children Act 1989, are followed by all staff:

- All children have a right to be kept safe and protected from abuse;
- Child abuse can occur in all cultures, religions and social classes;
- Staff must be sensitive to the families cultural and social background;
- Children must have the opportunity to express their views and be heard;
- If there is a conflict of interests between the child and parent, the interests of the child must be paramount;
- The responsibility to initiate agreed procedures rests with the individual who identifies the concern;
- All staff must endeavour to work in partnership with those who hold parental responsibility for a child;
- Information in the context of a child protection enquiry must be treated as CONFIDENTIAL and only shared with those who need to know;
- All staff should have access to appropriate and regular training annually;
- School management must allow staff sufficient time to carry out their duties in relation to child protection and safeguarding;

## **3. RESPONSIBILITIES OF HEAD/DESIGNATED TEACHER**

The Governing Body will ensure that the school has identified Designated Safeguarding lead (s) for safeguarding and child protection and deputy:

- To ensure all staff are familiar with school and Local Authority procedures and guidelines for identifying and reporting abuse, including allegations of abuse against staff;
- To ensure all staff receive training in the above, including staff who are temporary or start mid year

- To be responsible for co-ordinating action and liaising with school staff and support services over safeguarding and child protection issues;
- To be aware of all children within the school who are the subject of a Child Protection Plan or who are Looked After Children and ensure the child’s social worker is informed if such children are absent from school and no explanation or subject of an exclusion from the school;
- To ensure the school is represented at child protection case conferences and that written reports are provided as required;
- To follow as appropriate recommendations made by Local Safeguarding Children Board (LSCB)
- To be aware of new legislation, guidance, policy and procedures in the area of safeguarding and child protection.
- To support and advise staff on child protection issues generally.
- To disseminate relevant information between agencies to the appropriate staff e.g. relevant teachers, tutors, learning mentors
- To maintain accurate and secure child protection records and send on to receiving schools

#### **4. RESPONSIBILITIES OF SCHOOL STAFF**

- a) All school staff have a responsibility to identify and report suspected abuse and to ensure the safety and well being of the pupils in their school. In doing so they should seek advice and support as necessary from the DSLs and other senior staff members.
- b) Staff are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behaviour.
- c) All school staff are expected to:
  - Be able to identify signs and symptoms of abuse or concerning incidents
  - Report concerns (including concerns about other staff/professionals) to the Designated Senior Teacher or other senior staff members as appropriate
  - Be aware of the relevant local procedures and guidelines
  - Monitor and report as required on the welfare, attendance and progress of all pupils
  - Keep clear, dated, factual and confidential records of child protection concerns.
  - Respond appropriately to disclosures from children and young people (stay calm, reassure without making unrealistic promises, listen, avoid leading questions, avoid being judgemental and keep records).

#### **5. APPOINTMENT OF STAFF**

The Governing Body is committed to adhering to the principle of safer recruitment when appointing staff taking account of the Department of Education Statutory Guidance “Keeping Children Safe in Education” September 2016 and will observe the following safeguards:

- That documentation sent out to potential candidates will make it clear that safeguarding and child protection is a high priority of the school and that rigorous checks will be made of any candidate before appointments are confirmed;
- That all references will be taken up and verified by telephoning referees;
- That a reference will always be obtained from the last employer;
- That at interview candidates will be asked to account for any gaps in their career/employment history;
- That candidates will be made aware that all staff are subject to an enhanced DBS check and disqualification by association check
- That evidence of relevant checks will be recorded and stored in a single, central location, easily accessible when appropriate and necessary

## **6. ALLEGATIONS AGAINST STAFF**

- a. The School Board recognise that because of their daily contact with children in a variety of situations, including the caring role, teachers and other school staff are vulnerable to accusations of abuse.
- b. The Governing Body further recognise that, regrettably, in some cases such accusations may be true. The Governing Body, therefore, expect all staff to follow the agreed procedures for dealing with allegations against staff. This will initially mean a discussion with the Head teacher and/or the Senior Designated Teacher for Safeguarding and Child Protection.
- c. If the allegation is against the head teacher, the procedures are to contact the LADO, Chair of governors and governor responsible for safeguarding.

## **7. STAFF CONTACT WITH PUPILS**

As adults in positions of trust and in order to minimise the risk of accusations being made against staff as a result of their daily contact with pupils, all school staff will adhere to the school's expectations regarding professional conduct and should familiarise themselves with the DfE Guidance regarding reasonable force:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/268771/use\\_of\\_reasonable\\_force\\_-\\_advice\\_for\\_headteachers\\_staff\\_and\\_governing\\_bodies\\_-\\_final\\_july\\_2013\\_001.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268771/use_of_reasonable_force_-_advice_for_headteachers_staff_and_governing_bodies_-_final_july_2013_001.pdf)

- See also the school's Behaviour policy

## **8. STAFF TRAINING AND SUPPORT**

- a. The Governing Body recognise the importance of child protection training for DSL and for all other school staff who have contact with children. The designated Governor for safeguarding and child protection will have specific training in their agreed role, available from the Local Authority or NSPCC every 2 years as agreed plus regular updates.

- b. The Governing Body expect the Head Teacher and Senior Designated Teachers to ensure that all school staff, including support and ancillary staff, receive training in child protection and that new staff are made aware of school policy, procedures and guidelines when they join the school and receive annual training thereafter in line with best practice.
- c. The Head Teacher is also expected to ensure that all staff receive regular support in respect of child protection work and know which senior member of staff to refer to for advice in the absence of the DSL.
- d. The Governing Body recognises its own responsibilities to ensure the school has sufficient resources to effectively deliver its safeguarding responsibilities to the highest standard and to request information as part of the Head Teacher's report regarding the safeguarding practice of the school so any identified gaps are remedied in a timely way.

## **9. CURRICULUM**

The Governing Body believe that the school curriculum is important in the protection of children. They will aim to ensure that curriculum development meets the following objectives (these are often met through the PSHE and citizenship curriculum):

- Developing pupil self-esteem;
- Developing communication skills;
- Informing about all aspects of risk including e safety & youth produced sexual imagery;
- Developing strategies for self-protection;
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults;
- Developing non-abusive behaviour between pupils

## **10. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

The Governing Body recognise that children with special educational needs may be especially vulnerable to abuse and expect staff to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other pupils. The Senior Designated Teacher(s) will work with the special educational needs co-ordinator to identify pupils with particular communication needs and to ensure clear guidance is available for staff in relation to their responsibilities when working with children with intimate care needs.

## **11. CONFIDENTIALITY**

The Governing Body accepts that child protection raises issues of confidentiality, which should be clearly understood by all staff. Reports to the Governing Body will not identify individual children.

## **12. RECORD KEEPING AND REPORTS**

- a. The Governing Body expect all staff to maintain high quality signed and dated child protection records, which separate fact, allegation, hearsay and opinion and which clearly indicate decisions and action taken. These records may in some cases be required in court proceedings. Responsibility of sharing/sending reports to other schools/next school.
- b. The Governing Body further expect school staff to assist the Family and Children’s Services Department by providing information to contribute to child protection enquiries and for child protection case conferences as required.

### **13. MONITORING PUPILS SUBJECT TO CHILD PROTECTION POLICY**

The Governing Body expects the Head Teacher and Senior Designated teachers to ensure that teachers monitor closely the welfare, progress and attendance of all pupils. Relevant and pertinent information relating to children either subject to a Child Protection Plan or deemed Children in Need will be provided in a timely fashion to Family and Children’s Services staff.

### **14. COMMUNICATING POLICY TO PARENTS AND PUPILS**

- a. The Governing Body expect parents and pupils to be informed that the school has a child protection policy and is required to follow the LSCB Guidelines for reporting suspected abuse to the Family and Children’s Services Department.
- b. Pupils and parents should know how the school’s child protection system works and with whom they can discuss any concerns. They should also be made aware of local or national telephone help lines.

### **15. MONITORING AND EVALUATING EFFECTIVENESS OF SCHOOL’S POLICY.**

The governors require the Head Teacher to report to them annually on the effectiveness of the school’s child protection policy and on associated issues in the school over the preceding year.

### **16. CHILD PROTECTION IN RELATION TO OTHER SCHOOL POLICIES**

This child protection policy should be read in conjunction with other relevant school policies such as behaviour and discipline, anti-bullying and use of restraint and equality policies.