

## Harewood Junior School

### Policy for Safeguarding Children

Harewood Junior School fully recognises its responsibilities for child protection.

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in Government Guidance by using at least one NCSL accredited recruiter on all interview panels and by checking the suitability of staff and volunteers to work with children and ensuring any unsuitable behaviour is reported and managed using the Allegations Management procedures.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse by logging welfare concerns and referring to the Children's Helpdesk.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- establish and maintain an environment where children feel secure, are encouraged to talk and are listened to
- ensure that children know that there are adults in the school whom they can approach if they are worried
- include opportunities in the PHSE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out in the Gloucestershire Safeguarding Children Board ([www.gscb.org.uk](http://www.gscb.org.uk)) and take account of guidance issued by the Department of Education and Skills to:

- ensure we have a designated senior person for child protection who has received appropriate training and support for this role - **Mrs. Lynne Jones**
- ensure we have a nominated governor responsible for child protection, who has received appropriate training – **Mrs Tracey Cox**
- ensure every member of staff (including temporary and supply staff and volunteers ) and governing body knows the name of the designated senior person responsible for child protection and their role.

- ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection
- ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus
- notify the relevant social worker if there is an unexplained absence of more than two days of a pupil who has a child protection plan (previously known as being on the child protection register)
- develop effective links with the relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at child protection conferences and core groups
- keep written records of concerns about children, even where there is no need to refer the matter immediately
- ensure all records are kept securely, separate from the main pupil file, in locked locations.
- develop and then follow procedures where an allegation is made against a member of staff or volunteer including supply or agency workers, contractors or governors.
- ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- the content of the curriculum
- the school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- the school behaviour policy which is aimed at supporting vulnerable pupils in the school
- ensuring that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred
- liaison with other agencies that support the pupil, such as social services, Child and Adolescent Mental Health Service, education welfare service and educational psychology service.
- ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

### **Roles and Responsibilities of the DCPO**

The Headteacher has overall responsibility for all procedures within the school. Working with the Headteacher, the Designated Child Protection Officer (DCPO) has responsibility for the following:

#### **Procedure where abuse is suspected/disclosed**

Any member of staff who by virtue of a child's behaviour or appearance becomes suspicious of abuse, or is told that abuse has taken place, should immediately inform the designated person.

If a child begins to talk about an abusive incident, s/he should be allowed to speak, and be listened to carefully. Time should be taken to gain an understanding of what the child is trying to say. No promise of confidentiality should be made.

The designated person should briefly and accurately record the concern and the child's comments in writing and then follow the process detailed in the GSCB Handbook [http://www.swcpp.org.uk/swcpp/swcpp\\_procedures.htm](http://www.swcpp.org.uk/swcpp/swcpp_procedures.htm)

Where the DCPO is unsure how to proceed, she will contact the **Children's Help Desk Tel: 01452 426 565** for advice.

The DCPO will remain aware of the signs of honour based violence, forced marriage and female genital mutilation. If she suspects or it is alleged that any of these has happened or there is an immediate risk to a child, she will follow the same procedures detailed above.

If staff become aware that a child or young person is witnessing domestic abuse, the DCPO will follow the **Domestic Abuse Referral Process** ( See GSCB Handbook p 8).

The school nurse may advise the DCPO that a child's family has been the subject of a Multi-Agency Risk Assessment (**MARAC**) conference, where there has been a high incidence of domestic abuse. The DCPO may also make enquiries with the Central Referral Unit at Gloucestershire Public Protection Bureau, 01242 247999.

**Procedure covering alleged child abuse by members of staff – including supply or agency workers, contractors, governors or volunteers.**

If the complaint has been made against a member of staff:

- the Designated Child Protection Officer ( Lynne Jones ) or the Headteacher should be notified immediately
- the DCPO should notify the Headteacher, where this has not already been done
- the Headteacher should notify the Local Authority Designated Officer for Allegations (LADO) on 01452 426994 or 01452 583638 for an Initial Discussion
- if necessary, the Headteacher, LADO, Social Worker representatives of the Safeguarding Service, HR and Police will then convene a Strategy meeting urgently to plan further appropriate action.

No investigation should be carried out at school until this meeting has taken place in case the allegation meets the criminal threshold.

To ensure staff keep themselves safe and to minimise the risk of allegations of abuse with regards to restraint of pupils, please see the school's Policy for Physical Intervention and also visit [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk) and search for "Physical Intervention" which includes guidance on the use of physical interventions.

All staff, governors and volunteers should also comply with the recommendations in 'A Guide to Safer Working Practices.'

### **Procedure covering alleged abuse by Headteacher**

If a complaint has been made against the Headteacher;

- the DCPO should contact the Governor with Child Protection responsibilities ( Tracey Cox) or the Chair of Governors
- they should immediately contact the Local Authority Officer for Allegations (LADO) on 01452 426994
- care should be taken to ensure that other staff and governors are only informed if necessary as it is important to ensure enough governors are able to participate in a disciplinary process should this be required.

### **Record Keeping**

The DCPO is responsible for collating all appropriate information on individual children, including a confidential record of all pupils who have a Child Protection Plan (previously called being 'on the Child Protection Register') and making sure that records are passed on when a child transfers school/setting in any circumstances. Since May 2000, when a child transfers schools/settings, the headteacher must send to the new school/setting (maintained or independent):

- the completed statutory transfer form
- all educational records relating to the child, including copies of the pupil reports and any information regarding child protection concerns

The school administrator will maintain a record of the expected destination for pupils leaving, the date of leaving, the date the CTF is requested by the receiving school and the date the CTF is sent to the receiving school;

If no such request is made by a receiving school within 10 days, the headteacher will follow the Missing Children Protocol (via the Education Welfare Service) and will upload records onto the National database as advised. The pupil will remain on the school roll while the investigation into their whereabouts takes place.

The Missing Children database will also be searched for pupils arriving with no records from previous schools/settings or where the previous school/setting is not known.

See <http://www.gloucestershire.gov.uk/index.cfm?Articleid=20278>

Or email [missingpupils@gloucestershire.gov.uk](mailto:missingpupils@gloucestershire.gov.uk)

The DCPO should:

- monitor attendance patterns and refer to the Educational Welfare Officer for the school/setting where appropriate
- collate the appropriate information for reports to be presented at Child Protection Conferences
- maintain chronological records ( individual folders logging concerns, actions and outcomes)

and manage the education contribution to the Child Protection Plan recommended at the Child Protection Conference

- maintain up to date written records of visits from other agencies
- ensure that care is taken to comply with the Data Protection Act 1998

### **School procedures for reporting general Safeguarding concerns and for record keeping.**

- All concerns should be recorded on the pink 'Internal Log of Concern' form, which should be signed and passed immediately to the DCPO or, in her absence, to the Deputy DCPO – **A. Mills.**
- The DCPO will record 'Internal Log of Concern' records and the actions taken and will also ensure that eventual outcomes are recorded.
- The DCPO will maintain a log of all safeguarding concerns raised in a bound notebook, detailing actions taken and outcomes.
- A separate folder will be maintained for each child for whom a concern has been raised. Each folder will include a chronological record of all concerns raised, actions taken and outcomes. These records will be kept in a locked drawer and will be cross referenced with other pupil folders

### **Training**

The DCPO will:

- undertake the GSCB multi agency training every 2 years
- ensure that all staff, including non-teaching staff and volunteers, caretakers, secretaries, learning mentors, TAs and all other support staff in the setting undertake whole staff refresher training every 3 years
- act as the contact person within the school for other agencies such as the Police and Health.

### **Roles and Responsibilities of the Headteacher**

The ultimate responsibility for Safeguarding Children lies with the Head teacher.

Safeguarding Children includes Child Protection but also takes a wider role.

The headteacher has responsibility for:

- ensuring the maintenance of the Single Central Record for all staff
- ensuring that all staff are fully aware of 'Safer Working Practices'
- ensuring effective working arrangements with statutory agencies and other support services who have a shared responsibility for protecting children
- ensuring careful record keeping and monitoring of pupils
- making referrals to the Elective Home Education team at the LA where a pupil is removed from school to be educated at home
- preventing abuse – including e-safety ( see E-Safety Policy)
- ensuring Safer Recruitment- Mrs. A. Mills and Mrs. H. Davis have up to date Safer Recruitment accreditation.

- Multi Agency Public Protection Arrangements (MAPPA)
- ensuring an effective anti-bullying Policy
- ensuring that the school takes account of who does and does not have Parental Responsibility
- for pupils
- ensuring that private fostering arrangements are reported to the Children and Families Helpdesk

### **Categories of Abuse**

Abuse and neglect are described in four categories, as defined in the Department of Health's document 'Working Together to Safeguard Children'. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately causes illness in a child.

#### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

#### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (oral sex). They may include noncontact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur in pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision (including the use of inadequate care-takers) or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

