



Summary of Child Protection Information for Visitors and Volunteers

Somerville School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Somerville School in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to;
- Recognise signs and symptoms of abuse;
- Respond quickly, appropriately and effectively to cases of suspected abuse;

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.

DSL name: Izhar Khan
Head Teacher

If this person is not available please contact

Deputy DSL: Shahin Fazil-Aslam

Everyone working with our children, their parent and carers should be aware that:

- Their role is to listen and note carefully any observations, which could indicate abuse;
- They should not attempt to investigate once the initial concern is raised;
- They should involve the Designated Senior Lead (DSL) immediately;
- If the Deputy is not available, the Deputy DSL should be contacted;
- If the Deputy is not available please speak to Mike Hughes, Sarah Cockbill or Denise Macdonald;
- In the unlikely event that none of the above are available, please speak to any member of the Leadership Group or the Learning Mentor Team;
- Disclosures of abuse or harm from children may be made at any time.

If anything worries you or concerns you, report it straight away



Somerville Primary School

Child Protection and Safeguarding Policy

This policy is inline with and should be read alongside the Model Safeguarding and Child Protection Policy from the Local Authority.

1. **Aim**

- 1.1 Whilst the prime focus of Somerville School is to secure the best educational provision for the child, the school recognises that the safety, welfare and care of the children is paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We will ensure that arrangements are in place for:

- 1.1.1 all reasonable measures to be taken to minimise the risks of harm to children's welfare;
 - 1.1.2 all appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies;
 - 1.1.3 all persons working at this school to be made aware of this policy.
- 1.2 We recognise that some children may be victims of neglect, physical, sexual or emotional abuse. Staff of the school will often, by virtue of their day-to-day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.
- 1.3 In order to protect our children, we aim to:
- 1.3.1. Create an atmosphere where all our children can feel secure, valued and listened to;
 - 1.3.2 Recognise signs and symptoms of abuse;
 - 1.3.3 Respond quickly and effectively to cases of suspected abuse;

- 1.3.4 Monitor and support children at risk;
 - 1.3.5 Use the curriculum to raise children's awareness, build confidence and skills;
 - 1.3.6 Work closely with parent/carers and support external agencies;
 - 1.3.7 Ensure that all adults within our school who have access to children have been checked as to their suitability (refer to personnel policy).
- 1.4 Somerville School will support all children by:
- 1.4.1 Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying;
 - 1.4.2 Promoting a caring, safe and positive environment within the school;
 - 1.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children;
 - 1.4.4 Notifying the Children's Advice and Support Service (CASS) via the approved mechanisms as soon as there is a significant concern;
 - 1.4.5 Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the child's new school.

2. Designated personnel

2.1 Designated Senior Lead for Child Protection	I Khan
2.2 Head Teacher	I Khan
2.3 Chair of Governing Body	Cecil Knight
2.4 Nominated Governor	Cecil Knight

3. The role of all staff and other persons within the school settings

- 3.1 All staff have a duty to safeguard children. This policy outlines how staff can meet this duty and their need to be:
- 3.1.1 Trained and aware of potential indicators of abuse;
 - 3.1.2 Open to hearing concerns from children and others, without seeking to investigate these concerns;

- 3.1.3 Informed on how to report any concerns to their Designated Senior Lead for Child Protection;
- 3.1.4 Informed on how to report any concerns relating to staff to their Head Teacher;
- 3.1.5 Informed on how to report any concerns relating to staff to their Head Teacher;

3.2 Listening to children.

Schools should:

- 3.2.1 Create the opportunity and environment for children to be able to talk about their concerns;
- 3.2.2 Establish systems to enable cover for the member of staff listening to a child's concerns;.

3.2.3 Always:

- Report on as soon as you have a concern.
- Record information verbatim using the actual words of the child and noting any questions the child raises.
- Note dates, times, who was present, positions in the room, anything factual about the child's appearance.
- Pass these notes to the DSL.
- If possible use a silent witness.

Never

- Ask leading questions.
- Ask the child to write down their account.
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgement.
- Arrange a medical examination.
- Tape/video record an interview.
- Ask a child to remove any clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child.

3.3 We recognise that all matters relating to Child Protection are confidential. The Head or DSL will disclose any information about a pupil to other members of

staff on a need to know basis only.

4. Supporting Staff

4.1 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.

4.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Senior Lead and to seek further support as appropriate.

4.3 All staff are able to access confidential support and counselling through for example BCC Staff Careline, Teacher Support network.

5. The role of the DSL

5.1 The Designated Senior Lead is responsible for:

5.1.1 Adhering to the Birmingham Safeguarding Children's Board (BSCB), Education and school procedures with regard to referring a child if there are concerns about possible abuse;

5.1.2 Keeping written/ electronic records of all concerns about a child, even if there appears to be no need to make an immediate referral;

5.1.3 Ensuring that all such records are kept confidentially and securely and are separate from child records;

5.1.4 Ensuring that an indication of further record keeping is marked on the child records;

5.1.5 Liaison and joint working with Children's Social Care Services, and other relevant agencies;

5.1.6 Ensuring all staff are familiar with the 'No Platform' Policy 2015 and No Platform for Extremism September 2015. Checks on visitors is undertaken by completing the School Visitor Notification Form (see attached) and a copy given to DSL to file. All staff have read and familiar with Keeping Children Safe in Education (KCSIE 2016), Working Together to Safeguard Children (2015), Staff Conduct and Whistleblowing Policy.

6. Reporting Procedures

- 6.1 All concerns must be passed to the DSL who will seek advice/make a judgement as to whether a referral should be made to the MASH Team or the need for any other action to be taken.
- 6.2 If a disclosure is made or a member of staff has reason to believe abuse has occurred an incident report form (available from the DSL or any member of the management team) should be completed as soon as possible and passed to the DSL. Any original notes should be signed, dated and securely attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the DSL.
- 6.3 Upon submitting an incident form, the member of staff and the DSL should catalogue the form, sign and date the incident book in order to prove the procedure has been followed.

7. Staff Allegations

- 7.1 All child protection allegations relating to staff must be reported directly to the Head Teacher (and not the DSL) without informing the subject of the concern/allegation.
- 7.2 The full evidence will be made available to the member of staff subject of the allegation as soon as is agreed appropriate with the ongoing needs of any investigation by the Police, Children's Social Care Services, or by any disciplinary process.
- 7.3 In some cases it may be necessary for the staff member to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt. Advice should always be taken from the Employee Relations team in this respect.
- 7.4 Any complaint or concern of a child protection nature received by any person and relating to Head Teacher must be passed in confidence to the Education Services Lead Officer (LADO Team 0121 6751669), who will give advice and support including making contact with the Chair of Governors.
- 7.5 All staff need to be aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to the school guidance in respect to safe conduct.

Include references to:

- Risk Assessment
- Use of letters, mobile phones, texts and emails
- Use of internet code of conduct
- Behaviour policy
- Visibility in any individual contact with children
- Ensuring parental and managerial consent where individual work with children is required
- Communication and confidentiality
- Any other specific guidance provided by school

7.6 Children cannot be expected to raise concerns in any 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.

8. Procedure

8.1 The school adheres to the Birmingham Safeguarding Children Board (BSCB) procedures and the Birmingham Education Services Child Protection Procedures. Copies of these are kept by the Head Teacher and must be the subject of training and be available to all staff and governors.

8.2 The Head Teacher is the Designated Senior Lead (DSL) for Child Protection co-ordination in the school. The Head will identify clearly who will deputise in the absence of the DSL and ensure that any such deputy is appropriately trained.

8.3 The DSL will ensure the following reporting and recording procedures are maintained:

8.3.1 Incident report form (catalogued and cross references to the incident book).

8.3.2 Incident book (hard bound, containing consecutive numbers of report forms, name of child, name, signature and date of person submitting the report, name, signature and date of DSL receiving the report).

8.3.3 Child school record (schools only)

8.4 The Governing Body will receive annually a report on developments in Child Protection Policy and Procedures, training undertaken by the DSL, other staff and the Governing Body, the number of cases referred (without details) and the place of child protection in the curriculum.

9. Parents and carers

9.1 Parents and carers will be made aware of the school's policy through published information and in initial meetings with parent and carers of new children. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.

9.2 A copy of this policy is available to all parents, carers and children upon request.

10. Safer Recruitment and Employment Practices

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. (see Code of Conduct for teachers and support staff).

An enhanced DBS check is required for all successful applicants. Successful applicants will need to provide evidence of their Identity and Right to Work in the UK.

10. Teaching and Learning

10.1 The curriculum will be used to raise children's awareness and build confidence so that they have a range of strategies to support their own protection and understanding of protecting others.

10.2 The school will promote child support services through assembly and display of contact information, e.g. Childline, MASH, Birmingham and Solihull Women's Aid, NSPCC and Birmingham Sign Posting Service.

10.3 All visitors will undergo appropriate checks and the member of staff arranging the visit will complete the School Visitor Notification Form. This will be kept on file by DSL/Deputy DSL.

11. Training

11.1 All members of staff will receive training on child protection procedures and will receive updates and refreshers every three years.

11.2 The DSL and Head will be provided with Education Service core training in order to carry out their role and will attend refresher training updates every two years.

11.3 Child Protection training will be clearly cross-referenced and supplemented by other areas of staff training including appropriate touch, care and control (including safe restraint), behaviour management and risk assessment.

11.4 The following record of training will be maintained by the DSL:

Group	Date of last training	By Whom
Governors/named Governor Cecil Knight	16 January 2015	Hays Education
DSL (Core Training) Izhar Khan - Headteacher	11/12 October 2007	Health Education Service
DSL update/refresher	17.09.13	Health Education Service
Deputy DSL refresher	5.7.13	Health Education Service
Support staff (Mike Hughes)	September 2015	Health Education Service
Teaching staff (Sarah Cockbill)	10.6.13 & 11.6.13	Health Education Service

12. **Visitors and Volunteers**

12.1 A summary of the school's procedures and the name of the DSL should be displayed for the information of visitors to the school.

13. **Review**

13.1 This policy will be reviewed annually by the DSL, Izhar Khan

14 This policy was adopted by the Governing Body of Somerville School on September 2016