



Policy for the Safeguarding of Children September 2017

Guiding Principles

At Downs Infant School we strive to be a place where pupils, staff, helpers, families and other visitors will be made welcome and comfortable and where we will treat each other with respect. We believe that all children and young people have the right to protection from neglect and abuse and that their welfare is of paramount importance. Downs Infant School is a place where learning and personal development takes place in a climate of trust and confidence and where we value everyone's unique contribution to our community.

Everyone has a responsibility for safeguarding and promoting the welfare of all children and for ensuring that they are protected from harm. We also note that some children with disabilities may be more vulnerable to abuse or exploitation. We recognise that child abuse occurs in all cultures, ethnic groups and social strata. Therefore, all children, whatever their age, culture, disability, gender, language, racial origin, socio-economic background, religious belief and/or sexual identity have the right to protection from harm. We all have a duty to ensure that if there are any concerns relating to the welfare or safety of a child the Pan-Sussex Child Protection Committee procedures are followed.

We will always try to work in partnership with families but in any conflict between the needs of the child and those of parents/carers or professionals, the needs of the child must come first.

We are committed to safe recruitment and selection procedures to ensure that all staff and volunteers have been appropriately screened prior to appointment, and to the provision of appropriate child protection training through the staff induction programme and within continuing professional development opportunities.

Context

The Children's Act 1989 requires all Local Authorities and schools to:

- Take action to safeguard and promote the welfare of any child who is suffering or likely to suffer 'significant harm'

- Safeguard and promote the welfare of any child who is 'in need'

There are two parts to safeguarding:

- A duty to protect children from maltreatment
- A duty to prevent impairment

Promoting welfare means:

- Creating opportunities to enable children to have optimum life chances

Every member of school staff has read and adheres to the principles outlined in the DfE guidance document 'Keeping Children Safe in Education' (September 2016). A record is kept to evidence this.

Significant Harm

The concept of Significant Harm introduced by the Children Act 1989 is the threshold by which compulsory intervention by Social Services may take place:

Harm means ill treatment or the impairment of health or development;

Development means physical, intellectual, emotional, social or behavioural development;

Health means physical or mental health; and ill treatment includes sexual abuse and forms of ill treatment which are not physical.

Designated Person

All schools have to have a senior member of staff with responsibility for implementing the child protection policy. In our school the designated member of staff with child protection responsibility is: Mrs. Jude Arthur, Deputy Head and Dr. Hildi Mitchell, Headteacher.

As designated member of staff for child protection, Jude Arthur will have regular child protection training and will make sure that all staff and volunteers know how to recognise and report any concerns or indications that a child is or has been neglected or abused.

Jude Arthur will provide information to the governing body regarding the number, nature and outcomes of referrals made. She will make any necessary contact with social services or the police and will make sure that the school follows the Pan-Sussex child protection procedures and contributes fully to the child protection process. Jude Arthur will also be responsible for ensuring the central record of child protection training is kept up to date.

Categories of Abuse

Through their day to day contact with children and direct work with families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect and referring those concerns to the appropriate investigative agencies (social services and police).

Staff at Downs Infants School will be trained to recognise and respond to all categories and potential indicators of abuse.

Evidence of abuse can include:

Physical Abuse: non accidental injuries, bruising, wounding burns, fractures

- Indicators include:

- obvious signs of injury;
- injuries which are unusual or unexplained; and
- injuries which, while explained, are frequent.

Neglect: the chronic inattention to basic needs - indicators include:

- dirty, unkempt appearance;
- developmental delay;
- low self esteem; and
- hunger.

Sexual abuse: the involvement of children or young people in sexual activity, this includes the abuse of a position of trust by an adult with professional responsibility to a child - indicators include:

- physical difficulties such as wetting or soiling;
- extreme variations in behaviour;
- sexualised language, behaviour or play;
- indirect disclosure through play, drawing or written work.

Emotional Abuse or neglect: persistent emotional ill treatment such as the extreme denial of love, affection or approval - indicators include:

- low self esteem, unhappiness, fear, distress or anxiety;
- attention seeking behaviours;
- emotional developmental delay
- disclosure regarding exposure to domestic violence between adults at home.

Radicalisation/Extremism

As part of the Government's PREVENT strategy (2011), schools also now have a statutory obligation to protect children from being drawn into an environment of ideological, political or religious extremism or radicalisation. The Government has defined extremism as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces."

School staff will be given training to give them the knowledge and confidence to identify children at risk, and to challenge extremist ideas which can be used to legitimise terrorism. As with all areas of safeguarding, any concerns may be shared with appropriate external agencies such as social workers or the police. Though we would always prefer to be transparent with families about any such referrals, there may be occasions when, to preserve evidence or prevent criminal activity, this is not possible.

Female genital mutilation (FGM) and Child Sexual Exploitation (CSE)

All staff receive training regarding FGM and CSE so that they can be alert to any potential harm to children in our care. We would aim to discuss any concerns directly with families wherever possible, though it may be appropriate to share information more widely with external agencies (e.g. social services/police) if this is deemed necessary to protect the child's wellbeing. Given the age of our children, it would not be appropriate to educate and inform them about specific FGM/CSE dangers. They are, however, given more general advice about 'keeping private parts private' and their right to refuse intimate touching.

Private Fostering Arrangements

A PFA is when a child under 16 (or 18 if disabled) is cared for by someone who is not a parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. (Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether full/half blood or marriage/affinity.) There is a duty in these circumstances for parents and prospective carers to notify the local authority, so that it can monitor the situation and ensure that appropriate care is being taken of the child.

Staff know that if they become aware of such an arrangement they should notify the designated person so that appropriate checks may be made regarding local authority awareness.

Action to be taken

Sometimes concerns that a child or young person is suffering or is likely to be suffering some form of abuse will build up slowly over time, and some will be as a response to a child presenting an injury or mark or talking about a worrying issue. All concerns should be logged or recorded in the Child Protection folder, held in the Headteacher's office and should be referred to Mrs. Arthur, who will provide support and guidance and if appropriate will make a referral to social services and, if necessary, the police.

Disclosure

Sometimes children and young people who are suffering abuse choose a trusted adult to tell. If a child discloses abuse in school, the person hearing the disclosure should:

- listen, allowing the child to recall freely;
- reassure the child that they are believed;
- make notes as soon as possible recording as accurately as possible the words used by the child;
- be clear with the child that the information will have to be passed on and that there are people who will be able to help; and
- refer to the designated person, Jude Arthur, who will contact social services and the police if necessary.

DO NOT ASK THE CHILD QUESTIONS; this is the role of specially trained social workers and police officers. Others posing questions to the child could contaminate potential evidence of a crime.

Information sharing

At Downs Infant School we share information with parents and partner agencies to:

- support early intervention to help children, young people and families who need additional services to achieve positive outcomes
- ensure we fulfil our duty to safeguard children and promote their welfare

The Data Protection Act is not a barrier to sharing information, but is in place to ensure that personal information is shared appropriately.

At Downs Infant School we follow the guidance below to ensure we share information both professionally and lawfully.

Six key points:

- Explain openly and honestly to parents/ carers at the outset what information will or could be shared and why, and seek agreement - *except where doing so puts the child or others at risk of significant harm.*
- The child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them
- Ensure information is accurate, up-to-date, and necessary for the purpose for which you are sharing it, shared only with those who need it and shared securely.
- Respect the wishes of children or families who do not consent to share confidential information unless in your judgement there is sufficient need to override that lack of consent.
- Seek advice when in doubt.
- Always record the reasons for your decision whether it is to share or not to share information.

(Ref: Making It Happen: Working together for children, young people and families

(DfES, 2006))

At Downs Infant School the decision to share information when there are child protection concerns will be made by the designated person.

Record keeping

The Data Protection Act states that: personal information held by agencies must be obtained and processed fairly and lawfully and stored securely. It must be accurate, proportionate to the purpose, not held longer than necessary and may only be disclosed in appropriate circumstances.

Record keeping is an important aspect of school life; staff keep records on all areas of pupil welfare, development and attainment. Where concerns arise about the safety

or wellbeing of a pupil, or there are indications that the child may be suffering or at risk of suffering significant harm, staff will record:

- The reason for the concern;
- What was said or witnessed and details of any other persons present;
- Dates and times of incidents and when the notes were made;
- Date, time and outcome of any discussion with the parent or carer; and
- Date, time and outcome of any discussion with the head teacher, social services staff or other relevant professionals consulted.

Staff will use the Child Protection Log forms and will be careful to distinguish between fact, opinion and hearsay. Notes will be passed to the designated person, Jude Arthur, who will keep all welfare concerns and child protection records in a locked cabinet.

These records form evidence and may be used in the child protection referral and any subsequent investigation or legal proceedings, they are exempt from the open file regulations and do not have to be made available to parents or carers requesting access to the pupil's file.

Unless to do so would put a child at significant risk, parents and carers may see these forms. Good practice and partnership working dictates that if anything is significant enough to be recorded it should be discussed with parents and carers unless this increases risks for the child or damages the potential for the collection of evidence.

Transferring to other schools

When children transfer schools their records are transferred. If there is child protection material, a copy of this is transferred separately and direct to the relevant member of staff in the receiving school, with any necessary discussion or explanation. A record is kept of the date of such transfer of sensitive files and of the person to whom they are transferred. In the event of a child moving out of area and a physical handover not being possible then the most secure method should be found to transfer the confidential records. This would include informing a senior member of the new schools that copies are being sent. Original copies will be archived in a file in a secure cupboard. If their professional judgment is that the records do not constitute a concern they should be shredded when the child leaves.

Training

- All members of staff will receive child protection training as part of their induction. This will be updated every year by the designated person for child protection.
- All volunteers and short term or supply staff will be informed of their responsibility to safeguard children and the name of the designated person.
- The governors have a lead member for child protection: Mr. Oli Rahman. He will undertake training and monitor child protection training and training records with the designated person for Child Protection and headteacher.
- The designated person undertakes roles and responsibilities (single agency) training and Local Safeguarding Children Board (LSCB) inter-agency training at a minimum every 2 years. The deputy child protection person will also undertake the training.
- The headteacher will attend roles and responsibility training every 3 years and other safeguarding training as appropriate. If they are not the designated person, they will also be included in the school based child protection training.

A copy of the Pan-Sussex child protection procedures and other associated information is available for staff. Please see Jude Arthur who can provide electronic or hard copy for staff.

Confidentiality

All members of the Downs Infants School are entitled to privacy. In general confidential information about children, families or others within the school should be kept confidential and privacy respected.

Where there are concerns that a child is suffering or likely to suffer significant harm, information must be shared with the designated person in the first instance and will subsequently be shared with social services and the police.

Where staff or other adults in school have concerns, either due to what they have seen or heard or in relation to a direct disclosure by a child, they cannot keep that information confidential. It must be shared with the designated person in the interests of safeguarding that child.

Other staff may need to be alerted to concerns about a child or young person, possibly in order to monitor the concern or to gather further evidence prior to a referral being made, or to assist in providing appropriate support to a child or young person after a referral has been made.

Information should only be shared on a strict need-to-know basis.

Physical Touch/Restraint

We do not have a 'no touch' policy. Our children are very young and at times in need of physical touch by a member of staff. Typical situations where physical touch may be necessary include: giving assistance in lessons when teaching skills (e.g. assisting a child practising a forward roll) or in Art (e.g. holding a child's hand to help them use scissors). Touching should not be on personal body parts. Children may sometimes need to be guided to an area by the shoulder or by the hand; they may need to be comforted when upset or first aid may need to be applied. Personal care may need to be carried out for children with toileting accidents. (See separate guidelines.)

Touch should never be forced upon a child - a well meant comforting arm around the shoulder is not welcomed by all children and staff need to respect the child's wishes with sensitivity.

Sometimes children need to be restrained to prevent damage to themselves, to others or to property. Staff should intervene with the minimum touch or force necessary to achieve a safe situation, and only for as long as necessary. The Headteacher and Deputy Headteacher have had formal restraint training and should be called in major incidents.

Allegations against staff

Downs Infants School believes that all members of the school community are entitled to receive care and protection from harm. We will not accept inappropriate behaviour towards pupils or staff, and will ensure that any concerns or allegations of impropriety are dealt with quickly, fairly and sensitively.

In the event that an allegation of abuse is made against a member of staff or other adult in school, the Headteacher will seek advice from the Local Authority Lead Officer for Child Protection and will agree the procedure to be followed. In the case of the allegations being made against the Headteacher herself, the chair of governors will seek advice from the Local Authority.

Any staff disclosing information regarding inappropriate behaviour by colleagues will be listened to and supported.

Parents of a child allegedly abused by a member of staff or other adult in the school will be kept informed of the progress and outcome of any investigation.

Any member of staff facing investigation into an allegation of abuse will be subject to the procedures laid down by the joint Department for Education and Skills / National Employers' Organisation for School Teachers (DfES/NEOST) guidance and will be offered appropriate access to professional and personal support networks and kept informed of the progress and outcome of any investigation.

Allegations of abuse made against other children

Staff recognise that children are capable of abusing their peers. At Downs Infants, we believe that all children have a right to attend and learn in a safe environment. Children should be free from harm by adults and other children and know that the school staff are safe adults who they can talk to. 'Protective Behaviour' is embedded in our practice and provides a safe and nurturing environment for all children. We recognise that some pupils will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the schools Behaviour Policy.

Safeguarding issues against a pupil could include:

- Physical Abuse- violence that is pre-planned or forcing others to use drugs or alcohol
- Emotional Abuse - blackmail, intimidation or threatening behaviour
- Sexual Abuse- indecent exposure, indecent touching, sexual assault, sexting or watching indecent images
- Sexual Exploitation- photographing or video indecent actions or encouraging children to behave inappropriately.

Visitors to Downs Infant School

ALL visitors to school are required to sign in the visitors' book on arrival and to sign out when leaving.

Capital Programme

We will ensure that during the progress of any building or other on site works, contractors will be issued with relevant child protection information. This will include our expectation of their conduct whilst on site. We try to arrange access for contractors outside of school hours when children are not on site. If they have to carry out their work during the school day a member of staff (caretaker/office staff) will always accompany them while doing so.

School Nurses, Audiologist, Speech Therapists, OT etc.

These outside agency staff have enhanced clearance processed by their employer (NHS) to allow them to visit schools in Brighton & Hove. However their individual ID lanyards are still also checked.

After School Providers (Tennis, Ballet, Drama, French, Yoga etc)

We have seen, and recorded, ID/DBS clearance for all those individuals who run after school activities. However the responsibility for their clearance rests with the after-school provider and not the school.

One-off Visitors (Theatre groups, outreach sessions, puzzle day volunteers, dance workshops, Punch & Judy, Brighton & Hove Albion, parent party volunteers etc)

As these are one-off events with individuals not being left alone with children, no prior checks are carried out.

Parent Volunteers for School Trips

Parent helpers on school trips are under the supervision of the class teacher and not left alone with children. As such, these parents are not DBS checked.

Regular helpers in Class

DBS Enhanced Clearance is required for parents/volunteers who help regularly in class/school (at least 3 times each month). Application forms and explanatory information can be obtained from the school office. All regular helpers in class/school are required to sign into the visitors' book on arrival, are given a visitor's sticker, and are made aware of the school's safeguarding & welfare notice before making their way to the classroom.

Working with outside agencies

Downs Infants School recognises the authority of the LSCB and is committed to working in partnership with the CYPT and the police. We are happy to comply with the procedures prescribed by the Pan-Sussex child protection procedures and will be proactive in working together to safeguard children. We will share through the designated person, Jude Arthur, appropriate information with investigating teams, and contribute to child protection conferences, core groups and care plans.

Any incident requiring advice from, or referral to, the safeguarding team and arising out of normal hours will be referred directly to the emergency/out of hours team or, failing that, directly to the police child protection team.

Links to other policies

We will develop and evaluate all school policies with a view to safeguarding and promoting the welfare of all our pupils. We will take account of the principles outlined in this policy and ensure that all other policies and procedures support the protection of children from harm or neglect, in particular through:

- Recruitment and selection policy - to ensure suitable staff are appointed;
- Anti bullying policy - to ensure physical and emotional security for all our pupils and staff;
- Attendance and welfare policies - to ensure absence is followed up quickly and vulnerable children are supported appropriately;
- Discipline and restraint policy - to ensure that appropriate rules and boundaries are in place and to be clear about the sanctions which apply;
- PSHE policy - to ensure that children are supported and empowered to learn and able to thrive; to assist children in understanding what is and is not acceptable behaviour towards them and staying safe;
- Disabilities policy - to acknowledge that some children with disabilities may be more vulnerable to abuse and exploitation and be less able to make disclosures.

We will ensure that all school policies show awareness of safeguarding and promoting the welfare of children, and that appropriate child protection measures are reflected in all areas of our practice.

Special Circumstances

a) Recruitment

The senior management team will ensure (in keeping with the recommendations of the Bichard Inquiry) that our recruitment and selection policy is robust in following up references, DBS checks and career gaps and fulfills the requirements of the Independent Safeguarding Authority (ISA). At least one member of the selection panel will have undertaken appropriate training to ensure that interviews to appoint staff reflect the importance of safeguarding children.

b) Induction

All staff, including supply staff, on-site contractors, support services and volunteers working in the school will be given induction information regarding this policy. We encourage the use of parent volunteers to help support children's learning. Volunteers have a responsibility for safeguarding and promoting the welfare of all children and for ensuring that they are protected from harm. Volunteers undertake the required clearance checks before helping and guidelines are provided for them to ensure their role is understood and taken seriously.

c) Particularly vulnerable children

We recognise that for a number of reasons, children with disabilities and/or special needs are more vulnerable to abuse, and may be less able to tell people about abuse

happening to them. For these reasons, it is essential that rigorous child protection procedures are in place, especially with regard to recruitment, checks on volunteers and paid workers, whistle blowing policies, and having clear guidelines setting out acceptable behaviour by those working with children with disabilities.

d) Trips away from School

We believe that educational trips enhance the learning experience available to our pupils. In order to ensure that children are kept safe when taking trips away from school we will ensure our policies and procedures take into account the following key issues:

- Health and safety procedures - including carrying out any necessary risk assessments;
- Ensuring children know how to behave, e.g. through a behaviour policy;
- Getting written consent from parents and, if necessary, holding a briefing meeting for parents.
- Asking parents about any special needs or requirements (e.g. dietary/mobility) for their children;
- Having a person trained in first aid accompany the visit with suitable equipment.

e) Images of children, such as recording school events and school brochures

We believe that images of children are an important record of school life and achievements. We have a procedure for the use of images of children which is reinforced at school events, and new parents also sign to confirm their adherence to the procedure and to give permission for images of their children to be reproduced for educational purposes. This procedure is reviewed annually and cross checked with the guidance on safeguarding children.

Updated September 2017

Key Contacts:		
Role	Name	Contact
Designated Safeguarding Lead	Mrs Jude Arthur (Deputy Head)	01273 296868
Deputy Designated Safeguarding	Dr. Hildi Mitchell (Headteacher)	01273 296868
Nominated Governor for Child Protection	Oli Rahman (Chair of Governors)	01273 296868
Local Authority Designated Officer	Darrel Clews	01273 295643 07795 335879
Front Door for Families	Multi Agency Safeguarding Hub:	01273 290400 FrontDoorforFamilies@brighton-hove.gcsx.gov.uk
	Emergency Duty Service - out of hours, weekends and public holidays	01273 335905
Targeted early help services for children and families	Early Help Hub	01273 292632 or earlyhelp@brighton-hove.gcsx.gov.uk

Updated September 2017