

Policy and Procedures for
Safeguarding and Promoting the Welfare of Children

RATIONALE

We at Hambrook are fully committed to safeguarding and promoting the welfare of the children in our care. We have produced this document to bring together all the relevant policies and procedures that provide the framework within which we work in order to do this effectively.

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State¹.

We will do this, following the statutory guidance within Working Together to Safeguard Children 2010 (para 2.168) by:

- Taking necessary steps to safeguard and promote the welfare of the children;
- Promoting the good health of the children, taking necessary steps to prevent the spread of infection, and taking appropriate action when they are ill;
- Managing the children's behaviour effectively and in a manner appropriately for their stage of development and particular individual needs; and
- Ensuring that adults looking after the children, or having unsupervised access to them, are suitable to do so.

This policy is formulated using the DfES documents: 'Circular 10/95 - Protecting Children from Abuse: The Role of the Education Service', 'Working Together to Safeguard Children' (2010), 'Safeguarding Children and Safer Recruitment in Education' (2006) and South Gloucestershire Safeguarding Children Board Child Protection procedures www.swcpp.org.uk

Hambrook is committed to ensuring that we have appropriate procedures in place for responding to situations in which it is believed that a child has been abused or is at risk of abuse - these procedures also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

Our policy applies to all staff, governors and volunteers working in the school. The school recognises it is an agent of referral and not of investigation.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

¹ Safeguarding Children and Safer Recruitment in Education – DfES 2007

Hambrook Primary School

Effective child protection is essential as part of wider work to safeguard and promote the welfare of all children. At Hambrook we aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced. Hambrook Primary recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond quickly to possible child abuse. We acknowledge our responsibilities to both protect children from maltreatment and prevent impairment.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. This includes any form of bullying.

We recognise that children encounter risks when using IT and the Internet. We take seriously our responsibility to educate our children to help them to become safe and responsible users of new technologies, and allow them to be discriminating users of both the content they discover and the contacts they make online. Our aim is to teach them the appropriate behaviours and critical thinking skills to remain both safe and legal online, wherever and whenever they use technology.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters, reporting concerns to the Headteacher, especially where there is a possibility that a child may be at risk of significant harm.

The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school encourages clear communication with both parents and children, enabling them to talk freely about any concerns. School should be seen as a safe place.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Our school believes in the importance of early identification of issues for children and young people. We fully endorse the principles of multi-agency working and will engage in the SAFeh (Single Assessment For early help) process for any child in our school for whom we feel this is appropriate.

In our school, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures of South Gloucestershire Safeguarding Children Board which are to be found at swcpp.org.uk.

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:

Hambrook Primary School

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

Guidelines

As a consequence we:

- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process;
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities;
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing body;
- will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. At our school this is the Headteacher. She will act as a source of expertise and advice, and is responsible for co-ordinating action within the school and liaising with other agencies;
- ensure (through the Headteacher) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by South Gloucestershire Safeguarding Children Board (SGSCB);
- will share our concerns with others who need to know, and assist in any referral process;
- will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the designated member of staff, who will refer on to Children's Social Care in accordance with the procedures issued by South Gloucestershire Safeguarding Children Board;
- safeguard the welfare of children whilst in the school, through positive measures to address bullying of any kind;
- will ensure that all staff are aware of the child protection procedures established by South Gloucestershire Safeguarding Children Board and, where appropriate, the Local Authority, and act on any guidance or advice given by them;
- will ensure through our recruitment and selection of volunteers who work regularly in school and paid employees that all people who work in our school are suitable to work with children and have a current CRB/DBS check;
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children;
- 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;

- notify Social Services if there is an unexplained absence of more than two days of a pupil who is on the Child Protection Register and
- ensure all records are kept securely, separate from the main pupil file, and in locked locations.

DESIGNATED MEMBER OF STAFF

1. The designated senior member of staff (designated person) for child protection in this school is the Headteacher - **Jo Dent**
2. In their absence, these matters will be dealt with by the Deputy - **Rhianna Thomas**
3. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors.
4. The school recognises that:
 - The designated person must have the status and authority within the school management structure to carry out the duties of the post - they must therefore be a senior member of staff in the school.
 - All members of staff (including volunteers) must be made aware of who this person is and what their role is.
 - The designated person will act as a source of advice and coordinate action within the school over child protection cases.
 - The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
 - They should possess skills in recognising and dealing with child welfare concerns.
 - Appropriate training should be undertaken every 2 years.
 - The designated person is the first person to whom people report their concerns.
 - He/she is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by SGSCB.
 - The designated person is not responsible for dealing with allegations made against members of staff.

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Social care and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by South Gloucestershire Safeguarding Children Board.
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, refer to the Business Manager of SGSCB to investigate further.
- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, trainee teachers and supply teachers) are aware of and can access this policy.
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.

Hambrook Primary School

- Ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse/know when it is appropriate to refer a case
- Have a working knowledge of how South Gloucestershire Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

DESIGNATED GOVERNOR

The Designated Governor for Child Protection at this school is: [Allison Clarke](#)

Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- School is carrying out its duties to safeguard the welfare of children at the school;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- They attend training Child Protection/Safeguarding training for Governors
- Child protection is integrated with induction procedures for all new members of staff and volunteers
- The school follows the procedures agreed by South Gloucestershire Safeguarding Children Board, and any supplementary guidance issued by the Local Authority
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity

- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

DEALING WITH CONCERNS

Members of staff and volunteers are not required by this school to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Children's Services.

To this end, volunteers and staff will follow the procedures below.

If:

- they receive any information from a child, or
- any person has suspicions that a child may be at risk of harm, or
- anyone observes injuries that appear to be non-accidental, or
- a child makes a direct allegation or implies that they have been abused, or
- an allegation is made against a member of staff.²

They must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person putting the event into context, and giving the date, time and location. All records must be dated and signed. All hand written records will be retained, even if they are subsequently typed up in a more formal report.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of South Gloucestershire Safeguarding Children Board.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

PROCEDURES FOR REFERRAL

Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the designated person for Child Protection (**Jo Dent**) or if unavailable to the deputy designated person (**Rhianna Thomas**). In the absence of either of the above the matter should be brought to the attention of the most senior member of staff.

The designated person will inform CYPD by:

telephone on 01454 868700,

fax on 01454 866915 or

email yatedutyteam@southglos.gov.uk

Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

² Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by SGSCB.

The head teacher will handle such allegations, unless the allegation is against the head teacher, when the chair of governors will handle the school's response. The LA Designated Officer for Child Protection should be contacted for advice on how to proceed.

The head teacher (or chair of governors) will gather information about the allegation, and report these without delay to the Local Authority.

CONFIDENTIALITY

The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

RECRUITMENT

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in "Safeguarding Children and Safer Recruitment in Education", in particular:

- Before appointing someone, check that satisfactory references have been received which comment specifically on their suitability to work with vulnerable children.
- Check that all adults with substantial access to children at this school have an enhanced Criminal Records Bureau/Disclosure and Barring Service check before starting work, and prior to confirmation of appointment.

We will ensure that at least one member of any interview panel has completed certified NCL Safer Recruitment Training.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

Hambrook Primary School

- Identity checks to establish that applicants are who they claim to be³
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school (including volunteers) will receive basic child protection information and a copy of this policy within one week of starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through the designated person.

Staff will attend refresher training every three years, and the designated person every two years.

CONDUCT OF STAFF

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and South Gloucestershire Safeguarding Board procedures, we will view this as misconduct, and take appropriate action.

PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or

³ e.g., through birth certificate, passport, new style driving licence, etc...

- Where the member of staff has received suitable training

VOLUNTEERS

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Parent helpers or volunteers will only work with children under direct supervision of a member of staff, unless they have a current CRB/DBS check.

SAFEGUARDING IN SCHOOL

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies on:

- Personal, Social and Health Education and Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate.
- E-Safety
- First Aid
- Bullying; the school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised.
- Single Equality Scheme
- Confidentiality
- Behaviour and the school rules
- Health & Safety
- Physical Intervention
- Allegations against members of staff

SCHOOL SECURITY

All visitors to the school must report to the office, where they will be signed in and issued with a 'visitor' sticker - green if they have a current CRB/DBS and red if they do not.

All gates, except the one leading into the main building and office, will be locked at 9am. Children and adults arriving after this time must report to the office.

BEFORE AND AFTER SCHOOL ACTIVITIES

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

CONTRACTED SERVICES

Where the Governing Body contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

We will not allow others to photograph or film pupils during a school activity without the parent's permission.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by their full name.

The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.

Policy date: Spring 2015

Review date: Spring 2016

EIA Screening

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups?	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; access to buildings, curriculum and communication)		
Gender reassignment		
Marriage and civil partnership		
Pregnancy and maternity		
Racial groups (language, culture, ethnicity)		
Religion or belief (worship, religious or cultural observance, incl non-belief)		
Sex (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment

The "DO" list

- Be accessible and receptive
- Use 'TED' as a reminder - Tell me... Explain... Describe...
- Listen carefully and ask open questions to clarify (e.g. who, what, when, where, how)
- Take it seriously (e.g. this is very serious. I'm sad that this has happened to you.)
- Reassure the child it was not their fault.
- Negotiate getting help (Tell the child you are going to get help for them and their family. Prepare them for the fact that you must involve others to get this help)
- Explain that you cannot personally protect them but will support them in telling the right people to make sure it doesn't happen again. Make sure the child is clear that you cannot promise unconditional confidentiality.
- Report all your suspicions or disclosures immediately.
- Make careful records of what was said immediately using the child's own words and including the questions you have asked.
- Keep your handwritten notes in a confidential place and give a copy to the Head.

The "DO NOT" list

- DO NOT jump to conclusions.
- DO NOT try to get the child to disclose. Let the child talk and ask only the questions you need to know to clarify immediate safety. The child should not be repeatedly interviewed and the Police /Social Services interview will form the basis of evidence needed to protect the child.
- DO NOT speculate or accuse anybody.
- DO NOT ask leading questions whatsoever. (Eg Was it Daddy/Mummy? Or any questions requiring a yes/no answer.)
- DO NOT make any promises you cannot keep.

In order to bring about change for the child and his/her situation it is essential that the above guidelines are followed.

It is important to remember that the child has chosen you, as a trusted adult, as a person to confide in - they will expect your support.

Decisions about abuse involve the concept of "significant harm"

Referral Flowchart

