

St John of Jerusalem  
Church of England Primary School

# **Safeguarding Policy**

**September 2016 - July 2017**

Note: This policy will be reviewed annually

Produced on	16.09.15
Reviewed on	October 2016
Signed off by Headteacher	Asarena Simon
Signature of Headteacher	
Date signed	
Issued to Curriculum Committee	October 2016
Date signed off by Curriculum Committee	
Issues to Governors on	February 2017
Signed off by chair of Governors	Alister Bould
Signature of Chair of Governors	
Date signed	

## Vision Statement

Within a friendly, caring Christian community - with children at the heart of our school - we will ensure:

- High academic standards
- Each child is motivated to reach their full potential through high quality, enjoyable teaching and learning
- Each child has access to a rich, broad and balanced curriculum
- High expectations of both staff and children
- Staff and children have high expectations of one another
- Christian faith and values inform the whole life of the school and that each child is provided with a wide range of opportunities to develop in body, mind and spirit
- Respect for all faiths is encouraged so that the school is inclusive of the community it serves and so that each child develops the confidence, sensitivity and skills to live in a diverse community
- Everyone in the school community is treated fairly and encouraged to develop their skills, self-confidence and self-esteem
- Everyone's views are valued and children are encouraged to develop a sense of pride, ownership, responsibility and independence
- Mutually positive relationships between the school and the wider community
- A close partnership and involvement of parents and carers

## Safeguarding Policy for Schools 2016-2017

**School: St John Of Jerusalem C of E Primary School**  
**Headteacher: Asarena Simon**

### Named personnel with designated responsibility for Safeguarding

Academic year	Strategic Designated Safeguarding Lead	Designated Deputy Safeguarding Lead	Designated Safeguarding Lead	Nominated Governor	Chair of Governors
2016-2017	Deputy Headteacher : Rene Africa	Inclusion Manager/SENCo Carly Richards	Learning Mentor Dominic Williams	Adekunle Adeyiga	Alister Bould

### Policy review dates

Review Date	Changes made	By whom	Date Shared
Autumn 2016	Yes	Asarena Simon	Autumn 2016

### Dates of Staff training and details of course title and training provider

Whole school	Designated Senior Person	Deputy Designated Senior Person
September 2016	November 2015	November 2015
Yearly updates	Due to do refresher course in Spring 17	Due to do refresher course in Spring 2017
April 2018		

### Governor Review of policy dates

Autumn 2016

Designated Governor			
Adekunle Adeyiga	Governor		

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## **INTRODUCTION**

### **Policy Consultation & Review**

This policy is available in our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance 'Keeping Children Safe in Education', DfE (2015).

The policy will be reviewed by the standard committee and ratified in full by the Governing Body on an annual basis. This policy was last reviewed and agreed by the Governing Body on Autumn 2014. It is due for review in September/October 2016.

**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

'Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn and develop in our school setting.
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting'

## SCHOOL COMMITMENT

St John of Jerusalem COE Primary School is committed to Safeguarding and Promoting the Welfare of all of its pupils and young people and expects all staff and volunteers to share this commitment. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

**The child's welfare is of paramount importance.**

Our school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school, play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.**

All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

Throughout the curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. We also engage outside agencies that specialise in particular areas ie CHYPs and our local health authority. Areas that are covered include health and wellbeing, healthy eating, personal hygiene and puberty. We also invite the community police into school to develop the pupils understanding of how to stay safe in the community. Through our integrated curriculum pupils are taught Core Learning Skills and which encompasses a variety of skills where pupils develop their skills in responsibility, respect, compassion courage, justice and several other life skills.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015).

## **The Governing Body**

The Governing Body of St John of Jerusalem CoE Primary School is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the school.

### **The Governing Body will ensure that:**

- The safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the London Safeguarding Children Board policies and procedures;
- The school contributes to inter-agency working in line with Working Together to safeguard Children (2015);
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the designated Safeguarding Lead (DSL). There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- All staff undertake appropriate child protection training that is updated regularly;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education' DfE (2015);
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention;

The Governing Body will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

## **The Headteacher**

At St John of Jerusalem CoE Primary School the Headteacher is responsible for;

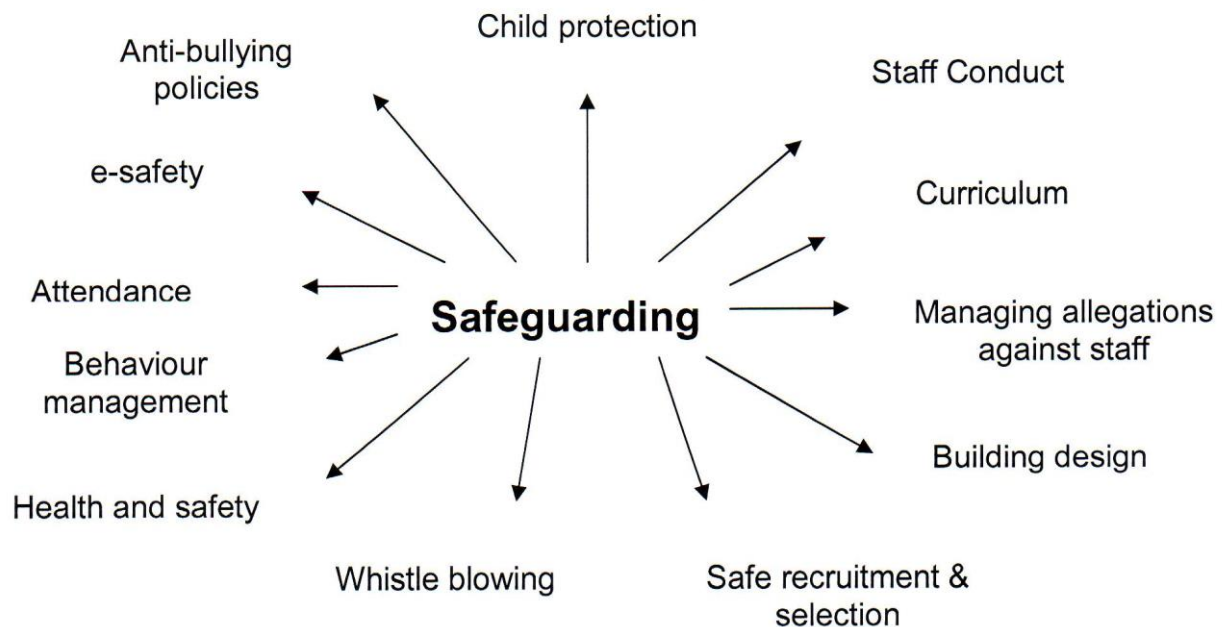
- Identifying a member of the senior leadership team to be the Designated Safeguarding Lead (DSL);
- Identifying an alternate member of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for this role;
- Ensuring that the policies and procedures adopted by the Governing Body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;



- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

### **The Designated Safeguarding Lead (DSL)**

- The Designated Safeguarding Lead(s) will carry out their role in accordance with the responsibilities outlined in Annex B of 'Keeping Children Safe in Education' DfE (2015). The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given or sent via email to the DSL.
- The DSL at St John of Jerusalem CoE Primary School will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.
- The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.
- The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed safeguarding procedures.



## PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

### 1. Safer Recruitment and Selection

The school pays full regard to DfE guidance 'Working Together to Safeguard Children' (March 2015). We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinizing applicants, verifying identity, academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the Children's List and Criminal Records Bureau checks and right to work in England checks.

We have adopted the Hackney Learning Trust recruitment and selection procedure for schools (2008).

In line with statutory changes, underpinned by regulations, the following will apply:

- A DBS Enhanced Disclosure is obtained for **all** new appointments to our school's workforce through our LEA (The Hackney Learning Trust) staffing personnel and payroll, **from October 2009 there has been a requirement for employees to be registered with the Independent Safeguarding Authority**
- This school is committed to keep an up to date single central record detailing a range of checks carried out on our staff
- All new appointments to our school workforce who have lived outside the UK will be

subject to additional checks as appropriate

- Our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- Identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Hackney Learning Trust
- When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy along with the staff code of conduct and told who our Designated Safeguarding Lead (DSL) is. They will also be provided with the recording form, given information on how to complete it and who to pass it to.
- Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Designated Safeguarding Lead (DSL). At induction, all staff will also be provided with a copy of Part One of 'Keeping Children Safe in Education' (2015) and will be expected to read this.
- In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with the London Safeguarding Children Board advice.
- All regular visitors and volunteers to our school will be given a summary of our safeguarding procedures; they will be informed of whom our DSL is and alternate staff members are and what the recording and reporting system is.
- The DSL, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by London Safeguarding Children's Board at least once every three years. In addition to this, the DSL and alternate designated member will attend Designated Safeguarding Lead (DSL) training provided by the Hackney Learning Trust every 2 years.
- Our Governing Body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from LDBS & Hackney CPD services for Schools.
- We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Part One of 'Keeping Children Safe in Education' (2015) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via the London Safeguarding Children Board website. The DSL will also provide regular updates for staff.

Asarena Simon (Headteacher)

René Africa (Deputy Headteacher)

Andrew Wilson (Chair of Governors)

Staff will undertake training from NSPCC Safer Recruitment training; (<http://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/>). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

Basic Awareness online training [www.londonscb.gov.uk](http://www.londonscb.gov.uk) Whole school Basic Awareness Training can be booked via the London Safeguarding Children Board on 0208 356 6082 / 0208 356 4865. All staff (including temporary staff and volunteers) are provided with the school's Child Protection Policy and informed of school's child protection arrangements on induction.

## 2. Safer Working Practice (2009)

Our school will comply with the current Safe Practice guidance to be found in London Safeguarding Procedures at [www.londonscb.gov.uk/procedures](http://www.londonscb.gov.uk/procedures) and safer working practice DCSF guidance (2009).

Safe working practice ensures that pupils are safe and that all staff:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- Work in an open and transparent way;
- work with other colleagues where possible in situations open to question;
- Discuss and/or take advice from school management over any incident which may give rise to concern;
- Record any incidents or decisions made;
- Apply the same professional standards regardless of gender or sexuality;
- Be aware of confidentiality policy;
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### 3. Safeguarding Information for pupils

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. We use P.H.S.E, SEAL and e- Safety awareness materials, core learning skills and outside agencies to help pupils learn how to keep safe.

Our school will ensure that pupils are made aware that information can be found at the following: **NSPCC (0808 800 5000) and Childline 'kidzone'(0800 1111) [help@nspcc.org.uk](mailto:help@nspcc.org.uk), [www.missdorothy.com](http://www.missdorothy.com), Crucial Crew [www.crucial-crew.org](http://www.crucial-crew.org), <http://www.ceop.police.uk/> , the school's children's notice board.**

School's arrangements for consulting with and listening to pupils are *the School Council, Circle Time, One to One support with the learning mentor and the Senior Leadership Team have an open door policy.*

We make pupils aware of these arrangements by talking to them in assemblies, circle time, school council and through the children's notice board and posters displayed around the school.

### 4. Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted by alerting them to the information for parents at The Learning Trust Safeguarding Team, Child protection.

[www.londonscb.gov.uk](http://www.londonscb.gov.uk); [www.nspcc.org.uk](http://www.nspcc.org.uk) ; [www.ceop.gov.uk](http://www.ceop.gov.uk) )

*or Hackney Duty and Assessment Team on 01924 326093,*

**Hackney First Response Team, Children's Social Care**

**Tel: 020 8356 5500, Out of hours: 020 8356 2346 / 2710**

**Fax: 020 8356 5516**

**Email: [csc referrals@hackney.gov.uk.cjism.net](mailto:csc referrals@hackney.gov.uk.cjism.net)**

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

St John of Jerusalem COE Primary School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see 3 Action by Senior Designated Person).

We encourage parents to discuss any concerns they may have with Carly Richards, the Designated Safeguarding Lead or Rene Africa, the Designated Safeguarding Officer.

We make parents aware of our policy through our school prospectus and newsletters, and

parents are made aware that they can view this policy on request or on our school website.

St John of Jerusalem COE Primary School is committed to ensuring the welfare and safety of all children in school. All Hackney Learning Trust schools, including St John of Jerusalem COE Primary School, follow the London Safeguarding Board procedures. Safer Schools Partnership, Hackney Service Centre, 1 Hillman Street, Hackney E8 1DY, and Christopher Addison House, 72 Wilton Way, E81BJ.

tel: 020 8356 4183 web: <http://www.chscb.org.uk/> CAMS.

<https://www.sexeducationforum.org.uk>

The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Hackney Safeguarding Children Procedures and Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's Child Protection Policy is available on request.

## **5. Partnerships with others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the London Safeguarding Board. *(details of relationships the school has for promoting a safe and supportive environment are: LEA, Social Care, Barnardo's, Police, Health, London Borough of Hackney, Childline in Partnership with schools, NSPCC, National Youth Advocacy Service, Surestart, Children's Fund etc.)* There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## **6. Support, Advice and Guidance for Staff**

Staff will be supported by the designated person within the school, LEA and professional associations.

The DSL will be supported by Headteacher, the nominated governor for Child Protection and mentoring arrangement with other designated person within the LEA. Advice is available from Hackney Duty & Assessment Team CP Unit and the Police Child Abuse Investigation Team. The LEA Child Protection Team - Paul Kelly from the Hackney Learning Trust.

## **7. Children Missing from Education**

The school follows Hackney Learning Trust procedures "Children Who May Be Missing/Lost From Education". (Contact Missing Education Team on: 020 8820 7276). Where children on roll at a school do not turn up, and this school has made the usual enquiries they should refer the case to the education Social Work Service in the usual way. If the allocated worker can not locate the child/family they will inform the Children Missing Education team and the school will

be advised by them or the EOW Service at the Hackney Learning Trust that they can take the child off roll (normally after 4 weeks).

## **8. Confidentiality**

The school has regard to the non-statutory guidance "Information Sharing" (March 2015) HM Government - Advice for practitioners providing safeguarding services to children, young people, parents and carers and "Working Together to Safeguard Children"

## **9. Pupil Information**

Our school will endeavor to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The school requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the child is or has been on the Child Protection Register or subject to a care plan
- Name and contact detail of G.P.
- Any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting data protection and safeguarding requirements as outlined in the Hackney Learning Trust procedures and guidelines.

## IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO ARE SUFFERING OR LIKELY TO BE SUFFERING SIGNIFICANT HARM

Teachers and other adults in school are well placed to observe any physical, emotional or behavioral signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

Useful links;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)

keeping children safe in education

[https://www.gov.uk/government/uploads/.../KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/.../KCSIE_July_2015.pdf)

working together to safeguard children march 2015

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect

emphasised that the safety and welfare of children is of paramount

Wherever possible, you should seek consent or be open and honest with the individual (and/or their family, where appropriate

But where there are concerns that a child is suffering, or is likely to suffer significant harm,

What to do if you are worried about a child is being abused march 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

### Definitions

**A child:** As in the Children Act of 1989 and 2004, a child is anyone who has not yet reached his/her 18<sup>th</sup> birthday or in the case of disabled children 25 years.

**Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;

**Development** means physical, intellectual, emotional, social or behavioral development; **Health** includes physical and mental health;

**Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

**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 induces illness in a child.

**Sexual Abuse** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is



aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet and mobile phones). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. 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 serious bullying (including cyber bullying via the internet or mobile phones), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

**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 during 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)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caretakers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. (*Working Together to Safeguard Children, 2015*)

# TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME

All staff follow the London SCB Child Protection Procedures which are consistent with 'Working Together to Safeguard Children 2013' and 'what to do if you are worried a child is being abused'

It is *not* the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

## 1. Staff must immediately report:

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- Any explanation given which appears inconsistent or suspicious
- any behaviors' which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- Any concerns that a child is presenting signs or symptoms of abuse or neglect
- Any significant changes in a child's presentation, including non-attendance
- Any hint or disclosure of abuse from any person
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

## 2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity to ensure that pupils with communication difficulties are enabled to express themselves to a member of staff with appropriate skills. Arrangements will be made to ensure that pupil's comments are dealt with appropriately.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated safeguarding adviser/person and make a contemporaneous record.

## **Principles**

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm
- Try to ensure that the person disclosing does not have to speak to another member of school staff
- Clarify the information
- Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- Try not to show signs of shock, horror or surprise
- Not express feelings or judgments regarding any person alleged to have harmed the child
- Explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- Reassure and support the person as far as possible
- Explain that only those who 'need to know' will be told
- Explain what will happen next and that the person will be involved as appropriate

### **3. Action by the Designated Senior Person (or other senior person in their absence)**

Following any information raising concern, the senior designated person will consider:

- Any urgent medical needs of the child
- *Making an enquiry to find out if the child is subject to a Child Protection Plan by ringing 0208 356 6082/0208 356 4865*
- Discussing the matter with other agencies involved with the family
- Consulting with appropriate persons e.g. Safeguarding Officer and/or Duty & Assessment
- The child's wishes

Then decide:

- Wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- Whether to make a child protection referral to social care/Duty and Assessment because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

***OR***

- Not to make a referral at this stage
- If further monitoring is necessary
- If it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form. All referrals to Duty & Assessment will be followed up in writing within 24 hours.

#### **4. Action following a child protection referral**

The designated senior person or other appropriate member of staff will:

- *Make regular contact with the Social worker involved to stay informed*
- Wherever possible, contribute to the Strategy Discussion
- Provide a report for, attend and contribute to any subsequent Child Protection Conference
- If the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- Where possible, share all reports with parents prior to meetings
- Where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Safeguarding Officer for Learning or the Manager of the Child Protection and Review Unit

- Where a child on the child protection register moves from the school or goes missing, immediately inform the key worker in Social Care/Duty and Assessment

## **5. Recording and monitoring**

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Headteacher and Senior Designated person.

These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection.' If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Education Social Work Service/ Attendance & Pupil Support Service. Original copies will be retained until the child's 25<sup>th</sup> birthday.

## **6. Supporting the Child and Partnership with Parents**

- School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavor always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Nominated Safeguarding Children Adviser will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.
- 'Working Together to Safeguard Children' (2015) states; anyone working with children should see and speak to the child; listen to what they say, take their views seriously, and work with them collaboratively when deciding how to support their needs. A child centred approach is supported by; the Children Act 1989, the Equality Act 2010 and the United Nations Convention on the Rights of the Child.

- Staff must realise the importance of not only listening to the child but also taking action to ensure the child's safety

## **7. Safer Working Practice**

- All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so .
- All staff will be provided with a copy of our school's code of conduct at induction. They will be expected to know our school's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be on occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that have accessed training will be kept by the Headteacher.
- If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and how long. Doors, ideally, should have a clear glass panel in them and be left open.
- Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings' DCSF March 2009. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

### **Allegations regarding person(s) working in or on behalf of school (including volunteers)**

We will take possible steps to safeguard our children and to ensure that the adults in school are safe to work with children. We will always ensure that the procedures outlined in London Safeguarding Children Board Protocol: Allegations Against Persons who Work with Children and Part 4 of 'Keeping Children Safe in Education', DFE (2015) are adhered to and will seek appropriate advice from the Local Authority Designated Officer on 020 8356 5422

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow the LSCB Safeguarding Children Board procedures that can be accessed at [www.londonscb.gov.uk](http://www.londonscb.gov.uk) (click on Information for Professionals, followed by Procedures and Guidance) and find the section entitled "Child Protection in Specific Circumstances" under which you will find

"Allegations Made Against a Person who Works with Children". Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely (refer to section in the London Safeguarding Children Board).

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

## **Initial Action**

- The person who has received an allegation or witnessed an event will immediately inform the headteacher/CP Coordinator and make a record
- In the event that an allegation is made against the headteacher the matter will be reported to the Chair of Governors who will proceed as the 'headteacher'
- The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
- The headteacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The headteacher will consult with the Local Authority Designated Officer (Phil Holmes - see Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care/Duty and Assessment and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The headteacher will inform the Chair of Governors of any allegation.
- If consideration needs to be given to the individuals employment, advice will be sought from HR (see contact sheet)

Advice can be obtained from The Hackney Learning Trust, Unions or nationally via the helpline <http://www.saferinternet.org.uk/helpline> on how to deal with these.

- If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In an event that neither the Headteacher nor the Chair of Governors are contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors.

- The Headteacher or Chair of Governors will seek advice from the Local Authority Designated Officer (LADO) within one working day. No member of staff or the Governing Body will undertake further investigations before receiving advice from LADO.
- Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact the LADO office on 020 8356 5422
- The school has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is any reason to believe the member of staff has committed one of a number of listed offence, and who has been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from LADO.

## **8. Relevant Policies**

To underpin the values and ethos of our school and our intent to ensure that pupils at our school and appropriately safeguarded the following policies are also included under the safeguarding umbrella:

- Staff Code of Conduct
- Behaviour
- Anti-Bullying
- Positive Handling and Managing Behaviour
- Recruitment & Selection
- Whistle-Blowing
- Attendance
- E-Safety
- Health & Safety
- Bullying
- Medical Needs
- First Aid
- SEN
- S.E.N.D
- Child Protection
- Confidentiality
- Staff and Volunteers Acceptable Use Policy

## **9. Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

- 'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children', DfE (2015)
- 'Keeping Children Safe in Education', DfE (2015)
- London Safeguarding Children Board procedures



- London Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children
- Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings, DCSF, March 2009
- 'What to do if you're worried a child is being abused', DfE (March 2015)
- 'Information Sharing: Advice for practitioners', DfE (March 2015)
- 'The Prevent Duty: departmental advice for schools and childcare providers', DfE (2015)

## Appendix 1 - CONTACTS

### Important Contacts in Hackney

#### Nominated Safeguarding Children Adviser

- Name: Carly Richards

#### Deputy Nominated Safeguarding Children Adviser

- Name: Rene Africa

#### Named Senior Member of Staff for Allegations

- Name: Asarena Simon

#### Children's Social Care Services

- Access & Assessment: 020 8356 5500

#### Local Authority Designated Officer (L.A.D.O.)

- 020 8356 5422

#### NSPCC

- 24-hour Helpline: 0808 800 5000

#### Ofsted

- 08456 404 040

#### The Learning Trust

- Vulnerable Pupils Team: 020 8820 7276

#### Independent Safeguarding Authority (I.S.A.)

- [scheme.info@homeoffice.gsi.gov.uk](mailto:scheme.info@homeoffice.gsi.gov.uk)

#### Hackney & City Local Safeguarding Children Board

- 0208 356 6082 / 0208 356 4865

#### Child Abuse Investigation Team (CAIT) @ Police

- 020 8217 6552

Appendix 2

**Referral Form to Social Services - Personal Details (Page 1)**

Surname:		First Name:	Title:
Preferred Name/Mode of Address:			
D.O.B.:		M/F/Unborn	
<u>Permanent Address</u>		<u>Temporary Address</u>	
Tel:		Tel:	
School attended:		Name of School Contact:	
First Language:		Interpreter Required?	
Ethnic Origin:		Religion:	
If Refugee/Asylum Seeker:			
iNationality:		Status:	
Any Risk to Professionals?			
Does the Child have any Special Needs?			
<u>G.P. (Inc. Telephone Number)</u>			

**FAMILY/OTHER MEMBERS OF THE HOUSEHOLD**

Name	Address/Telephone	Age/DOB	Relationship	Parental Responsibility

**OTHER PROFESSIONALS INVOLVED**

Name	Address & Telephone Number	Role

**Referral Form to Social Services - Personal Details (Page 2)**

Surname:	First Name(s):
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Subject aware of Referral	Responsible Adult aware
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Referred By:
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Designation:	Date & Time:
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Address:
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Telephone Number:
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<u>Reason for Referral:</u>
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<u>Current Issues:</u>
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(Continue on separate sheet if necessary)

## Appendix 3 - References

### Websites

London Safeguarding Children Board [www.londonscb.gov.uk](http://www.londonscb.gov.uk)  
(Safeguarding Procedures and Training)

Children Missing from Education [maggie.featherstone@kirklees.gov.uk](mailto:maggie.featherstone@kirklees.gov.uk)

**Keeping Children Safe** [www.ceop.gov.uk](http://www.ceop.gov.uk)  
KS2/3 [www.missdorothy.com](http://www.missdorothy.com)  
Bullying & child abuse [www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

Domestic Violence [www.thehideout.co.uk](http://www.thehideout.co.uk)  
Internet Safety [www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)  
[www.childnet-int.org](http://www.childnet-int.org)  
KS2/3 [www.kidsmart.org.uk](http://www.kidsmart.org.uk)  
Jenny's story [www.childnet-int.org/jenny](http://www.childnet-int.org/jenny)  
Forced Marriage [www.fco.gov.uk/forcedmarriage](http://www.fco.gov.uk/forcedmarriage)

The Female Genital Mutilation Helpline [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)  
0800 028 3550

Safe Practice in Physical Education in Schools and School Sport 2008  
<http://www.afpe.org.uk/membership-services/health-a-safety/safe-practice>

### Documents

#### Guidance documents

DfE (DCSF) Documents [www.dfe.gov.uk/childprotection](http://www.dfe.gov.uk/childprotection)

Safeguarding Children and Safer Recruitment in Education (DfE 2015)

Working Together to Safeguard Children (DfE 2015)

What to do if you're worried a child is being abused (DfE 2005)

### **School Documents**

Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings (March 2009)

## **Training Materials**

Online Basic Awareness Training  
Whole School Safeguarding Training  
Safe Recruitment Training

The Hackney Learning Trust  
The Hackney Learning Trust  
[www.ncsl.org.uk](http://www.ncsl.org.uk) for the online course

### **Hackney & City**

#### **Child protection Referrals**

##### **Hackney First Response Team, Children's Social Care**

Tel: 020 8356 5500

Out of hours: 020 8356 2346 / 2710

Fax: 020 8356 5516

Email: [csc referrals@hackney.gov.uk.cj sm.net](mailto:csc referrals@hackney.gov.uk.cj sm.net)

##### **City of London Children's Services Team**

Telephone: 020 7332 1224

Fax: 020 8356 4734

Email: [social.services@cityoflondon.gov.uk](mailto:social.services@cityoflondon.gov.uk)

#### **Hackney & City Local Safeguarding Children Board**

##### **Children and Young People's Service**

Hackney Service Centre, 1 Hillman Street, Hackney E8 1DY

tel: 020 8356 4183

web: <http://www.chscb.org.uk/>

**LSCB Independent Chair:** Jim Gamble, [jimgamble@inege.com](mailto:jimgamble@inege.com)

**Head of Safeguarding:** Sarah Wright, [sarah.wright@hackney.gov.uk](mailto:sarah.wright@hackney.gov.uk)

**Professional Advisor to LSCB:** Sophie Humphreys, [sophie.humphreys@hackney.gov.uk](mailto:sophie.humphreys@hackney.gov.uk)

**Interim Board Manager:** Christine Christie, [christine.christie@hackney.gov.uk](mailto:christine.christie@hackney.gov.uk)

**Business and Performance Manager:** Sandra Reid, [sandra.reid@hackney.gov.uk](mailto:sandra.reid@hackney.gov.uk)

**Child Death Overview Panel Co-ordinator:** Kerry Littleford, [kerry.littleford@hackney.gov.uk](mailto:kerry.littleford@hackney.gov.uk)

**Safeguarding Training Co-ordinator(CHSCB):** Muna Rahman, [muna.rahman@hackney.gov.uk](mailto:muna.rahman@hackney.gov.uk)

[www.chscb.org.uk](http://www.chscb.org.uk)

Telephone-0208 356 4826 fax-0208 356 4734

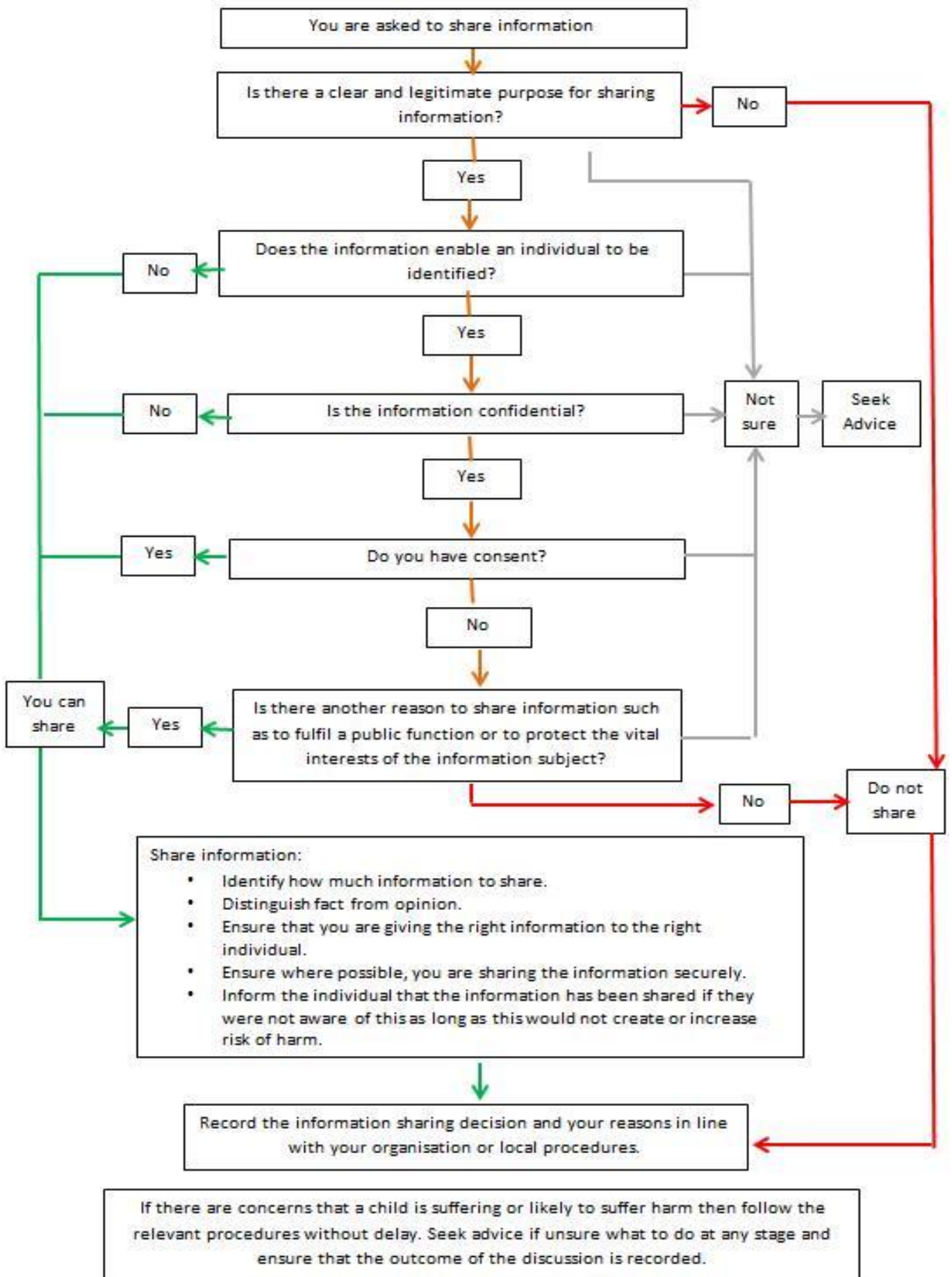
##### **Community Partnership Advisor, Leethen**

Bartholomew, [leethen.bartholomew@hackney.gov.uk](mailto:leethen.bartholomew@hackney.gov.uk)

**LSCB Coordinator:** Andrew Merkley, [andrew.merkley@hackney.gov.uk](mailto:andrew.merkley@hackney.gov.uk)

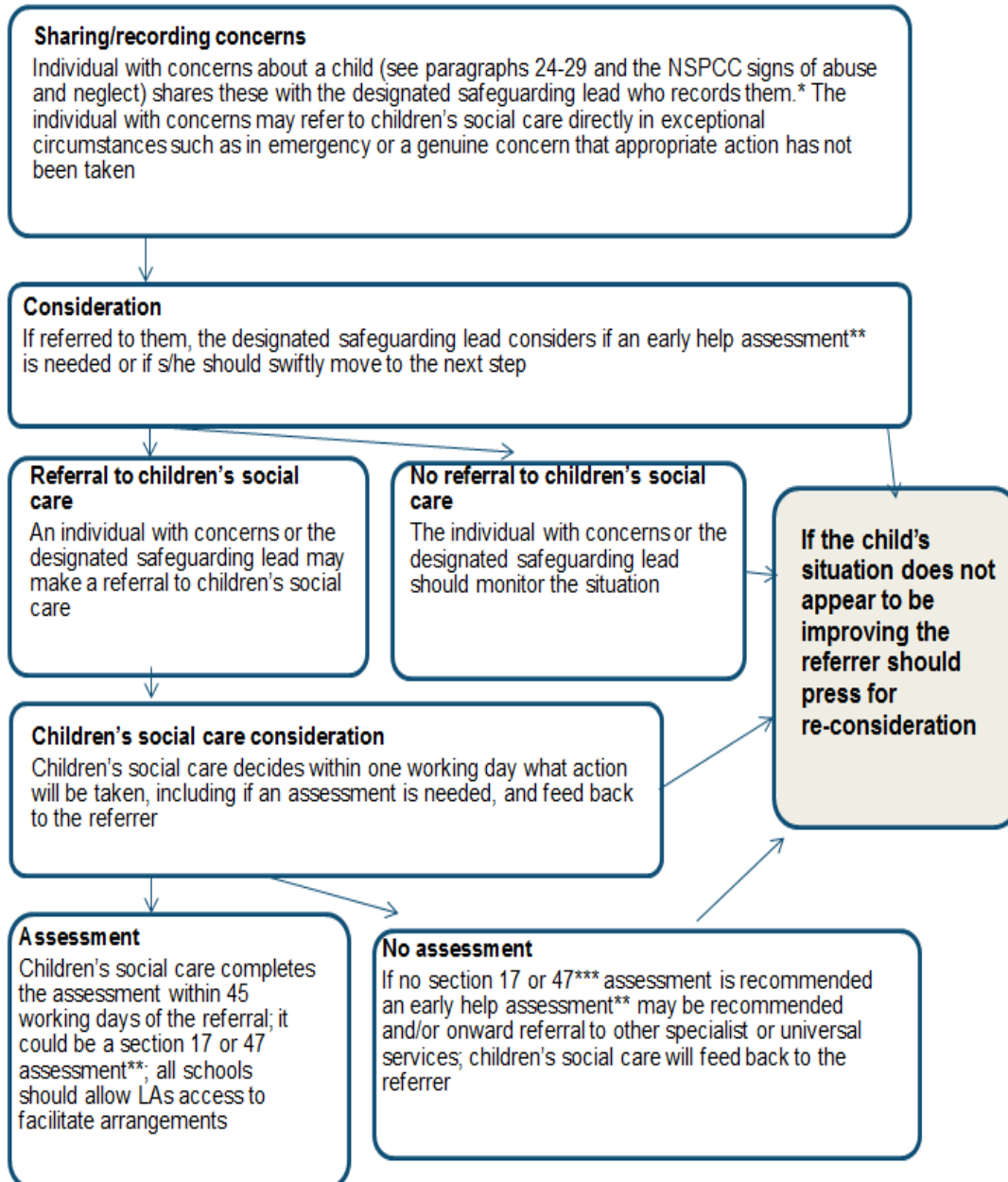
Contact Paul Kelly, Interim Head of Wellbeing and Education Safeguarding on 020 8820 7325

## Appendix 4 - Keeping Children safe diagram

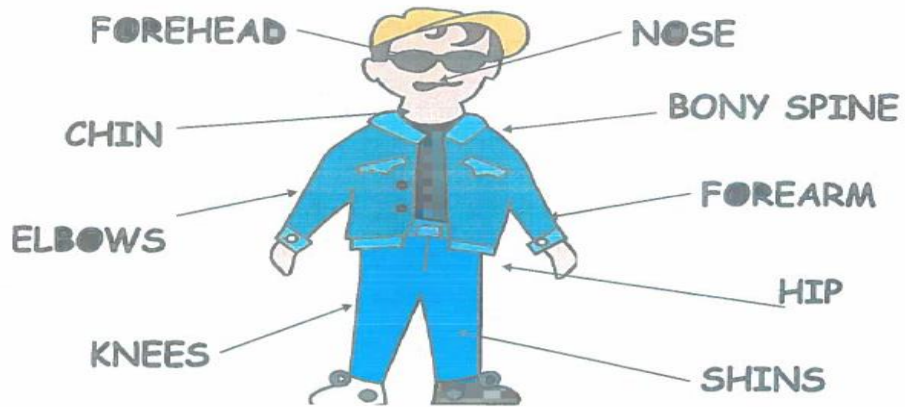




## Appendix 5



### Common Sites For Accidental Injury



# Common sites for physical injury

