



Alverthorpe St Paul's CE (VA) School 3-11 yrs

Safeguarding & Child Protection Policy

September 2018



This policy **must** be read in conjunction with our 'Safeguarding & Child Protection Guidance Document'





Safeguarding and Child Protection Policy

Rational

As a Church of England school we aim to promote a Christian Character through serving our community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith, and promote Christian values through the experiences we offer to all our pupils.

Through this Safeguarding Policy, St Paul's fully recognises the contribution it can make in protecting, supporting and promoting the welfare of children in the school. The Governing Body and staff team is committed to ensuring that children are safe, that safeguarding and child protection practice is effective and that procedures are followed. The School staff will make every attempt possible to ensure that children are safe from abuse or harm during their time at the School and will be vigilant in their observations of children who may be exhibiting signs or symptoms of harm.

Aims

- To promote a positive ethos in the school which reflects Christian principles and values and which is conducive to learning.
- To provide an atmosphere of trust and respect where each child feels safe and is able to fulfil his/her potential.
- To provide a safe, supportive and pleasant environment both for children and adults, where all members of our school community are valued and where bullying and other forms of abuse are always unacceptable.
- To achieve the highest possible standards in all areas.

Main policy link

This policy **must** be read in conjunction with the '[Safeguarding & Child Protection Guidance Document](#)' which contains more detailed information and guidance.

Links to other policies;

This policy should be read in conjunction with the following policies:

- Physical intervention and the use of reasonable force
- Behaviour and discipline
- Personal and intimate care
- Complaints procedure
- Anti-bullying
- Whistleblowing
- SEN
- Safer recruitment
- Managing allegations
- Grievance and disciplinary

Reviewed by:

Headteacher & Designated Safeguarding Lead: **Mr Lee Swift**

Deputy Designated Safeguarding Leads: **Mrs Charlotte Somerville and Mrs Sarah Wood**

Named Governor: **Mrs Pam Denton**





Policy statement and principals

This policy is one of a series in the school's integrated safeguarding portfolio. [e.g staff code of conduct, safe recruitment, whistle blowing, allegations against staff, single central register, bullying, e-safety, IT acceptable use, PSHE healthy relationships, intimate care, risk assessments for educational visits etc)

The school's safeguarding arrangements are inspected by Ofsted under the judgements for personal development, behaviour and welfare and leadership and management.

Our core safeguarding principles are:

- the school's responsibility to safeguard and promote the welfare of children is of paramount importance
- safer children make more successful learners
- policies will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review.
- the school will work with other agencies and share information appropriately to ensure the safety and wellbeing of our students.

Child protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in this policy apply to all staff and governors and are consistent with those of the Wakefield District Safeguarding Children Board/ West Yorkshire Procedures.

Policy principles

- Welfare of the child is paramount
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- There is a culture of transparency, openness and, if needed, challenge with regards to maintaining high standards in Safeguarding.
- Pupils and staff involved in child protection issues will receive appropriate support

Policy aims

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice
- To demonstrate the school's commitment with regard to child protection to pupils, parents and other partners
- To contribute to the school's safeguarding portfolio

The procedures contained in this policy apply to all staff and governors and are consistent with those of the;

Wakefield District Safeguarding Children Board WDSCB/ West Yorkshire Consortium Procedures.

<http://westyorkscb.proceduresonline.com/index.htm>

We will engage locally with Safeguarding partners/WDSCB and will take part in training, the annual Safeguarding audit and the All Saints partnership forum.

Equality Act 2010 <https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>





Research suggests that between 6-19% of school aged children will suffer severe maltreatment, and disabled children are three times more likely to be abused. Due to their day-to-day contact with pupils, school staff are uniquely placed to observe changes in children's behaviour and the outward signs of abuse. Children may also turn to a trusted adult in school when they are in distress or at risk. It is vital that school staff are alert to the signs of abuse, both inside and outside the school and understand the procedures for reporting their concerns. The school will act on identified concerns and provide early help, or support others to do so, to prevent concerns from escalating.

Terminology

Child/Children include everyone under the age of 18.

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. It can also include issues such as health and safety, use of reasonable force, meeting the needs of pupils with medical conditions, providing first aid, educational visits, intimate care and emotional well-being, online safety and associated issues and security – taking into account local context.

Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Early Help providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. It is about providing support quickly whenever difficulties emerge to reduce the impact of problems.

CAF – Common Assessment Framework an early help inter-agency assessment. It offers a basis for early identification of children's additional needs, the sharing of this information between organisations and the coordination of service provision. Early help assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The findings from the Common Assessment may give rise to concerns about the child's safety and welfare. In these circumstances, it should be used to support a Referral to Children's Social Care: however undertaking a CAF is not a pre-requisite for making a referral.

Staff refers to all those working for or on behalf of the school, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

Parent refers to birth parents and other adults who are in a parenting/carer role, for example step-parents, foster carers and adoptive parents.

LADO – Local Authority Designated Officer – a post in the local authority, to coordinate and manage allegations against staff.

Social Care Direct – Wakefield's children social care/Family services.

LCSB – Local Safeguarding Children Board – strategically oversee and scrutinise safeguarding in the district..

WDSCB - Wakefield District Safeguarding Children Board -strategically oversee and scrutinise safeguarding in the district.

Safeguarding Partners – Health, Police and Local Authority.

Signs Of Safety – an approach to family intervention work in Wakefield district, used across the Continuum of Need.

Continuum of Need – outlines the different levels of support for children and families in Wakefield District.

DSL - Designated Safeguarding Lead. School will have a safeguarding team.

FIM – Future in Mind. Program to help in promoting, protecting and improving our children and young people's mental health and wellbeing.

MARF - Multi Agency Referral Form used in Wakefield district.

MASH – Multi Agency Safeguarding Hub who gather information following a referral to Social Care Direct.





Safeguarding legislation and guidance

Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.

The Teacher Standards 2012 state that teachers, including Headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

Statutory Guidance

Working Together to Safeguard Children

Working Together to Safeguard Children (updated in March 2015) covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of children. It also provides the framework for Local Safeguarding Children Boards (LSCB's) to monitor the effectiveness of local services, including safeguarding arrangements in schools.

Keeping Children Safe in Education (Updated 2018)

Keeping Children Safe in Education (in effect from September 2018) is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) (England) Regulations 2010 (as amended by SI 2012/2962) and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children. Unless otherwise stated, 'school' in this guidance means all schools, whether maintained, non-maintained or independent, including academies and free schools, alternative provision academies and pupil referral units.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

All staff should read Part One of this guidance and sign to say that they have done so. Staff are emailed this every September, along with other key documentation, as well as when the document is updated. There is also a copy kept in the school office and on the Safeguarding noticeboard.

Counter Terrorism and Security Act 2015

Section 26 applies to school and other providers.

To have due regard to the need to prevent people being drawn into terrorism

Prevent Duty Guidance – England and Wales

Covers the duty of schools and other providers in section 29 Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people being drawn into terrorism.

<https://www.gov.uk/government/publications/prevent-duty-guidance>

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

Serious Crime Act

Includes the mandatory reporting of FGM





Roles and responsibilities

Key personnel

The designated safeguarding lead (DSL) for child protection is Lee Swift (Headteacher)

Contact details: email: admin@alverthorpestpauls.co.uk tel: 01924 290125

The deputy DSLs are Charlotte Somerville (Deputy Headteacher) and Sarah Wood (SENCO)

Contact details: email: admin@alverthorpestpauls.co.uk tel: 01924 290125

The nominated child protection governor is Pam Denton

Contact details: email: admin@alverthorpestpauls.co.uk tel: 01924 290125

All staff have a responsibility for Safeguarding no matter what their role. These are outlined clearly in Part One of Keeping Children Safe in Education 2018

The school will ensure there is a member of the senior leadership team in the safeguarding team and that appropriate cover is provided if they are unavailable. The DSL and Deputy DSLs complete designated teacher child protection training at least every two years. Copies of their certificates are kept in school. All the safeguarding team will be trained to the same standard as the designated safeguarding lead and the role will be explicit in their job descriptions.

DSL responsibilities:

Manage referrals

The designated safeguarding lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

Work with others

- As required, liaise with the "case manager" (as per Part four) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Undertake training

The Designated Safeguarding Lead (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. This training is at least annual via DSL forums, DSL training or the All Saints Safeguarding Network meetings. The Designated Safeguarding Lead will undertake Prevent awareness training.





In addition to the formal training set out above, their knowledge and skills will be refreshed (this might be via e-bulletins, meeting other Designated Safeguarding Leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Obtain access to resources and attend any relevant or refresher training courses; and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

- The Designated Safeguarding Lead will ensure the school's child protection policies are known, understood and used appropriately;
- Ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child Protection File

- Where children leave the school ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained. In addition to the file, the safeguarding lead will also consider if it would be appropriate to share any additional information with the new school.

Availability

- During term time the Designated Safeguarding Lead (or a deputy) will always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns.

The Deputy DSL(s) is appropriately trained and, in the absence of the Designated Lead, carries out those functions necessary to ensure the ongoing safety and protection of pupils. In the event of the long-term absence of the Designated Lead, the Deputy will assume all of the functions above.

The Governing Body ensures that the school:

- Creates a culture where the welfare of students is paramount and staff feel confident to challenge over any concerns.
- Complies with their duties under legislation - including the Prevent Duty 2015.
- Contributes to interagency working and plans.
- Takes into account WDSCB procedures.
- Has a nominated governor (usually the chair) who liaises with the Designated Officer in the event of an allegation being made against the Headteacher.





- Has an effective safeguarding policy (updated annually and on website) as well as staff behaviour policy and both are provided to and followed by all staff in a timely manner.
- Has an appropriate response to children who go missing from education and inform and report to the Local Authority when required.
- Appoints a DSL who is a member of the senior leadership team, trained every 2 years, and that the responsibilities are explicit in the role holder's job description. The DSL should be given time, funding and training to support this. There should always be cover for this role.
- Has considered how children are taught about safeguarding – PSHE/SRE.
- Has evidence of the child voice and that there are systems in place for feedback and pupils views.
- Appoints a designated Looked After Children LAC teacher and ensures appropriate training. Ensure staff have awareness of this group and their needs including contact arrangements.
- Have procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headteacher and allegations against other children. Procedures are in place for referral to the DBS disclosure and barring service.
- Has safer recruitment procedures that include statutory checks on staff suitability to work with children and ensures recording of this. Ensures volunteers are appropriately supervised. Ensures at least one person on appointment panel is safer recruitment trained.
- Develops a training strategy that ensures all staff, including site staff and the Headteacher, receive information about the school's safeguarding arrangements on induction and appropriate child protection training, which is regularly updated in line with any requirements of the LSCB.
- Ensure appropriate online filter and monitoring systems are in place and ensure online safety is included in lessons.

The Headteacher:

- Ensures that the child protection policy and code of conduct are implemented and followed by all staff
- Allocates sufficient time, training, support and resources, including cover arrangements when necessary, to enable the DSL and Deputies to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings
- Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures
- Ensures that pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online
- Liaises with the Designated Officer/LADO where an allegation is made against a member of staff
- Ensures that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service.
- Ensures induction and training of all staff.

Guidance Document

A Safeguarding & Child Protection Guidance document exists for staff and is read and agreed by all concerned. It is updated at least annually.

PLEASE NOW ENSURE THAT YOU READ OUR 'SAFEGUARDING & CHILD PROTECTION GUIDANCE DOCUMENT' WHICH CONTAINS MORE DETAILED AND SPECIFIC INFORMATION

