



## **CHILD SAFEGUARDING POLICY AND PROCEDURES (reviewed September 2019)** **\*\* in conjunction with ODST Safeguarding & Child Protection policy**

### **Policy Statement**

St Luke's Church of England School is committed the welfare and safety of all its pupils and provides a 'safe, secure and happy' environment that promotes social, physical and moral development of the individual child.

The school follows the procedures outlined in the Berkshire Local Safeguarding Board (BLSB) easily accessed online (<http://proceduresonline.com/berks>)

### **Statutory framework:**

The children's act 1989 provides the legal framework. Schools are expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse - these procedures should also cover circumstances in which a member of staff is accused of, or suspected of abuse.

The updated "Keeping Children Safe in Education" September 2016 clarifies procedures for all staff and schools; it refers to:

- Safeguarding information for all
- The management and setting a culture of safeguarding
- Safer Recruitment
- Allegations of abuse made against pupils, teachers and other staff

In addition to this "Working together to safeguard children 2013" sets out 4 broad categories to determine whether a child protection plan is required: Physical abuse, emotional abuse, sexual abuse and neglect.

DfEE Circular 10/95 (Protecting Children from Abuse: The role of the education service) places the following responsibilities on all schools.

- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.
- A Designated Teacher and Deputy should have responsibility for co-ordinating action within the school and liaising with other agencies.
- Staff with designated responsibility for Child Protection should receive appropriate training.
- Schools should be aware of and follow the procedures established by the Local Authority



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- Schools should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff or pupil is accused of abuse, or suspected of abuse.

St Luke's school will update parents of the policy and procedures relating to child protection and safeguarding through the school's prospectus and website.

### **The Designated Teacher:**

The Designated Teacher for Child Protection is the **Headteacher, Amanda Butler.**

The Deputy Designated Teachers are the **Deputy Headteacher, Claire Spankie and Rachel Richards**

The **Safeguarding Governor** is **Rev Sally Lynch.**

Their role is to:

- Ensure that the Berkshire Local Safeguarding Children Board procedures are followed in the school.
- Ensure that all staff are aware of these procedures.
- Ensure that appropriate training and support is provided to all staff.
- Develop effective working relationships with other agencies and services.
- Decide whether to take further action about specific concerns (e.g. referral to social care – early help or further).
- Liaise with Social Care teams over suspected cases of child abuse.
- Ensure that accurate records relating to individual children are kept in a secure place and marked 'Strictly Confidential'.
- Submit reports to, and attend Child Protection Conferences.
- Ensure that the school effectively monitors children who have been identified as 'at risk'.
- Provide guidance to parents, children and staff about obtaining suitable support.
- Attend training to keep up to date with protocol
- Ensure provision and training is made for safer internet practice education for pupils and parents

### **School Procedures:**

If any member of staff is concerned about a child he or she must inform the designated person for child protection.

- Information regarding the concerns must be recorded by the member of staff on the same day using the school's concerns form. The recording must be a clear, precise, factual account of the observations or what has been disclosed by the

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child. (Please pass confidential forms to DSP).

- The designated person will decide whether the concerns should be referred to the social care team.
- Particular attention will be paid to the attendance and development of any child who has been identified at risk.
- If a pupil who is known to be at risk changes school, the Headteacher will contact the social worker responsible for the case and the new school. The appropriate records will be transferred to the receiving school.

### **When to be concerned:**

Staff should be concerned about a pupil if he or she:

- Has an injury, which is not typical of the bumps and scrapes normally associated with children's injuries.
- Has unexplained injuries with no adequate explanation.
- Frequently has an injury (even when apparently reasonable explanations are given).
- Confused or conflicting explanations are given on how injuries were sustained.
- Exhibits significant changes in behaviour, performance or attitude.
- Indulges in sexual behaviour, which is usually explicit and/or inappropriate to his or her age.
- Discloses an experience in which he or she may have been significantly harmed.
- Is reluctant to get changed in front of others when getting ready for P.E.
- Is not developing physically as they should be
- If another pupil seems to be holding 'power' over them
- Is discussing age inappropriate items seen on the internet

This list is not exhaustive.

### **Grooming and Sexual Exploitation**

Staff should also be concerned and advise the Designated person if they suspect that a child is being groomed. Please see definition by the NSPCC.

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female. They could be any age.

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Many children and young people don't understand that they have been groomed, or that what has happened is abuse. (<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/>)

### **Female Genital Mutilation (FGM)**

The statutory guidance 'Keeping Children Safe in Education', asks schools to ensure that they raise awareness of Female Genital Mutilation (FGM). Staff should be aware of FGM alongside different types of abuse and neglect.

Female Genital Mutilation occurs mainly in Africa and to a lesser extent, in the Middle East and Asia. Although it is believed by many to be a religious issue, it is a cultural practice. There are no health benefits.

\* Further guidance can be found at <https://www.gov.uk/government/publications/female-genital-mutilation-guidelines> and <http://www.safeguardingschools.co.uk/fgm/>

### **Anti-terror in Schools**

Terrorism is a real and serious threat to us all and we have seen that terrorists can strike at any time and any place without warning. We need the support and confidence of communities to improve a two way flow of information in order to identify those most vulnerable and in need of support and interventions. The school has an active Prevent development plan, co-ordinator and governor.

The school's priority is to keep children safe, by working together with key partner agencies and all our communities to tackle any extremism and radicalisation. See link more details:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/425189/Channel\\_Duty\\_Guidance\\_April\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf)

If a child or family is suspected of being involved with extremism, then the referral process is:

School to contact the Thames Valley Police – South East Counter Terrorism Unit (SECTU) by emailing [preventreferrals@thamesvalley.pnn.police.uk](mailto:preventreferrals@thamesvalley.pnn.police.uk)

Any enquiries should be addressed to Jeffrey Singleton, Prevent Officer for Thames Valley Police

Telephone: 01494 686051 or Mobile: 07980905203

E-mail: [jeffrey.singleton@thamesvalley.pnn.police.uk](mailto:jeffrey.singleton@thamesvalley.pnn.police.uk)

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It must also be logged as a child protection case and social services should be made aware.

### **Dealing with a Disclosure:**

If a pupil discloses that he or she has been abused in some way, the member of staff should:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child but not make promises, which it might not be possible to keep.
- Not promise confidentiality - it might be necessary to refer to Social Care.
- Reassure him or her that what has happened is not his or her fault.
- Stress that it was the right thing to tell.
- Listen, rather than ask direct questions.
- Not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told.
- Record on a Safeguarding proforma.

### **Record Keeping**

When a pupil has made a disclosure the member of staff should:

- Make brief notes as soon as possible after the conversation.
- Not destroy the original notes in case they are needed in a Court case.
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child. They must sign the form too.
- Draw a diagram to indicate the position of any bruising or other injury (this may be done by the designated person after any necessary further questioning)
- Record statements and observations rather than interpretations or assumptions.
- Complete School's concern form and pass on to designated person immediately.
- All meetings to be attended
- Records are also kept on any domestic abuse cases passed on to the designated person via the school. Any necessary support for the pupil and sometimes family is offered.

### **Parental Consultation**

Where possible, concerns should be discussed with the family (by the Headteacher/designated person) and agreement sought for a referral to Social Care (early help or otherwise) unless this places the child at risk of significant harm. Where a parent refuses permission the ultimate decision will be made by the Headteacher. In extreme cases parents do not have to be informed before referral.

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### **Support**

Dealing with a disclosure from a child, and a Child Protection case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the headteacher.

### **Allegations involving school staff**

If a child, parent, makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Head Teacher.

Any member of staff who has reason to suspect that a pupil may have been abused by another member of staff, either at school or elsewhere, must immediately inform the Head Teacher. He or she should also make a record of the concerns including a note of anyone else who witnessed the incident or allegation. (If the concerns are about the Head Teacher, the Head of Education Welfare Service must be contacted – 01628 683173.).

If the Head Teacher decides that the allegation warrants further action through Child Protection Procedures he/she must make a referral direct to the Social Care team. If the allegation constitutes a serious criminal offence it will be necessary to contact Social Care before informing the member of staff. The Headteacher will seek guidance from the LADO if required.

**LADO Contact Details: 01628 683234**

**NSPCC Helpline: 0808 800 5000**

If it is decided that it is not necessary to refer to Social Care the Head Teacher will consider whether there needs to be an internal investigation.

For further information see:

Berkshire Local Safeguarding Children Boards : Child Protection Handbook

**Confidentiality:** DfEE circular 10/95

The above circular advises that all staff in the school both teaching and non-teaching staff, have a 'responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Social Services and the Police).

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If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's sake. Within that context, the child should however, be assured that the matter will be disclosed only to people who need to know about it. Staff who receive information about children and their families in the course of their work should share that information only within appropriate, professional contexts.

### **Safeguarding and security**

All designated staff to ensure that the school premises are secure and that safeguarding procedures are paramount and understood by all staff. Access into school has been reviewed and changes made to reduce entry points onto school site and into school building (January 2013) .

The main school entrance on Cookham Road is now the only entry point for pupils, parents and carers. Staff, RBWM staff, educational visitors and contractors etc. may gain access through security gates in the car park. All visitors must be signed in at the main office and wear a badge denoting that they have permission to be onsite.

**Child Protection records should be kept securely locked and remains confidential.**

**Safer Recruitment (ODST)** – please refer to separate policy

**Whistleblowing Policy** – please see separate policy.

**Staff Code of Conduct** – please refer to Staff Induction and Staff Training

**Child Protection and Safeguarding Policy (ODST) Sept 2019-** please refer to separate policy.

**ICT Policy Internet/E-safety** - please refer to our Internet/E-Safety section.

**Children Missing Education** – please refer to Attendance Policy

Please see **Inclusion and Challenge Policy** and **Behaviour Policy** for details on SEND and also restraint.

All staff members, including regular volunteers and students, undertake an induction which outlines the importance and centrality of safeguarding and the ethos St. Luke's expects all adults in the school to follow. During this induction, 'Keeping children Safe in

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Education' (part 1) and a quiz for understanding, the school behaviour policy and the safeguarding policy are given and discussed. Also other important safe guarding issues are highlighted such as our social media policy (see separate policy) and fire safety regulations. Adults are asked to sign to say that they will follow the school's expectations and that they have received such documents.

Safeguarding is always the opening item on the agenda of the fortnightly staff meetings and a standing item in governor's meetings. All staff also undergo basic safeguarding training annually. A record of which is kept up to date alongside the single central record.

**Visitors in School (this includes contractors and deliveries)**

All visitors sign in via reception and receive a visitors' badge to identify they have completed this process

- No visitor to be left unattended without current and checked DBS. DBS numbers to be recorded of visitors.
- Contractors to be DBS checked where possible
- Visitors to produce identification as necessary

Signed by the Chair of Governors.....R Jones.....

On: 1<sup>st</sup> October 2019.....

Review date: October 2020.....

Amanda Butler, September 2019