

# Safeguarding & Child Protection Policy

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SLATED ROW SCHOOL

Headteacher: Mr J Budd

SLATED ROW SCHOOL | Old Wolverton Road, Wolverton, Milton Keynes MK12 5NJ





<b>Written</b>	Adapted from the Milton Keynes Council Child Protection Policy Version 2 JH 10/11/14	November 2014
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<b>Reviewed</b>	Annual	July 2017
<b>Amended</b>	Dorrie Mutch – further training information; and induction procedures.	February 2018
<b>Reviewed</b>	Annual	July 2019



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## 1. KEY CONTACTS in school/setting

**Name of School/Setting:**

Slated Row School

**Headteacher:**

Name: Jonathan Budd  
Contact details: 01908 316017

**Senior Designated Safeguarding Lead:**

Name: Dorrie Mutch  
Contact details: 01908 316017  
dmutch@slatedrow.co.uk

**Deputy Designated Safeguarding Lead:**

Name: Zoe Baines  
Contact details: 01908 316017  
zbaines@slatedrow.co.uk

**Members of Safeguarding team:**

Name: Dorrie Mutch  
Name: Zoe Baines  
Name: Jonny Austin  
Contact details: 01908 316017

**Designated e-safety Lead:**

Name: Dorrie Mutch and Keely Judd  
Contact details: 01908 316017

**Chair of governing body:**

Name: Gillian Clarke  
Contact details: 01908 316017

**Designated Governor for Safeguarding:**

Name: Gillian Clarke  
Contact details: 01908 316017

**Designated Governor for Safer Recruitment:**

Name: Beverley Sabey  
Contact details: 01908 316017



## 1. SAFEGUARDING STATEMENT

Safeguarding is everybody's business. Slated Row School is committed to ensuring that all our children and young people are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of, and implement, safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of, harm.

**In any case where an adult is concerned that a child is, or may be, at risk of significant harm, they must make a referral directly to Milton Keynes Council Multi-Agency Safeguarding Hub (MASH) – see contact details at the end of this document.**

**If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.**

This policy applies to all adults, including volunteers, working in or on behalf of Slated Row School.

### General Principles

**Safeguarding and the welfare of children is the responsibility of all school staff.**

We will ensure there are appropriate systems in place for seeking and taking into account the child's wishes and feelings when making decisions, taking action and deciding what services to provide to protect individual children.

In line with the Education Act 2002, we will ensure that arrangements are in place to safeguard and promote the welfare of children and young people by:

- Establishing a safe environment in which children can learn and develop, where they feel secure and are encouraged to talk and are listened to
- Providing children and young people with opportunities to discuss issues and report problems affecting their safety and welfare.
- Safeguarding their welfare, particularly those children and young people who are most disadvantaged.
- Including opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Ensuring safe recruitment practices.
- Ensuring robust procedures for recognition and referral, where there are welfare or child protection concerns.
- Raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns and keep children safe.
- Monitoring and supporting children and young people who are in care or subject to child protection plans and contributing to the implementation of their plan.
- Promoting partnership working with parents and professionals.



## 2. DEFINITIONS

**Safeguarding** is protecting children from maltreatment; preventing the impairment of health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. (*Working Together to Safeguard Children 2013*).

**Child protection** is a part of safeguarding and promoting welfare. This refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm (*Working Together to Safeguard Children 2013*).

## 3. LEGISLATION AND GUIDANCE: Links to relevant school policies

### Statutory Guidance

Slated Row School adopts the key statutory guidance *Keeping Children Safe in Education* published by the Department for Education in **September 2016**: '[Keeping children safe in education](http://www.gov.uk)' ( [www.gov.uk](http://www.gov.uk)) and any subsequently published supplementary advice, including *Childcare disqualification requirements – supplementary advice* (published October 2014), which outlines the requirements placed on schools by childcare legislation:

[Keeping children safe in education childcare disqualification requirements-supplementary\\_advice.pdf](#)

*Keeping Children Safe in Education* guidance incorporates:

- What school staff should know and do
- The role of the school
- The role of school staff
- What school staff need to know
- What school staff should look out for
- What school staff should do if they have concerns about a child
- Types of abuse and neglect
- Specific safeguarding issues
- Managing allegations and concerns about teachers and other staff
- Further information on child sexual exploitation (CSE) and female genital mutilation (FGM)

**All staff** should, as a minimum, read the separate 8 page document *Keeping Children Safe in Education: Information for All School and College Staff* (which reproduces Part One of the main guidance). Staff are then expected to complete the school questionnaire as part of their induction.



All organisations who work with children and young people are bound by the overarching statutory inter-agency guidance ***Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (DfE March 2013)***:

[Working together to safeguard children - Publications - GOV.UK](#)

Slated Row School notes the guidance on standards and expectations for safeguarding children published by Ofsted and aims to achieve these.

This includes ***Inspecting safeguarding in maintained schools and academies July 2014*** and the inspection evaluation schedule, as set out in the ***school inspection handbook 2014***.

### **Local Child Protection Procedures**

Slated Row School is aware of, and compliant with, multi-agency child protection procedures that have been agreed locally through Milton Keynes Safeguarding Children Board (MKSCB) and which are based on statutory guidance *Working Together 2015*.

[Milton Keynes Safeguarding Children Board procedures](#)

MKSCB procedures include detailed chapters on what to do if you have a concern and how to make a referral; safer recruitment guidance; and managing allegations against staff (LADO guidance). They also include a range of other information and guidance regarding more specialist safeguarding topics.

**All designated teaching staff and governors** must be aware of this guidance and its implications.

Schools are not investigating agencies and it essential that child protection issues are addressed through agreed procedures, however schools continue to play a role after referral and need to develop strong links with partner agencies, particularly Children's Social Care.

Slated Row School recognises the importance of multi-agency working and will ensure that staff are able to attend or appropriately contribute to all relevant meetings including Family Support (Child in Need) Meetings; Child Protection Conferences; Core Groups; Strategy Meetings.



#### 4. ROLES AND RESPONSIBILITIES

All adults working with, or on behalf of, children have a responsibility to protect them. There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed at the front of this document.

It is the role of the governing body and the school leadership team to ensure that the Designated Leads for Safeguarding have received the necessary training and have access to the resources needed to enable them to carry out their responsibilities. They will be given time to effectively fulfil the duties that their role demands.

The school leadership team will ensure that Designated Leads for Safeguarding attend the required training and that they refresh their training every two years.

All other staff (teaching and non-teaching) must be offered an appropriate level of training and must undergo refresher training annually (one hour) and then full training every three years.

It is the role of the Designated Leads for Safeguarding to ensure that the child protection procedures are followed within the school, and to make appropriate, timely referrals to Children's Social Care in accordance with MKSCB multi-agency safeguarding procedures.

It is the role of the Designated Leads for Safeguarding to ensure that all staff who are employed within the school, including temporary staff and volunteers, are aware of the school's internal procedures in addition to the government guidance *Keeping Children Safe in Education: Information for All School and College Staff*; to advise other staff; and to offer support to those requiring this.

The Headteacher, in conjunction with the Designated Leads for Safeguarding, will provide an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by all staff and governors; and other relevant safeguarding issues. This report is provided to the Head of Safeguarding Milton Keynes Council by the end of Term 2 (December), to be collated with other Annual Reports to Governing Bodies for the purposes of providing assurance to MKSCB.

The role of the Nominated Governor for Safeguarding is to ensure that the school has effective child protection policy and procedures in place and that the policy and structures supporting safeguarding children are reviewed annually. Governors must not be given details relating to individual child protection cases or situations, in order to ensure confidentiality is not breached.

The designated safeguarding person should ensure the school or college's policies are known, understood and used appropriately.

Ensure the school or college's safeguarding and child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.





Ensure the safeguarding and 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.

Link with the Local Safeguarding Children's Board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Where children leave the school, ensure the file for safeguarding and any child protection information is sent to any new school /college as soon as possible, but transferred separately from the main pupil file.

Schools should obtain proof that the new school/education setting has received the safeguarding file for any child transferring and then destroy any information held on the child in line with data protection guidelines.

## **5. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES:**

Additional barriers can exist when recognising abuse and neglect in this group of children.

This can include:

- ❖ Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's impairment without further exploration;
- ❖ Assumptions that children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs;
- ❖ Communication barriers and difficulties
- ❖ Reluctance to challenge carers, (professionals may over empathise with carers because of the perceived stress of caring for a disabled child)
- ❖ Disabled children often rely on a wide network of carers to meet their basic needs and therefore the potential risk of exposure to abusive behaviour can be increased.
- ❖ A disabled child's understanding of abuse.
- ❖ Lack of choice/participation
- ❖ Isolation

## **6. PEER ON PEER ABUSE**

Education settings are an important part of the inter-agency framework, not only in terms of evaluating and referring concerns to Children's Services and the Police, but also in the assessment and management of risk that the child or young person may pose to themselves and others in the education setting.

If one child or young person causes harm to another, this should not necessarily be dealt with as abuse. When considering whether behaviour is abusive, it is important to consider:



- Whether there is a large difference in power (for example age, size, ability, development) between the young people concerned; or
- whether the perpetrator has repeatedly tried to harm one or more other children; or
- Whether there are concerns about the intention of the alleged perpetrator.

Peer on peer abuse can manifest itself in many ways and different gender issues can be prevalent. Severe harm may be caused to children by abusive and bullying behaviour of other children, which may be physical, sexual or emotional and can include gender based violence/ sexual assaults, sexting, teenage relationship abuse, peer-on-peer exploitation, serious youth violence, sexual bullying or harmful sexual behaviour.

Staff should recognise that children are capable of abusing their peers and should not be tolerated or passed off as “banter” or “part of growing up”.

In order to minimise the risk of peer on peer abuse, the school:

- Provides a developmentally appropriate PSHE curriculum which develops students understanding of acceptable behaviour and keeping themselves safe.
- Have systems in place for any student to raise concerns with staff, knowing that they will be listened to, believed and valued.
- Have relevant policies in place (e.g. behaviour policy).

## 7. EARLY HELP

All staff need to be aware of, and understand, their role in identifying emerging problems and sharing information with other professionals to support early identification and assessment of a child’s needs. It is important for children to receive the right help, at the right time, to address risks and prevent issues escalating. This also includes staff being active in monitoring and feeding back ongoing or escalating concerns to the Designated Safeguarding Lead, to ensure due consideration can be given to a referral if the child’s situation does not appear to be improving.

At SRS, we have a Well-being Team with skilled members of staff to support students. The team can offer 1-1 support, in or out of the classroom, offer advice and strategies to staff and families and sign post families to outside support. They work closely with our SaLT team to ensure all support is planned and delivered, ensuring positive relationships with families. Referrals can be made by class staff and the DSL to ensure early help is highlighted and provided.

Staff and volunteers working within the School need to be alert to the potential need for early help for children also who are more vulnerable. For example:

- Children with a disability and/or specific additional needs.
- Children with special educational needs.
- Children who are acting as a young carer.
- Children who are showing signs of engaging in anti-social or criminal behaviour.



- Children whose family circumstances present challenges, such as substance abuse, adult mental health or learning disability, domestic violence.
- Children who are showing early signs of abuse and/or neglect.

All staff need to be aware of the main categories of maltreatment: **physical abuse, emotional abuse, sexual abuse and neglect**. They must also be aware of the indicators of maltreatment and specific safeguarding issues so that they are able to identify cases of children who may be in need of help or protection.

## 8. TRAINING & INDUCTION

### Training:

The Designated Leads for Safeguarding will undertake specialist child protection training, which will be updated at a minimum of every two years. The Headteacher (*where not a designated lead*) and all staff members will undertake child protection training which is updated at a minimum of 3 yearly, in line with advice from MKSCB. All staff complete online training for FGM & PREVENT.

### Induction:

All new staff have an induction and are given the **SRS Toolkit** which comprehensively covers procedures for safeguarding. All new staff receive a safeguarding talk from one of the Safeguarding team.

## 9. SAFER RECRUITMENT

The governing body and school leadership team are responsible for ensuring that the school follows safe recruitment processes in accordance with government requirements and MKSCB procedures, including:

- Ensuring the Headteacher, other staff responsible for recruitment and one member of the governing body completes safer recruitment training.
- Ensuring the upkeep of a Single Central Record of all staff and regular volunteers.
- Ensuring written recruitment and selection policies and procedures are in place.
- Adhering to statutory responsibilities to check staff who work with children.
- Taking proportionate decisions on whether to ask for any checks beyond what is required.
- Ensuring that volunteers are appropriately supervised.

***Slated Row School is guided by local procedures for managing safer recruitment processes, which are set out in chapters 44 and 45 Milton Keynes Safeguarding Children Board procedures***

## 10. SAFE WORKING PRACTICE

Slated Row School has developed a clear Code of Practice that staff understand and have agreed to. (*Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, 2009* can be downloaded from the DFE archive site).



[http://webarchive.nationalarchives.gov.uk/20100202100434/http://www.dcsf.gov.uk/everychildmatters/\\_download/?id=5824](http://webarchive.nationalarchives.gov.uk/20100202100434/http://www.dcsf.gov.uk/everychildmatters/_download/?id=5824)

The Code of Practice offers guidance to staff on the way they should behave when working with children.

## 11. INFORMATION SHARING and CONFIDENTIALITY

All staff are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse, this must be passed on to the Designated Leads for Safeguarding as soon as possible and the child should be told who their disclosure will be shared with.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only.

***Slated Row School is guided by local procedures for information sharing and confidentiality, which are set out in chapter 4 Milton Keynes Safeguarding Children Board procedures***

## 12. RECORD KEEPING

Child Protection records are kept centrally and securely by the Designated Leads for Safeguarding. Staff are aware that they must make a record of child protection issues and events as soon as possible using the yellow report form and that these records must be signed and dated. Child protection records must not be made in the child's academic file.

All concerns, discussions and decisions made, and the reasons for those decisions should be recorded in writing. If in doubt about recording requirements, staff should discuss with the Designated Safeguarding Lead.

When a child has made a disclosure, the member of staff/volunteer should:

- Record as soon as possible after the conversation. Use the school yellow record of concern sheet wherever possible.
- Do not destroy the original notes in case they are needed by a court.
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- Draw a diagram to indicate the position of any injuries.
- Record statements and observations, rather than interpretations or assumptions.

All records need to be given to the Designated Senior Person promptly. No copies should be retained by the member of staff or volunteer.



The Designated Senior Person will ensure that all safeguarding records are managed in accordance with the Education (Pupil Information) (England) Regulations 2005.

If a pupil who is/or has been the subject of a child protection plan changes school, the Designated Senior Lead will inform the social worker responsible for the case and transfer the appropriate records to the Designated Senior Person at the receiving school, in a secure manner, and separate from the child's academic file.

### **13. ALLEGATIONS AGAINST MEMBERS OF STAFF and VOLUNTEERS (LADO procedures)**

Slated Row School recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

*Keeping Children Safe in Education Part 4: Allegations of abuse made against teachers and other staff* sets out the duties of employers and employees in handling allegations and also in caring for their employees. This section covers a range of relevant processes, incorporating **the role of the LADO**.

*Slated Row School is guided by local procedures for managing allegations against staff, carers and volunteers, which are set out in chapter 13 [Milton Keynes Safeguarding Children Board procedures](#)*

### **14. THE USE OF SCHOOL PREMISES BY OTHER ORGANISATIONS**

Where services or activities are provided separately by another body using the school premises, the governing body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

### **15. CROSS REFERENCE TO OTHER SCHOOL POLICIES**

Slated Row School recognises that a number of other school policies and procedures form part of the wider safeguarding and child welfare agenda and therefore this Child Protection Policy should be read in conjunction with the policies listed below:

- Anti bullying policy
- Acceptable User policy (including E-safety, Photography and Videos)
- Health and safety policy
- Procedures for accessing risk e.g. school trips
- Safer recruitment policies and practice
- Induction and Staff Handbook



All staff to continue their training in line with the school cycle

- Annual Safeguarding Training
- PREVENT
- FGM
- CSE
- Links to other policies
- Safeguarding updates are sent to staff via the Eschools web tool.

(This is not an exhaustive list and schools may include others not mentioned here.)

## **16. POLICY REVIEW**

The governing body is responsible for reviewing this policy annually and ensuring that it is compliant with current legislation and good practice. Also for ensuring that the school maintains an up to date list of key contacts and related policy and procedures are kept up to date.



## 17. CONTACTS AND FURTHER INFORMATION

To make a referral or consult Children's Services regarding concerns about a child:

**Multi-Agency Safeguarding Hub (MASH):**

Tel: 01908 253169 or 253170 during office hours or

Emergency Social Work Team 01908 265545 out of office hours

email: [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)

**For allegations about people who work with children:**

Contact the MASH as above

Or:

Local Authority Designated Office (LADO)

Tel: 01908 254306

email: [lado@milton-keynes.gov.uk](mailto:lado@milton-keynes.gov.uk)

For information about **safeguarding training for schools and education settings** contact the secretary to the Children & Families Head of Safeguarding

**Tel: 01908 254962 or email: [sue.butler@milton-keynes.gov.uk](mailto:sue.butler@milton-keynes.gov.uk)**

For general queries regarding safeguarding, please feel free to contact the Children & Families Head of Safeguarding

**Tel: 01908 254307 or email: [jo.hooper@milton-keynes.gov.uk](mailto:jo.hooper@milton-keynes.gov.uk)**

More information and guidance about safeguarding children, including inter-agency training opportunities, can be found on:

Milton Keynes Safeguarding Children Board website: [www.mkscb.org/mkscb/](http://www.mkscb.org/mkscb/)



# Appendix

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## SLATED ROW SCHOOL

### 1. SRS TOOL KIT

### 2. KEEPING CHILDREN SAFE IN EDUCATION

- Statutory Guidance Schools And Colleges September 2016

### 3. MKSCB Levels of need Document