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# Enfield County School

## Safeguarding and Child Protection Policy

January 2018

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## Safeguarding and Child Protection Policy

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### Introduction

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children and have due regard to guidance issued by the Secretary of State. The DCSF publication 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings' (March 2009), and 'Working Together to Safeguard Children' (April 2013) provide clear advice on appropriate behaviours for all adults working with children.

This policy has been reviewed fully to take into account changes in the DfE guidance document 'Keeping Children Safe in Education' September 2016.

### School Statement

We at Enfield County School believe every child has the right to feel safe and secure and should be protected from any circumstance or practice which causes any sort of physical or psychological harm.

At Enfield County School we recognise we have a duty of care and responsibility towards the students in our care and we will carry out this duty with the fullest regard for the safety and well-being of our students throughout the school day, during extra-curricular activities, school visits and, as far as possible, in the community. We will provide students with a range of opportunities to develop their own sense of safety and equip them with skills to flourish in an ever changing world. To ensure this all staff, in whatever capacity (including visitors and governors), will act proactively to ensure the welfare of all students at Enfield County School, especially if they believe a student is at risk of significant harm. All children have the right to be happy and to live their lives free of any form of abuse, threat or danger and we will take seriously any allegation or concern relating to any student and act upon it quickly and in line with statutory guidelines.

Enfield County School is a listening school and all students experience a 'open door' policy with regards to sharing worries, concerns or difficulties; this is most evident in the Pastoral system which is unique to Enfield County, however, students are encouraged to talk to any teacher or adult they feel comfortable with and all staff are encouraged to develop their pastoral and safeguarding skills. **Please note: we cannot offer secrecy to a child and we will act on any information which suggests a child is experiencing or is at risk of experiencing significant harm.**

If we have knowledge or suspicions that a child is experiencing or is at risk of experiencing any kind of physical, sexual, emotional or psychological harm or neglect either at home or in the community then we will take appropriate action in accordance with procedures issued by the Local Safeguarding Children Board (LSCB). We at Enfield County are **trained and informed** in matters of identifying and reporting of safeguarding concerns and we have developed rigorous structures **and systems** in school. At Enfield County we have adopted a culture of vigilance and we take a proactive approach to **student safety and well-being**.

As a consequence, we as a school:

- assert that all members of the school are an integral part of the safeguarding process
- accept and assert that safeguarding children is an appropriate responsibility and function for all members of staff, compatible with their primary role as educators



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- will ensure that all staff on site are all alert to the possibility of a child being at risk of suffering harm and that all members of staff are clear on how to report their concerns to a designated member of staff
- will designate a senior member of staff with knowledge and skills in recognising and reporting child protection issues; this person will liaise with the relevant agencies and oversee the care of students in school
- all designated staff members will undergo the appropriate training set out by the LSCB
- the designated member of staff will share information on a strictly 'need to know' basis to protect the rights and dignity of the child
- will ensure all members of staff on site receive regular safeguarding training in compliance with the recommendations by the LSCB and that staff will receive regular refreshers and updates on issues that may arise of a safeguarding nature
- will ensure that we safeguard students' welfare by addressing and educating students on issues of personal safety in the community and online
- will safeguard students in school by addressing bullying especially when aggravated by issues of sexuality, racial or cultural factors, disability or special educational needs
- will ensure through our recruitment and selection process that all adults who work at Enfield County School, whether permanent or temporary are suitable to work with children
- will act swiftly and appropriately on any allegation made against a member of staff in accordance with LSCB guidelines

### Designated Members of Staff

Due to the split site nature of Enfield County School it is deemed appropriate that we have several designated child protection staff. We have four designated senior managers responsible for child protection who take responsibility for quality assurance: Ms J Gumbrell, Headteacher, Mrs C Egleton, Deputy Headteacher., Miss J Foster, Acting Deputy Headteacher, Mrs L Hayden, Assistant Headteacher, Ms J Scott, Acting Deputy Headteacher and Miss K Robbins, Key Stage 4 Co-ordinator.

Currently Ms Scott is the Designated Child Protection Lead (based at the Rosemary Avenue site) and Miss K Robbins is the Designated Child Protection Deputy (based at the Holly Walk site). In the absence of both Ms Scott and Miss Robbins any other trained member of the designated team can ensure that processes and procedures are in place and that policies are followed.

### Procedures

Our school procedures for safeguarding children will be in line with national and local procedures.

At Enfield County School:

- all members of the designated team have appropriate training and will be available in the other's absence
- the designated team act as a source of advice and information and will support staff to carry out their safeguarding duties
- all staff are trained to identify possible indicators of abuse and harm (see appendix 1)



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- members of staff who suspect any safeguarding issue will report to the designated lead or deputy via the Safeguarding Cause for Concern form
- the Designated Child Protection Lead (DSL), or in her absence the Deputy Designated Child Protection Lead (DDSL) will contact **parents, seek advice or** make referrals based on information received on the Safeguarding Cause for Concern form
- all new members of staff will attend Child Protection training as part of their induction into the school and will receive a copy of the Safeguarding Policy.
- visitors to Enfield County are expected to sign in at reception and, where necessary, be given a named visitor's badge. Visitors who have not been CRB cleared are asked to wait for the relevant member of staff to meet them and they remain with them at all times.
- our procedures will be regularly reviewed and up-dated

## Responsibilities

The responsibilities of the designated staff are to ensure the very best outcomes for our students and are in line with guidelines set out in Keeping Children Safe in Education (September 2016). The designated governor and the lead and deputy designated child protection staff meet termly to report on safeguarding matters and review current practices thus ensuring we meet our responsibilities most effectively.

At Enfield County School the designated team

- will make a referral to an external agency where there is reason to believe that a child is experiencing or may be at risk of experiencing significant harm
- will refer matters to the police where there is suspicion that a serious crime has been committed (a serious crime could be; possession of a knife, possession of a controlled substance, circulating or producing indecent images or a serious instance of assault or bullying)
- will liaise with the Headteacher and the senior leadership team to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- act as a source of support, advice and expertise to staff on matters of safety and safeguarding of students
- keep written records of concerns about a child even if there is no need to make an immediate referral and ensure that confidential records are kept securely and are separate from pupil records
- ensure that any pupil currently with a child protection plan who is absent without explanation for two days is referred to Social Services
- ensure good working relationships with all outside agencies to foster co-operation and a 'joined up' approach to safeguarding and monitoring of children's well-being



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The following safeguarding procedures will be overseen by the designated teachers but will constitute the responsibilities of the wider school staff members:

At Enfield County School:

- we will ensure that parents and carers are aware of this policy and its availability on the school website
- we will ensure that 'Young Carers' are identified as far as possible and that they are appropriately supported and monitored in school
- we will monitor and ensure the well-being and learning of all our 'Looked After' students by assigning a LAC co-ordinator who will regularly review the progress of our Looked After students and report back to the senior leadership team and the school governors
- where students are new on roll we will make adequate steps to obtain any safeguarding/child protection records pertaining to that student and ensure that they are sent securely and confidentially to the designated lead as soon as possible. Similarly, if a student leaves Enfield County School we will ensure all safeguarding/child protection records are sent securely to the student's new school
- we will ensure both school sites and outdoor spaces are well maintained and kept safe and free from obstacles and materials that may cause harm
- we will ensure that visitor access is monitored and controlled as far as possible by fob entry, security doors and clear visitor procedures
- if a student leaves school permanently and we do not receive notice from a destination school then we will classify the student as 'missing in education' and report to the Local Authority
- the school attendance team will monitor attendance and report and refer any inconsistencies and concerns in school attendance that may suggest a safeguarding concern, for example; fabricated or induced illness or child sexual exploitation
- the school attendance team will be alert to the possibility of forced marriage, female genital mutilation or radicalisation and will report immediately any concerns relating to requests for trips overseas or holidays and will refer any concerns immediately to the designated lead
- where a student is educated partially or fully at another establishment, for example; Alternative School Provision we will ensure that the establishment is registered with the Local Authority. The school where the student is based will take responsibility for leading on child protection issues
- work experience placements are organised by external agencies who comply with safeguarding guidelines and health and safety legislation
- school trips and visits are organised in line with LSCB guidelines and that all appropriate risk assessments are carried out.



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- where residential trips are organised the companies used are responsible for the vetting and checking of the CRB records of their staff
- we will ensure that necessary safeguards are in place within individual departments where students may come into contact with specialist equipment, machinery or chemicals and students will be expected to wear appropriate safety wear and adhere to strict safety guidelines at all times
- all members of staff will have read and be familiar with part 1 and Annex A of the DfE guidance document; 'Keeping Children Safe in Education' 2016

### The Designated Governor

The designated governor for safeguarding is Mr A McNamara

Child protection is of vital importance in the running of a school and where appropriate the governors will ensure that there are sufficient resources within school to enable staff to carry out their safeguarding obligations.

The governors will ensure that the designated team are given sufficient time and training to carry out their duties.

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

- Enfield County School is carrying out its duty to safeguard the welfare of its students
- members of staff and visitors are aware of the procedures within school, current practices and issues and receive adequate training on this matter
- child protection training and procedures are an integral part of the induction process for new staff to Enfield County School
- Enfield County School maintains adequate records and records all instances of a safeguarding nature including instances of racism, bullying and other serious concerns
- Enfield County School adheres to safer recruitment procedures in line with current LSCB guidelines
- where safeguarding concerns about a member of staff are substantiated the school will take swift and appropriate disciplinary action

### Safer Recruitment

In order to ensure our students are protected within school we will ensure that staff and visitors are carefully selected, vetted, trained and supervised. We follow the guidance set out in 'Keeping Children Safe in Education' DfE publication (September 2016).

At Enfield County School:

- we will ensure a member of every recruitment panel will have undertaken safer recruitment and selection training
- all our staff are appropriately qualified and we will endeavour to verify relevant employment history and ensure any employment gaps are accounted for



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- relevant checks are made to ensure all staff employed are safe to work with children in compliance with Safer Recruitment requirements, including any checks under the Disclosure and Barring Service (DBS) and references are taken up prior to employment

### Induction and Training

All staff new to Enfield County School will receive induction safeguarding training which will alert them to the different forms of abuse, potential signs and indicators of abuse and who to and how to report safeguarding concerns.

All staff are given full child protection training on a whole school basis at three yearly intervals and refresher training is provided each term for staff to attend as and when they feel necessary. All staff are encouraged to seek support and guidance from the designated team should they have particular concerns or experiences that they wish to share. Furthermore, the designated team will support each other in the implementation of the safeguarding role within school.

At Enfield County all staff will be informed and trained on a range of safeguarding issues, such as bullying, e-safety (including sexting and indecent images), domestic violence (including damaging and abusive teenage relationships), mental health awareness, the threat of radicalisation, child sexual exploitation (CSE) and female genital mutilation (FGM).

Other issues may be covered in training to key staff, for example the Pastoral Team or the Attendance Team with the expectation that they will disseminate information to staff through their role.

Issues key staff receive training on may include:

- Self-harm
- Eating disorders and body image
- Gangs and street crime
- Drug and alcohol misuse

### Managing Concerns

Staff are encouraged through regular training to maintain a 'culture of vigilance' and pass any concerns to the designated team. Members of staff and visitors are advised to communicate all concerns no matter how small to the designated team; they are not expected to investigate their concerns or suspicions themselves but complete the Safeguarding Cause for Concern form immediately and hand directly to Ms Scott or Miss Robbins or give to either school office in a sealed envelope marked 'Confidential CP. The office will then notify Ms Scott. On receiving the SCCF the lead will then consider whether the matter will be referred to the relevant Children's Services. On the rare occasions that an immediate response to Children's Services is required and when the child is deemed to be at significant risk of harm parents or carers may not be notified.

### Early Help Assessment Form

Referrals made directly to the Single Point of Entry (SPOE) at Children's Services will be made by either Ms Scott or Miss Robbins via the Early Help Assessment Form. All completed forms will be logged and recorded securely and confidentially





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and any electronic copies of the form will be sent via a secure email account. Referrals to other services will be made using the Early Help Form and may require parent/carer permission. These forms may be completed by the Pastoral Team under the guidance of the Designated Team and will provide support to the child from a range of outside agencies.

### Students with Outside Agency Support

Over the course of their school life students may at times have support from outside agencies that may provide individual support for the student, their families and help ensure their safety and well-being. The spectrum of agencies involved with children and families may change in response to government initiatives and funding. However, Enfield County will work collaboratively and professionally with all legitimate Local Authority agencies for the benefit and well-being of their students.

Agencies may include:

- SAFE
- Health and Emotional Well Being Service (HEWS)
- CAMHS
- Child Sexual Exploitation (CSE) Team
- Prevent
- Parent Support
- **Young Carers Association**

The Pastoral Team, comprising of the Heads of Year, and under the guidance of the Designated Lead may at times liaise with these agencies in order to provide the best possible support for students. The Pastoral Team will preserve the confidentiality of students whilst ensuring staff are aware that the student may be vulnerable and need extra support.

When a child is on a Child Protection Register, is classified as a Child in Need or may have an assessment underway under section 47 of the Children's Act 1989 the DSL will oversee the process and filter information to the Pastoral Team on a 'need to know basis'. The DSL, **her deputy or a member of the Pastoral Team** will represent Enfield County School at child protection conferences and core group meetings. Our DSL, **her deputy or a member of the Pastoral Team** will liaise with Children's Services and other agencies when necessary and take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

### Confidentiality and Record Keeping

All Safeguarding Cause for Concern forms will be kept in locked cupboards at both Upper and Lower School sites with access only being available to the Designated Child Protection Leads. Child Protection records will be kept securely and passed to other schools (when a child moves school) using 'recorded' and 'signed for delivery'. Any information sent between staff on a student will be kept general and minimal and a student's first name and the initial of their surname only will be used in an email.



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Initial communication from an outside agency will require an email and a verified email address as initial correspondence with unknown parties may not take place over the phone. Early Help Forms or sensitive student information will be sent via a secure means such as Egress Switch.

Any member of staff who is party to confidential information about a student must only share it if absolutely necessary and on a strictly need to know basis; advice on this can be sought from the Designated Leads.

Regardless of the duty of confidentiality, any member of staff has a duty to report any concerns that a student may be experiencing significant harm to the Designated Lead immediately.

### Student Safeguarding in School

At Enfield County School students will be encouraged to develop their own sense of personal safety and an awareness of Child Protection issues. As well as being taught about topics of a safeguarding nature students will also be encouraged to discuss and evaluate issues that they may encounter in order to help them make the best choices and to help them build greater self-awareness of a range of safeguarding concerns.

Students may be introduced to safeguarding issues in:

- Personal, Social, Health and Citizenship Education (KS3)
- Moral issues and Values (KS4)
- Enrichment (KS5)
- Sex and Relationship Education
- Assemblies
- Workshops
- Form time
- Displays
- Curriculum
- Visits
- Library resources

Examples of recent safeguarding and child protection issues covered with students are:

- CSE
- Road safety
- Radicalisation
- FGM
- Domestic Violence
- Healthy personal relationships
- Gang violence and knife crime

Students are also given information about outside organisations that can support them when in need, such as Childline, NSPCC or DAZU (for Young Carers).



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Where a student is seen to pose a significant risk to other students we may make direct contact with the police, Children Services or another agency. Examples of behaviours deemed to put other students at significant risk could be:

- Possession of a knife or other offensive weapon
- Possession of illicit substances such as drugs
- Possession of extremist material or images
- Possession or the circulation of indecent images
- A serious assault on another pupil
- Serious bullying, **homophobia** or racism towards another student
- Coercing another student towards criminal or gang activity

### Vulnerable Groups of Students

At Enfield County School we recognise that all the students in our care are vulnerable to some extent and that living and learning in North London can bring its own challenges. We endeavour to keep all our students safe at all times however we are aware that some students may face more challenges than others and it is the strength of our unique school ethos and our strong tradition of inclusion that we know our students well and will identify students who may be particularly vulnerable.

The Pastoral Team at each site communicate daily and meet weekly to discuss the needs of their year group and information is passed sensitively to the whole school via weekly briefings, the school bulletin or email. Groups of students who are vulnerable are identified and monitored to ensure that they are achieving the best outcomes and are not falling behind from their peers. Vulnerable groups of students could include:

- Young Carers
- Bereaved students
- Students who have a very long journey to school
- Irish Traveller Heritage students
- Transgender students
- Lesbian students
- Students living in temporary or insecure accommodation
- Students who may be classed as Pupil Premium
- Students who have a disability
- Students who have a Special Educational Need
- **Students who have mental health issues or may have self-harmed**

### Self-Harm

**Self-harm is a complex and often misunderstood mental health issue and one that is taken seriously by staff at Enfield County School. The Pastoral Team have undergone training in recognising and supporting students who may have self-harmed.**



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There are many myths around self-harm such as: -

- It is only a phase
- It is attention seeking
- They are copying their friends
- People who self-harm are suicidal
- It is the family's fault

Often self-harm can be a reaction to tension or emotional pressure. It can also be a reaction to shame or guilt and young people who self-harm describe a feeling of relief afterwards. Young people who self-harm often find it difficult to talk about their feelings and self-harm becomes a form of communication.

When we discover a student has been self-harming at Enfield County School we will always contact home and inform parents and carers. Parents and carers may then be invited to a meeting with their daughter's head of year.

If we continue to be concerned about a student self-harming, we may make a referral to the Child and Adolescent Mental Health Service (CAMHS).

### Extremism and Radicalisation

Staff are trained to be vigilant to signs that a student may be vulnerable to developing extremist views and staff are alert to the signs of radicalisation and extremism. These views may include a distorted view of Islam or far-right views. When a member of staff has concerns that any student may be at risk of radicalisation they are to refer to the Designated Leads immediately.

### Conduct of Staff

At Enfield County School the governors and the leadership team have a duty to ensure the professional behaviour of staff and the necessity to ensure clarity of expectations. These are set out clearly in the Staff Conduct Policy. In addition to this staff should be aware of the dangers of:

- Working alone with a student
- Physical interventions
- Cultural and gender stereotyping
- Dealing with sensitive information
- Receiving gifts from children
- Using private telephone numbers when communicating to parents/carers or student
- Contact with students via private email, social networking or social media
- Disclosing inappropriate private information
- Meeting students out of school hours or off school premises
- Giving students lifts

Members of staff can receive guidance on the above from the senior leadership team at any time.



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Staff must ensure that they do not use their personal camera for taking photos during lessons or while on school journeys. The school has designated cameras to use for this purpose, which can be obtained from the school office. If staff have any concerns or questions in relation to use of cameras for school activities please speak to Ms Scott, **Acting Deputy** Headteacher or Mrs Sharp, School Business Manager.

### Conduct of Parents/Carers

Enfield County School promotes strong links with parents and carers and is committed to the collaborative approach to supporting students. It is important for students that parents and carers and school are open and share information to provide the best outcomes for students; parents are always welcome to contact school but are asked to be mindful of the necessity of choosing the most appropriate method and being aware of the safeguards in place in any busy school.

In order to keep all students safe in school parents and carers are asked:

- To always call school in advance to make an appointment to meet a member of staff
- Not to park on site without permission or a permit from the office
- To always sign in and out at reception and wait to be met by the relevant staff member
- To wear a school visitor badge at all times on school premises
- To not walk around the school building unaccompanied
- Never to approach another student to discuss an incident involving their daughter
- Never to challenge another parent on school site
- Never to approach a member of staff outside of school to discuss an incident or grievance
- **Never use aggressive behaviour or foul language in or around the school premises**

More information on the above can be found in our School Visitors policy or by contacting either school office.

### Allegations Against Members of Staff

Any allegation against a member of staff or visitor will be dealt with by the Headteacher, not the Designated Lead.

Allegations against staff may include:

- Committing an offence against a student
- Putting a student at risk of significant harm
- Exposing a student to extremist or radical views
- Any activity which questions a person's suitability to work with children

The incident will be dealt with in accordance with Local Authority Guidelines and in line with LSCB recommendations. If the allegation is against the Headteacher, the allegation will be dealt with by the Chair of Governors; if the allegation is against the Chair of Governors the allegation is to be dealt with by Maria Anastasi, the Local Authority Designated Officer (LADO) to decide if the allegation meets the agreed thresholds.



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### **Whistleblowing**

#### **Allegations of abuse made against teachers and other staff**

Staff are aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

### **Physical Intervention**

Staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury

Physical intervention of a nature which causes injury or distress to a child may itself be considered under safeguarding or disciplinary procedures

### **Bullying**

Our policy on bullying is set out in a separate policy and acknowledges that it may lead to consideration under child protection procedures

The school is committed to intervening to prevent bullying wherever it may occur

### **Racist Incidents**

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to safeguarding procedures

### **Health & Safety**

Our Health & Safety Policy is set out in a separate document. It reflects the consideration we give to the protection of students both within and beyond the school environment, including school trips and visits, and takes account of their physical safety and other safeguarding issues.



### Appendix 1 – Dealing with Disclosures: Guidance for All Staff

#### Reminder of shared objectives

- All Enfield County staff share the objective of keeping children and young people safe:
  - by seeking to provide a safe environment that is conducive to learning; and
  - by identifying children and young people who are suffering or likely to suffer significant harm; and take appropriate action to make sure that they are safe both at home and at school.
- Make it clear from the start that you are unable to maintain confidentiality about the things the child tells you and that you have no choice but to pass on any information that causes concern
- Reassure
- Find a quiet place to talk where you will not be interrupted
- Listen but do not pressurise
- Ascertain the facts – who? what? where? when? how? Do not ask leading questions. Such questions may invalidate your evidence (and the child's) in any later prosecution in court. Instead ask open questions like "Anything else to tell me?" or "and"
- Be objective in your recording; state facts, write down exactly what was said to you and anything you may have observed. Distinguish clearly between fact and opinion and refrain from using your own interpretation and assumptions
- Draw a diagram to indicate the position of any marks/bruising if applicable
- Let the child know you are pleased to have been told
- Tell the child you believe them
- Tell the child you will have to involve others to ensure the child's safety in the future. Tell the child who needs to be involved and why
- Offer on-going support and that you will do your best to protect the child
- Follow the school's internal policy regarding communication in relation to Child Protection and promptly complete and pass on the school's CP concern form to the appropriate officer
- Having dealt with suspected Child Protection concerns which can be distressing, it is often helpful to talk to a colleague such as a Child Protection designated teacher about your feelings.