

Clewer Green CE Aided First School

Inspiring Children

'If my teacher believes in me I know I can do it' – Mia, Year 4

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Headteacher: Mr M Tinsley



Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

SAFEGUARDING - CHILD PROTECTION POLICY

Aim

Our aim, in line with our distinctively Christian values, is for every child to have the support that they need, and by example and direct teaching, promote a Christian ethos within the school whilst recognising that not all of its members will be practising Christians.

Introduction

- 1.1 The Governing Body of our school is responsible for ensuring the annual review of this policy, and for reporting back to the Local Authority.
- 1.2 The Governing Body understands, takes seriously and fulfils its safeguarding responsibilities under section 175 of the Education Act 2002 to safeguard and promote the welfare of children;
- 1.3 Safeguarding (as defined in the Joint Inspector's Safeguarding report is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies"
- 1.4 We recognise that all staff and Governors have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.
- 1.5 We believe that our school should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.6 This policy has been developed in accordance with the principles established by the Children Act 2013; and in line with the following:
 - 'Working Together to Safeguard Children' 2015
 - 'Keeping Children Safe in Education' 2014
 - 'Berkshire Local Safeguarding Children Boards (LSCB) Child Protection Procedures' 2014
 - Section 3 of the 'Statutory framework for the early years foundation stage' 2014
- 1.7 The aims of this policy are:

- To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse
- To ensure that all adults within our school who have access to children have been checked as to their suitability. This includes other community users of our facilities.
- To ensure that any signs of Physical, Emotional, Sexual Abuse and Neglect are brought to the attention of the Designated Person.

2.0 Procedures

- 2.1 We have a Designated Person for Child Protection who is a member of the Senior Leadership Team who has undertaken appropriate training for the role, as recommended by the LA, within the past two years. Our Designated Person will update their training with LA approved training every two years. Currently this is the Headteacher.
- 2.2 We have a member of staff who will act in the Designated Persons absence who has also received training for the role of Designated Person, and who will have been briefed in the role. In the absence of an appropriately trained member of staff, the Deputy Headteacher will assume this role.
- 2.3 All adults, (including supply teachers and volunteers) new to our school will be made aware of the school's policy and procedures for child protection, the name and contact details of the Designated Person and have these explained, as part of their induction into the school.
- 2.4 The Local Safeguarding Children Board's 'Safeguarding Children Cue Card' will be displayed in each Class Room and shared with all adults in the school.
- 2.5 All members of staff and governors are provided with opportunities at least every three years to receive training arranged or delivered by the Designated Person in order to develop their understanding of the signs and indicators of abuse, how to respond to a pupil who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- 2.6 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our prospectus/brochure and home school agreement. Our Visitors' Guide sets out procedures regarding any safeguarding concerns within the school. This Guide also sets out guidelines for the use of digital recording equipment within the school.
- 2.7 The Friends of Clewer Green have adopted this policy and will ensure that all volunteers leading events will have read the policy in full.
- 2.8 Our policy will seek to ensure the suitability of adults working with children on school sites at any time.
- 2.9 Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures. Our Visitors' Guide sets out procedures regarding any safeguarding concerns within the school. This Guide also sets out guidelines for the use of digital recording equipment within the school.
- 2.10 Our selection and recruitment policy includes all checks on staff and regular volunteers' suitability including Disclosure and Barring Service checks as recommended by the LA and in accordance with current legislation.
- 2.11 The name of any member of staff considered not suitable to work with children will be notified to the DCSF Teachers' Misconduct Team, with the advice and support of Human Resources and in accordance with the NEOST guidance and related regulations
- 2.12 Our procedures will be annually reviewed and up-dated.

- 2.12 The name of the Designated Person will be clearly shown in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

3.0 Supporting Children

- 3.1 We recognise that a child who is abused, who witnesses violence or neglect, who lives in a violent or neglectful environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth.
- 3.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 3.3 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with effective lines of communication with trusted adults, supportive friends and an ethos of protection.
- 3.4 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 3.5 Our school will support all pupils by:
- Maintaining an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to
 - Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum
 - Promoting a caring, safe and positive environment within the school
 - Liaising and working together with all other support services and those agencies involved in the safeguarding of children
 - Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
 - Provide, across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

4.0 Confidentiality

- 4.1 We recognise that all matters relating to child protection are confidential. The Headteacher or Designated Person will disclose personal information about a pupil to other members of staff on a need to know basis only.
- 4.2 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 4.3 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.
- 4.4 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

5.0 Supporting Staff

- 5.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 5.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support. This could be provided by the Headteacher or another trusted colleague, Occupational Health, and/or a representative of a professional body or trade union, as appropriate.

- 5.3 In consultation with all staff, we have adopted a code of conduct for staff at our school. This forms part of staff induction and is in the staff handbook. We understand that staff should have access to advice on the boundaries of appropriate behaviour.

6.0 Allegations against staff

- 6.1 All school staff should take care not to place themselves in a vulnerable position with a child.
- 6.2 All staff should be aware of the school's behaviour/discipline policy.
- 6.3 We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher or the most senior teacher if the Headteacher is not present.
- 6.4 The Headteacher/senior teacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).
- 6.5 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 6.4 above, without notifying the Headteacher first.
- 6.6 The school will follow the LA procedures for managing allegations against staff, a copy of which can be found on First Class.
- 6.7 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult (as in 6.4 above) in making this decision.
- 6.8 Our lettings agreement for other users requires that the organiser will follow LA procedures for managing allegations against staff and, where necessary, the suspension of adults from school premises.

7.0 Whistleblowing

- 7.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 7.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. RBWM 'Raising Concerns at Work (Whistle-blowing Policy) for Schools' is available on FirstClass and sets out actions to be taken.

8.0 Physical Intervention

- 8.1 Our policy on physical intervention by staff is set out separately, as part of our 'Positive Relationships and Behaviour' Policy. It complies with LA Guidance, 'The Use of Reasonable Force in Schools' July 2013.

9.0 Preventing Radicalisation

- 9.1 Since the 'Education and Inspections Act 2011' schools have a duty to promote community cohesion. Over the last few years, global events have led to a growth of extremist viewpoints, including advocacy of violent extremism. Schools have an important part to play in both educating children and young people about extremism and recognising when pupils start to become radicalised. In March 2015, new statutory duties were placed on schools by the Counter Terrorism and Security Act (2015) which means they must work to prevent children being drawn into extremism. Safeguarding children from all risks of harm is an important part of a school's work and protecting them from extremism is one aspect of that.
- 9.2 At Clewer Green CE First School we ensure that through our school vision, values, rules, diverse curriculum and teaching we promote tolerance and respect for all cultures, faiths and lifestyles. The governing body also ensures that this ethos is reflected and implemented effectively in school policy and practice and that there are effective risk assessments in place to safeguard and promote students' welfare.
- 9.3 We have a duty to prepare our children for life in modern Britain and to keep them safe. Pupils who attend our school have the right to learn in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others.

9.4 **Statutory Duties** - The duty to prevent children and young people being radicalised is set out in the following documents.

- Counter Terrorism and Security Act (2015)
- Keeping Children Safe in Education (2015)
- Prevent Duty Guidance (2015)
- Working Together to Safeguard Children (2015)

Revised May 2017

Review date May 2018

Date _____

Alison Finnis, Chair of Governors

Role of the Designated Person for Child Protection

1. Making referrals to Social Care if there are concerns about a child's welfare, possible abuse or neglect.
2. Ensuring that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral.
3. Ensuring that all such records are kept confidentially and securely and are separate from pupil records, with a front sheet listing dates and brief entry to provide a chronology. An indication of further record-keeping should be marked on the pupil's general record.
4. Acting as a focal point for staff concerns and liaising with other agencies and professionals.
5. Ensuring that either they or another appropriately informed member of staff attends case conferences or other planning meetings, contributes to the assessment process, and provides a report which has been shared with the parents.
6. Ensuring that any absence, without satisfactory explanation, of a pupil currently subject to a child protection plan is referred to their Education Welfare Officer and the key worker for the child protection plan immediately.
7. Ensuring that all school staff are aware of the school's CP policy and procedures, and know how to recognise and refer any concerns.
8. Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years.
9. Ensuring that all staff receive basic Child Protection awareness training at least every three years.
10. Providing an annual report for the Governing Body, detailing any training undertaken by staff and Governors, number and type of incidents/cases, referrals to Children's Social Care and children subject to Child Protection Plans (anonymised).
11. Notifying Social Care when a child attending the school is privately fostered.
12. Ensuring that any concerns about a pupil who leaves the school are forwarded under confidential cover to the Designated Person at the pupil's new school as a matter of urgency. The original copy of significant documents will be retained at our school, and photocopies forwarded as above.

Clewer Green CE First School child protection procedures

Overview

The following procedures apply to all staff working in the school and will be covered by training to enable staff to understand their role and responsibility.

The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are worried a child is being abused.

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interest between the child and an adult, the interests of the child must be paramount.

All staff are aware that children with disabilities, special needs or with language delay may communicate concerns with behaviours rather than words. Additionally staff will question the cause of knocks and bumps in children who have limited mobility.

If a member of staff suspects abuse, spots signs or indicators of abuse, then they must:

1. Make an initial record of the information and complete the **Child Protection Disclosure form** and the **Body Map** if necessary.
2. Report it to the DSL / headteacher immediately

3. The DSL or headteacher will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if DSL or headteacher are not immediately available (see point 8 below)
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
 - Dates and times of their observations
 - Dates and times of any discussions they were involved in.
 - Any injuries
 - Explanations given by the child / adult
 - What action was taken
 - Any actual words or phrases used by the child

The records must be signed and dated by the author.

Following a report of concerns from a member of staff, the DSL must:

1. Decide whether or not there are sufficient grounds for suspecting significant harm in which case a referral must be made to children's social care
2. Normally the school should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to children's social care. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or could impact a police investigation. The child's views should also be taken into account.
3. If there are grounds to suspect a child is suffering, or is likely to suffer significant harm they must contact children's social care via the Children's Services Early Help and Safeguarding Referral and Assessment Team (Multi Agency Safeguarding Hub: MASH) on 01628 683150, or the Out of Hours Team on 01344 786543, or if we consider the child to be in immediate danger we will phone the police on 999 and make a clear statement of:
 - the known facts
 - any suspicions or allegations
 - whether or not there has been any contact with the child's family

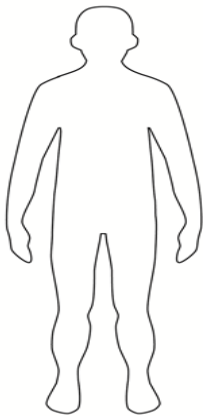
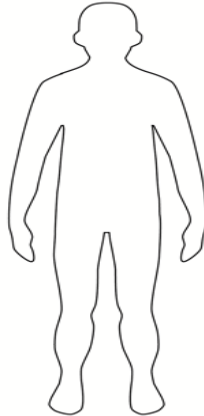
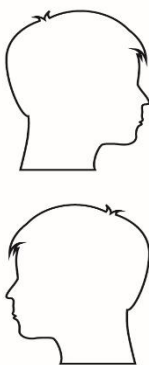
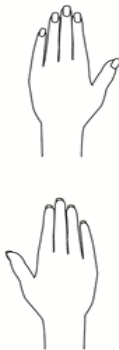

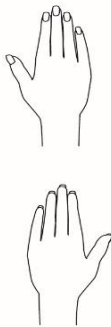
If the DSL feels unsure about whether a referral is necessary they can phone MASH to discuss concerns

4. If there is not a risk of significant harm, then the DSL will either actively monitor the situation or consider the early help process
5. The DSL must confirm any referrals in writing to children's social care, within 24 hours, including the actions that have been taken. The written referral must be made using the Interagency Referral Form which will provide children's social care with the supplementary information required about the child and family's circumstances.
6. If a child is in immediate danger and urgent protective action is required, the police must be called. The DSL must also notify children's social care of the occurrence and what action has been taken
7. Where there are doubts or reservations about involving the child's family, the DSL should clarify with children's social care or the police whether, the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation.
8. When a pupil is in need of *urgent* medical attention and there is suspicion of abuse the DSL or headteacher should take the child to the accident and emergency unit at the nearest hospital, having first notified children's social care. The DSL should seek advice about what action children's social care will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.

CHILD PROTECTION DISCLOSURE RECORD FORM

Child's name			
Child's Class		Year group	
Staff member reporting disclosure - name and position			
Date of disclosure		Time of disclosure	
Details of the disclosure			
Reporting staff member's signature		Date	
<u>PLEASE PASS THIS FORM TO THE DESIGNATED SAFEGUARDING LEAD</u>			
The Safeguarding Lead The Safeguarding Lead should record the response to the disclosure and outcomes.			
Response to the disclosure Note actions taken, including names of anyone to whom your information was passed.			
Outcomes Record outcomes of the actions taken.			
Safeguarding Lead's name			
Safeguarding Lead's signature		Date	

BODY MAP

Name of Child:		Class:	
Body Front	Injury Detail	Body Rear	Injury Detail
			
Head	Injury Detail	Left Hand	Injury Detail
			
Feet	Injury Detail	Right Hand	Injury Detail
			
Recorded by:		Date Recorded:	
Disclosure Made?	YES / NO	DSL Informed?	YES / NO
Link to Disclosure Form dated:		Link to Welfare Concern Form dated:	