**Heathfield House School**

Safeguarding and Child Protection Policy

## As a school we are responsible for the children in our care. The school is committed to acting in the best interests of every child. Heathfield House School is highly committed to safeguarding all children within the school community. As a result of this we will take every precaution to ensure that they are well cared for in the time they are in the school. This policy has regard to ‘Keeping children safe in education’ (September 2016), ‘Working Together to Safeguard Children’, ‘Safeguarding Children and Safer Recruitment in Education’, ‘Child Protection: Preventing unsuitable people from working with children Young Persons in the Education Service’, ‘What to do if you’re worried a child is being abused – Summary’ and ‘Dealing with allegations of Abuse against teachers and other staff’. This policy also has regard for ‘Safeguarding Vulnerable Groups Act 2006’ and meets the responsibilities set out in this document. This policy is also linked to the Prevent Policy within the School as this is considered a safeguarding issue. This policy applies across the whole school, including EYFS.

Safeguarding is everyone’s responsibility and although referrals are usually managed by a designated person within the school anyone can refer a child to children’s social care if necessary. Within the school all staff are aware of the code of conduct required throughout the school.

Within Heathfield House School we have created an environment in which all adults feel confident to express concerns and understand the importance of their role in safeguarding the children that attend the school.

## Aims

* To ensure that children are treated with respect and treated in an appropriate manner
* To ensure that suitable staff and helpers are employed to maintain a high standard of education and care.

**Designated Safeguarding Lead**

Caroline Goodsman, Headteacher and proprietor – 020 8994 3385 / carolinegoodsman@gmail.com (School office)

**Deputy** **Designated Safeguarding Leads across the entire school including the EYFS**

Pauline Williamson, Administrator and proprietor - 020 8994 3385 / Pauline.williamson@heathfieldhouse.co.uk (School office)

Rachel Sowerby, Deputy Head – 020 8994 3385 / rsowerbyhhs@gmail.com - Senior leader office

These people are the designated Child protection officers at Heathfield House School, including the Early Years Foundation Stage. They are trained at least every two years in child protection and inter-agency working. Both proprietors are designated safeguarding officers and have the appropriate training.

This training may be provided by the local social services department or an external welfare agency acceptable to the local safeguarding children board.

All staff who work with children must be trained in child protection at least every three years. The designated Child Protection Officer can provide this training.

All staff are provided with induction training which addresses safeguarding children, covering the signs of abuse and the procedures that should be followed.

**Local Safeguarding Children Board (LSCB)**

Heathfield House School’s local safeguarding board is Hounslow Safeguarding Children Board.

**Contact details for children’s social care:**

Hounslow Children’s Social Care:020 8583 6600 - Mon- Fri 09.00-17.00

Out of Hours 020 8583 2222

Email: childrenssocialcare@hounslow.gov.uk

**Contact Details for Local Authority Designated Officer (allegations against staff in school)**

LADO contact details: If an allegation of abuse is considered significant, the Hounslow Local Authority will be contacted within 24hours in order to disclose this information.

Hounslow LADO for Education – Lyn Wilson direct number 020 8583 2785

**Contact details for advice and support about extremism**

Hounslow Local Authority Prevent officer: Joan Conlon

Hounslow Local Authority telephone number: 0208 583 2000

Email: joan.conlon@hounslow.gov.uk

Refer to the School’s Prevent Policy and Prevent Duty INSET for further information and contact details.

**Contact details for reporting Female Genital Mutilation**

FGM is illegal and must never be carried out either here or aboard. It is also illegal to help someone carry out FGM in any way.

NSPCC helpline: 0800 028 3550 24hours a day

Police non- emergency contact number: 101

**Concerns about a child**

If a member of staff or parent is concerned about the safety of a child they should report this immediately to Caroline Goodsman (Headteacher), Pauline Williamson (Proprietor) or Rachel Sowerby (Deputy Head) all of whom are the Designated Child Protection officers within the School. The concern may not necessarily be about abuse but maybe a concern about a child’s mental health or a child missing education. They will record the concerns and action them appropriately, with the local authority designated person in Hounslow. The School works in accordance with the locally agreed inter-agency procedures.

The school communicates readily and immediately with Hounslow local authority whenever an allegation or disclosure of abuse has been made. The school identifies children that may require help from other agencies and will work with them to support the child and family to ensure the best outcome for the child.

Normally concerns are referred to and managed by the Designated Safeguarding Lead.

Children in need – should be referred to children’s social care.

Children at risk – should be referred to children’s social care immediately.

Allegations against anyone working at the school must be referred to the LADO within one working day.

If a crime may have been committed, the matter should be reported to the police immediately.

**Teaching children to be safe:**

As a school we believe it is important to teach children how to be safe, including on-line safety. Throughout their time at Heathfield House School they will have visitors (police, local authority, TFL, NSPCC), lessons (PSHEE/SRE/Secondary school preparation), assemblies, trips out to name just a few of the ways we help to ensure children know how to remain safe.

**Types of abuse**

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

\* **Physical abuse**: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

\* **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

\* **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing or sexting. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

\* **Neglect:** the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Signs of possible abuse**

Useful advise about signs of abuse can be found in ‘What to do if you’re worried a child is being abused?’

**Physical Abuse**

* Unexplained recurrent injuries or burns
* Improbable excuses or refusal to explain injuries
* Wearing clothes to cover injuries, even in hot weather
* Refusal to undress for gym
* Bald patches
* Chronic running away
* Fear of medical help or examination
* Self-destructive tendencies
* Aggression towards others
* Fear of physical contact - shrinking back if touched
* Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
* Fear of suspected abuser being contacted

**Emotional Abuse**

* Physical, mental and emotional development lags
* Sudden speech disorders
* Continual self-depreciation ('I'm stupid, ugly, worthless, etc')
* Overreaction to mistakes
* Extreme fear of any new situation
* Inappropriate response to pain ('I deserve this')
* Neurotic behaviour (rocking, hair twisting, self-mutilation)
* Extremes of passivity or aggression

**Sexual Abuse**

* Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
* Medical problems such as chronic itching, pain in the genitals, venereal diseases
* Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
* Personality changes such as becoming insecure or clinging
* Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
* Sudden loss of appetite or compulsive eating
* Being isolated or withdrawn
* Inability to concentrate
* Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder
* Starting to wet again, day or night/nightmares
* Become worried about clothing being removed
* Suddenly drawing sexually explicit pictures
* Trying to be 'ultra-good' or perfect; overreacting to criticism

**Neglect**

* Constant hunger
* Poor personal hygiene
* Constant tiredness
* Poor state of clothing
* Emaciation
* Untreated medical problems
* No social relationships
* Compulsive scavenging
* Destructive tendencies

Note: A child may be subjected to a combination of different kinds of abuse.

It is also possible that a child may show no outward signs and hide what is happening from everyone

**Whistle blowing** – Please refer to the whistle blowing policy

We provide an environment in which children and adults feel confident to express concerns regarding poor or unsafe practice and potential failures in the school’s safeguarding regime, listening to children and readiness to involve agencies. During regular staff meetings, staff are able to raise any child protection concerns.

**The following guidance is given to staff if they are the first point of contact for the information from a child:**

a) Ask the child to tell you about all the details which they can remember and listen carefully. Ask for clarification if necessary but be careful not to put words into his/her mouth; do not suggest events or speculate on peoples’/other pupils actions. **You must not promise confidentiality to a child who wishes to disclose information on possible abuse**

b) Make notes if you can, as you are being told the information. If this is not possible, do it as soon as you can. Try to use verbatim quotes – do not interpret what the child said. **Avoid asking leading questions.**

c) When the child has finished telling you his/her account, read or relate the details back to the child to confirm that you have understood the details correctly.

d) Discuss with the child what action might be taken now and the possibility of disclosure to Caroline Goodsman, Pauline Williamson or Rachel Sowerby. They could be informed by the child, the staff member or a trusted friend.

e) Remove the child from any threatening or embarrassing situation and comfort them if they are in distress. Be sure to use age-appropriate and sympathetic language and try to re-assure them. Steps must be taken as appropriate to protect a child from further possible harm following a disclosure.

f) Pass the information to Caroline Goodsman / Pauline Williamson / Rachel Sowerby as soon as you can. They will contact the Local Authority as soon as possible and within 24 hours of receiving the information. The information shared with the Local Authority will be documented and stored within the school office in a secure place.

g) Keep a copy (in a secure place) of all the documentation yourself for future reference.

h) If the abuse you are made aware of is by one or more pupils against another pupil you should follow the guidance above but also consider the anti-bullying policy.

i) You must ensure that your behaviour and actions do not place pupils or yourself at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil, etc.)

j) If you hear third-hand about a situation from a form teacher, a friend, neighbour etc. you must:

• Write down any details that you know, when you heard the information and from whom etc. and pass it to Caroline Goodsman / Pauline Williamson/Rachel Sowerby as soon as possible.

• Keep a copy of what you gave to the Caroline Goodsman / Pauline Williamson / Rachel Sowerby yourself in a secure place.

Similar actions will be taken as stated above if it is one or more pupils against another pupil when there is ‘reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm’. Refer to the school’s Anti Bullying Policy for further information.

**Assisting children in need of additional support**

If children require additional support from one or more agencies the school will do its utmost to accommodate this.

The local authority will also be contacted if a pupil misses’ education for a noticeable period of time without a valid explanation or changes school or starts at Heathfield House School not at the normal entry (Reception) or exit (Year 6) points. This way the child can be tracked within education to ensure they do not miss out on their education.

**Reporting arrangements**

If an allegation of abuse is considered significant, the Hounslow Local Authority will be contacted within 24 hours in order to disclose this information.

Hounslow LADO for Education – Lyn Wilson direct number 02085832785

**Early Help Hounslow**

Monday to Friday 9am – 5pm: 020 8583 6600

Out of hour and weekends – Emergency Duty Team: 020 8583 2222

Email: childrenssocialcare@hounslow.gov.uk

**Arrangements for dealing with allegations of abuse against teachers, other staff, volunteers, the Designated Safeguarding Lead and the head**

If an allegation is made against a member of staff or volunteer a quick resolution of that allegation must be a clear priority to the benefit of all concerned. At any stage of consideration or investigation, all unnecessary delays should be eradicated. The school will not undertake their own investigations of allegations without prior consultation with the local authority designated officer and this will be done within one working day. (LADO – Lyn Wilson direct number 0208 583 2785), or in the most serious cases, the police will be informed from the outset. In borderline cases discussions with the LADO can be held informally and without naming the school or individual. The head should be kept informed of any allegations about staff. In cases of serious harm, the police should be informed from the outset.

All allegations are to be reported straight away to either Pauline Williamson, Caroline Goodsman or Rachel Sowerby.

Where Caroline Goodsman (headteacher) is the subject of the allegation or concern this should be reported to Pauline Williamson or Rachel Sowerby. The headteacher will not be informed of this.

If Pauline Williamson is the subject of the allegation this should be reported to Caroline Goodsman or Rachel Sowerby.

If the allegation is about Rachel Sowerby this should be reported to either Caroline Goodsman or Pauline Williamson.

The school does not require parental consent before reporting allegations to the LADO.

The school will report promptly to the Disclosure and Barring Service (DBS), any person (whether employed, contracted, a volunteer or student) who has harmed, or poses a risk of harm to a child and who has been removed from working (paid or unpaid) with children, or would have been removed had he or she not left earlier. Consideration will be given to making a referral to the National College for teaching and leadership (NCTL) where a teacher has been dismissed for misconduct (or would have been had he/she not resigned first. The reasons for such an order are: ‘unacceptable professional conduct’, ‘conduct that may bring the profession into disrepute’ or a ‘conviction, at any time, for a relevant offence’. Statutory guidance is available to support ‘consideration’, which must be genuine.

**Training**

At the start of each academic year (and as part of the induction process) the Code of Conduct is discussed with all members of staff.

Pauline Williamson, Caroline Goodsman and Rachel Sowerby are trained at least every two years in child protection and inter-agency working. This training may be provided by the local social services department or an external welfare agency acceptable to the local safeguarding children board.

All staff, temporary staff and volunteers who work with children must be trained in child protection at least every three years. The designated Child Protection Officer can provide this training.

All staff, temporary staff and volunteers are provided with induction training which addresses the safeguarding and child protection policy, covering the signs of abuse, whistle blowing procedures and the procedures that should be followed to safeguard children. As part of this induction process the School’s Code of Conduct is covered to ensure staff are aware of the expectations of the school. The induction also addresses part 1 of Keeping Children Safe In Education, September 2016. As part of this training there is also a presentation concerning the risks of radicalisation and how to identify children and young people at risk.

**School’s Recruitment procedures**

In order to ensure the safety of the children at Heathfield House School a Safer Recruitment Policy is in place and both Pauline Williamson and Caroline Goodsman have done the appropriate training.

**Annual Review**

The school’s child protection policy and procedures are reviewed annually by the proprietors, one of which is the headteacher. Next review date: April 2017. However, as both the head and proprietor work within the school, any deficiencies and weaknesses in child protection arrangements will be remedied without delay.

**Arrangements to fulfil other safeguarding responsibilities**

Through the curriculum children are taught about the importance of maintaining their own safety both physically and mentally, e-safety and how to build resilience to the risks of radicalisation. Tfl visit the children in Year 6. Year 5 and 6 have workshops from the NSPCC and are given contact details. Place2Be will give annual workshops to all year groups. PSHE Lessons, local authority ‘Road safety’ sessions, RNL visit re safety on the beach, SRE lessons.

**Policy Implementation**

As part of the induction process all staff must sign to say that they have read and understood part 1 of the Keeping Children Safe in Education document. Pauline Williamson and Rachel Sowerby do ‘Wellfare checks’ on a termly basis.

**Mobile Phones and Cameras**

Please refer to the Mobile Phone and Camera Policy that all staff, volunteers and temporary staff have to read during their initial induction training. They then have to sign a form to confirm that they have read and understood this policy.

**After School Clubs**

All staff that teach in the after school clubs are required to bring in photo identification and DBS forms. Organisations that we utilise have confirmed that they carry out all of the checks we require.

**Reporting to DBS**

The school is committed to reporting to the DBS promptly any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. The school will also report to the National College for Teaching and Leadership if a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate.

The school will also report to DFE, Ofsted, ISA, ISC and any other relevant bodies, within one month of a member of staff leaving the school, if the school chooses not to use a person because they are considered unsuitable to work with children.

Other policies that have close regard to Safeguarding Children include:

Health and Safety

PSHE

Behaviour and Attendance

Sex and relationship Education

Special Educational Needs support

Anti-bullying

Equal Opportunities

Prevent Policy

**Latest date reviewed**: December 2016 written by Caroline Goodsman

Pauline Williamson and Caroline Goodsman (the proprietors) reviewed and confirmed August 2016

Policy will be reviewed by Pauline Williamson and Caroline Goodsman in August 2017