

Safeguarding Children Policy



ENFIELD
LEARNING TRUST
BE INCLUDED

Version and Date		Action/Notes	Date Written	Date to be Reviewed
1.0	01.12.16	Approved by Board of Trustees	November 2016	1 Year - 2017
2.0	10.10.17	Approved by Board of Trustees	Reviewed 22.09.17	1 Year – 2018

Designated Staff:

Each school site has their own designated members of staff. Please see school information for individual designated staff details.

All stakeholders are committed to the safeguarding of children, promoting their entitlement to be strong, resilient and listened to and protecting their rights to develop in a safe, caring environment, without harm. We offer a positive, non-judgemental, home-from-home setting to ensure children receive security and warmth. It is our policy to offer children security through reassurance and comfort in an appropriate and professional manner etc. Staff will ensure contact is visible, and carried out in a professional manner, to protect the children and themselves from any unnecessary misunderstandings. All staff and volunteers are made fully aware of their responsibilities regarding child protection and their full and active role in protecting our pupils from harm.

This policy should be read in conjunction with our school policies on 'Health and Safety', 'Anti-Bullying', 'Behaviour for Learning', 'E-Safety' and 'Safer Handling', as issues covered within these policies may lead to consideration under safeguarding procedures.

The aims of the policy are to:

Raise the awareness in teaching and non-teaching staff, and their understanding, of the need to safeguard children, and their responsibilities in identifying and reporting possible cases of abuse.

- ✓ Develop a structured procedure which encourages good communication between all members of the school community and will be followed in cases of suspected abuse, and a systematic means of monitoring children known or thought to be at risk of harm.
- ✓ Encourage children to develop a sense of autonomy, independence, security, self-confidence and the vocabulary to be able to resist inappropriate approaches.
- ✓ Help children establish and sustain positive relationships within their families, with peers, and other adults.
- ✓ Work in partnership with parents/carers to build their understanding of, and commitment to, the principles of safeguarding all our children.
- ✓ Develop and promote collaborative working relationships with other agencies, especially the Police and Social Care.
- ✓ Ensure all adults within our school, who have access to children, have been checked as to their suitability.

Procedures

We will ensure that:

- ✓ All members of staff know the signs and indicators of abuse and how to respond to a pupil who discloses information to them, procedure for making referrals; training will be provided on a regular basis.
- ✓ All parents/carers are made aware of the responsibilities of staff members with regard to safeguarding procedures, via policy documents.
- ✓ There is provision of adequate and appropriate staffing resources to meet the needs of children.
- ✓ Applicants for posts within the school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- ✓ Candidates are informed of the need to carry out an 'enhanced disclosure' check with the Disclosure and Barring Service (DBS) before posts can be confirmed.
- ✓ Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- ✓ Ofsted requirements in respect of references and DBS checks for staff and volunteers are adhered to, in order to ensure that no disqualified or unsuitable person works at the school or has access to the children. Partners, for example a recruitment agency, are to supply the school with their staff DBS details as and when required.
- ✓ Volunteers do not work unsupervised.
- ✓ The Protection of Children Act requirements are adhered to in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of safeguarding.
- ✓ There are procedures for recording the details of visitors to the school.
- ✓ Security steps are taken so that we have control over who comes into the school environment, in order that no unauthorised person has unsupervised access to the children.
- ✓ We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur (including peer-on-peer abuse and cyber bullying), and to work with statutory agencies in accordance with the procedures that are set down in 'What to Do if You Are Worried a Child is Being Abused.' (DoH 2004)
- ✓ All new members of staff will be given a copy of our safeguarding procedures as part of their induction into the school.
- ✓ All staff members are required to sign the Keeping Children Safe in Education (September 2016): Childcare Disqualification Requirements / Worker / Volunteer declaration annually.
- ✓ Our procedures will be regularly reviewed and updated.

Responsibilities

All staff have a responsibility to raise concerns about any suspicion of abuse, including those involving the attitudes or actions of colleagues.

A number of staff are designated safeguarding officers and receive regular training updates. For a list of designated staff see the front page of this policy.

The designated senior member of staff at each site deals with safeguarding issues in the first instance but, in their absence, the other designated staff may act and report back to them.

The designated teachers are responsible for:

- ✓ Adhering to school procedures with regard to referring a child if there are concerns about possible abuse.
- ✓ Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- ✓ Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- ✓ Ensuring that all safeguarding records are forwarded under confidential cover to a pupil's new school in the event of them leaving.
- ✓ Ensuring that an indication of further record keeping is marked on the pupil records.
- ✓ Ensuring that any pupil currently subject to a Child Protection Plan who is absent without explanation is referred to Social Services on the first day of absence.
- ✓ Ensuring that all school staff have received safeguarding training, which is regularly reviewed and updated, and are informed of changes in legislation or good practice.

Radicalisation

The current threat of radicalisation in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The school is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

We seek to protect children against the messages of all violent extremism. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they will speak to the designated teacher.

Specific Safeguarding Issues: Child Sexual Exploitation and Trafficking, Forced Marriage, Female Genital Mutilation

The school keeps itself up-to-date with the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.

Our designated Safeguarding Team will seek and obtain specific advice and guidance as necessary.

The school will engage experts and uses specialist material to support the safeguarding preventative work we do.

Responding to Suspicions of Abuse

We acknowledge that abuse of children can take different forms --- physical, emotional, and sexual, as well as neglect.

When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Where such evidence is apparent, the relevant adult makes a dated record of the details of the concern and discusses what to do with a designated member of staff. The information is stored within a file created for the storage of such confidential records.

Staff must take care not to influence the outcome of the investigation, either through the way they speak to children or by asking leading questions. Only facts will be recorded. Refer to Appendix 1 – acronym T.E.D.D.Y

Concerns may be shared with Social care, Health Visitors, the Police or NSPCC.

Taking photos/videos in school

Parents are permitted, at the school's discretion, to take photographs/videos of their child in school events such as assemblies, etc. (parents have the right to withdraw their children from such events). However, these photographs/videos must not be shared or communicated on social media sites by the parent. Parents must not disrupt the event in anyway when taking photos or videoing. Any breach of this policy will be taken seriously and investigated.

Social Services and Enfield Safeguarding Children Board is based at:

Charles Babbage House, 1 Orton Grove, Enfield EN1 4TU

Contact: Children's Social Care 020 379 5555

Out of hours - contact the Duty Officer: 020 8379 1000

Enfield Safeguarding Children Board 020 8379 2767

Prevent: 0208 379 6137

The NSPCC has a 24 hr help line: 0808 800 500

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child.
- Listens to the child.
- Reassures the child that she or he will take action.

The member of staff must not ask leading questions or agree to keep what they have been told a secret.

Refer to Appendix 1 acronym T.E.D.D.Y

Recording Suspicions of Abuse and Disclosures

Staff must make a record of:

- The child's name and age.
- The date and time of the observation or the disclosure.
- An objective record of the observation or disclosure.
- The exact words spoken by the child, as far as possible.
- The name of the person to whom the concern was reported, with date and time.
- The names of any other person present at the time.

These records are signed and dated and kept in the pupil's confidential safeguarding file. All members of staff know the procedures for recording and reporting.

Supporting Children

We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.

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.

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.

Supporting Staff

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.

We will support such staff by providing an opportunity to talk through their anxieties with a designated staff member and encourage them to seek further help as appropriate.

Allegations Against Staff

We ensure that all parents/carers know how to make a complaint against staff, volunteer or service within the school, which may include an allegation of abuse.

We follow the guidance of the Enfield Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.

We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any complaint deemed appropriate, immediately to the LA's Children's Social Care department to investigate.

We co-operate entirely with any investigation carried out by Social Care in conjunction with the Police.

Our policy is to suspend the member of staff on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but to protect the staff member, as well as children and families involved, throughout the process.

Allegations against staff will be immediately referred to the Associate Headteacher or Head of School. In the event of the complaint being made against the Headteacher, the initial referral would be to the local governing board.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from the school or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Enfield Safeguarding Children Board. All staff must be aware that they cannot promise a child to keep secrets.

Liaison with other Bodies

We work within the Enfield Safeguarding Children Board guidelines.

We have a copy of 'What to Do if You Are Worried a Child is Being Abused' for parents/carers and staff, and all staff are familiar with what to do if they have concerns.

We have procedures for contacting the local authority on safeguarding issues, including maintaining a list of names, addresses and telephone numbers of social workers to ensure that it is easy, in any emergency, for the school and social Care to work well together.

Details of the local NSPCC contacts are also kept.

If a referral is to be made to the LA Children's Social Care department, we act within the Enfield Safeguarding Children Board guidance in deciding whether we must inform the child's parents/carers at the same time.

Preventative Measures

The school will play a significant role in the prevention of harm to our pupils by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The layout of the rooms allows for constant supervision.

No child is left alone with staff or volunteers in a one to one situation without being visible to others.

Viewing panels in doors must not be covered.

Curriculum

We introduce key elements of safeguarding into our curriculum planning to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and ensure that they develop an understanding of why it is important to keep safe and how to do so. We make sure that this is carried out in a way that is developmentally appropriate for the children.

Informing Parents

Parents/carers are normally the first point of contact.

If a suspicion of abuse is recorded, parents/carers are informed at the same time as the report is made, except where the guidance of the Enfield Safeguarding Children Board does not allow this. (Risk of significant harm.) This will usually be the case

where the parent/carer is the likely abuser. In these cases the investigating officers will inform parents/carers.

Support to Families

We believe in building trusting and supportive relationships with families, staff, partners and volunteers in the school.

We make clear to parents/carers our role and responsibility in relation to safeguarding children, such as the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local Social Care department.

We continue to welcome the child and the family into school whilst investigations are being made in relation to any alleged abuse.

We follow the Safeguarding Children Plan as set by the Children's Social Care department in relation to the school's designated role and tasks in supporting the child and the family, subsequent to any investigate.

Confidential records kept on a child are shared with the child's parents, or those who have parental responsibility for the child, in accordance with procedure and only if appropriate under the guidance of the Enfield Safeguarding Children Board Committee and Data Protection Act.

Children's welfare is our first priority, concerns will, if appropriate, be discussed with parents/carers. Where there are concerns regarding significant harm, correct procedures will be followed immediately and a referral to Social Care made.



Safeguarding

Below is an acronym on how to deal with a conversation of disclosure with a child.

TEDDY

T – Tell me what happened

E – Explain what you mean (so you are clear about people and events)

D – Describe what happened

D – Do not promise confidentiality

Y – Your responsibility is to contact designated staff

Signature of Chair of Trustees:	Signature of Chief Executive Officer: