

Harden Primary School

Child Protection Policy and Safeguarding Procedures

2015

1 POLICY STATEMENT

Safeguarding children - “the action we take to promote the welfare of children and protect them from harm’ Working Together to Safeguard Children (2013)

The health, safety and well-being of all our children are of paramount importance to all the adults who work in Harden Primary School. Our children have the right to protection, regardless of age, gender, race, culture or disability. We will ensure that all appropriate action is taken to ensure that safety well-being of all children who attend Harden Primary School is promoted and safeguarded.

The purposes of this policy are to ensure that:

- 1.1. The children of Harden Primary School are respected and are encouraged to do their best. We will provide opportunities that enable our children to take and make decisions for themselves.
- 1.2. We teach personal, social and health education and citizenship, as part of the National Curriculum in order to help to develop appropriate attitudes in our children and to make them aware of the impact of their decisions on others. We will also teach them how to recognise different risks in different situations and how to behave in response to them.

2 AIM

This policy and procedures aims to ensure the following:-

- 1.1. To ensure that all staff operate within the Bradford Local Safeguarding Children Board (LSCB) procedures. <http://bradford-scb.org.uk/index.html>
- 1.2. To ensure that a safe environment is created through the robust recruitment of staff and volunteers, in line with DfES guidance “Safeguarding Children and Safe Recruitment In Education” 2007, ‘Working Together to Safeguard Children’ (HM Government March 2013), and the ‘Safeguarding and Promoting Children’s Welfare’ guidance within the Early Years Foundation Stage Statutory Framework 2007 (see appendix 5).
- 1.3. To ensure that staff and others are aware of the increased vulnerability of disabled children and in particular the safeguarding needs of disabled children, in line with ‘Safeguarding disabled children – practice guidance’ (DCSF 2009).
- 1.4. To ensure that all staff are clear about their role and responsibilities in safeguarding children whose welfare may be compromised or who may be at risk of harm

- 1.5. To ensure that allegations against teachers and other staff are dealt with fairly, quickly and consistently so providing effective protection of the child.
- 2.5 To make clear the procedure for dealing with child protection concerns.
- 2.6 To ensure that there is effective, regular and appropriate communication between all staff in relation to Child Protection matters.
- 1.7. To ensure that all staff have the skills and knowledge to enable them to effectively support children who are at risk of significant harm by working in partnership with children, their families and other agencies.

3 PROCEDURES:

- 1.1. The governors shall ensure that procedures to safeguard children's welfare are effective and adequately resourced.
- 1.2. The governors shall nominate a Governor for Child Protection who will report the effectiveness of the school's safeguarding procedures to the governing body.
- 1.3. The school has a safeguarding team consisting of the nominated governor, head teacher, learning mentor and SENCo. This team is responsible for the management and co-ordination of the schools response to all matters related to Safeguarding Children.
- 1.4. Any concerns about the safety or wellbeing of a child should be notified to a Safeguarding team member immediately.
- 1.5. The Safeguarding team member will check the school records and obtain information from other staff as appropriate.
- 1.6. The Safeguarding team member may, as part of the process of gathering information and making a decision as to the level of concerns about a child, establish whether the child is/has been subject to a child protection plan.
- 1.7. The Safeguarding team member has a range of options available and should make a decision as to the most appropriate action based on the information they have. **NOTE:** The SAFEGUARDING TEAM MEMBER may seek advice as to the most appropriate course of action by:

(i) Child Protection Referral - For example allegation of physical or sexual abuse, where contacting the parent / carer may put the child at increased risk of harm or there is a justifiable fear of violence or there is a need for immediate action i.e. a need of immediate medical attention.

Refer the matter to Care Services, as a child protection matter, **without informing the parent** or seeking the consent to the referral.

- A referral should be made that day by telephoning the duty social worker – Initial Response Team a written referral MUST be followed up in writing within 24 hours
- A copy of the referral should be kept on the child's file.
- Advice should be sought from Initial Response as to the most appropriate means of obtaining consent.

(ii) Child Protection Referral - For Example, unexplained injuries or injuries inconsistent with explanation

- The parents should be contacted and the concerns discussed with them and the decision to refer to Care Services shared with them. Their consent to sharing information should be sought, although a refusal does not prohibit the referral being made.
- Difficulty in contacting a parent should not delay the referral being forwarded to Care Services. The referral should clearly indicate that attempts to discuss the referral with the parents have been unsuccessful.
- The SAFEGUARDING TEAM MEMBER should consider writing to the parent/carer to advise them of the decision to refer to Care Services and that efforts were made to contact them to discuss the matter first. It will be appropriate to include a copy of this letter in the referral to Care Services.
- A referral should be made that day to the Initial Response Team in writing.
- A copy of the referral should be kept on the child's file.

(iii) Child Wellbeing Concerns

Discuss the concerns with a parent and agree a course of action such as referral to School Nurse, Voluntary Organisation, Education Welfare Officer or a referral to Care Services for an assessment of need – with their consent.

- Parents or Carers should be invited in to school to discuss the concerns.
- Where appropriate the Educational Welfare Officer could be asked to visit the child/family at home to explore the issues further.
- If a decision is reached to seek help from Care Services the referral form should be completed and the Parent should be asked to give written consent to the exchange of information (Appendix 2.)
- All such discussions with family members and other agencies should be recorded on the child's file.
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(iv) Child Wellbeing Concerns

Discuss the concerns with a parent and seek their consent to undertake a Common Assessment. (Local Common Assessment Framework Procedures should be followed)

(v) Child Wellbeing Concerns

Monitor the child's wellbeing within school by filling in the monitoring sheet (appendix 7). It would be at the Safeguarding team members discretion as to how concerns are shared with a parent. Good practice and legal guidance in relation to record keeping indicate that it would generally be inappropriate not to discuss such action with a parent.

All such discussions with family members and other agencies should be recorded on the child's file.

The SAFEGUARDING TEAM MEMBER will be responsible for ensuring that other staff, where appropriate, are aware of concerns and any need to monitor a child. The SAFEGUARDING TEAM MEMBER will also record which staff have been advised of the need to monitor the child's wellbeing.

Any concerns raised by any member of staff or volunteer should be carefully recorded. This should include the nature of the concern, date discussed, action agreed. This should be recorded on the proforma at Appendix 4. This ensures that all children's records can be kept separately.

This information should be stored in a secure, lockable filing cabinet, accessible by the SAFEGUARDING TEAM MEMBERS.

If the complaint refers to a member of staff then the Headteacher needs to be informed immediately and they will follow the policy 'Allagations made against staff.'

4 The Role and Responsibility of All Staff within School

All Staff and Governors must be DBS checked in line with the LA guidelines and receive Safeguarding Children training every three years.

All Staff must:

1. Ensure that interactions with children are child centred, appropriate and professional. At all times staff must adhere to good practice in relation to what is suitable behaviour for when working with children. For guidance on this, staff should familiarise themselves with '*Keeping Children Safe in Education, April 2007 and supplementary advice*, available on the staffroom safeguarding noticeboard, and from the SAFEGUARDING TEAM MEMBER.
- 2.
3. Training is provided for safe handling of children. ('Team Teach') Only those staff who have up-to date training and to be used on prior identification of children

and when the most appropriate strategy i should attempt to restrain children. A report should be filed following each incidence of physical restraint including clear justification and excavation model Think we need a separate policy for team teach??

4. Must not physically restrain children not identified as benefitting from Team Teach Approach unless in situation where the child is themselves or placing others in imminent serious danger.
2. Ensure they are familiar with 'What to do if You're Worried A Child is Being Abused'.
3. Look regularly at the Safeguarding noticeboard in the staffroom.
4. Never use any form of corporal punishment
5. Listen, believe, and take seriously, what the children are saying to you, and support other staff who raise concerns, so that those children or adults believe they will be listened to and appropriate action will be taken.
6. Be honest and clear about confidentiality boundaries. Children need to know that staff may not always be able to uphold confidentiality and that where there are child welfare concerns they will need to share them with the SAFEGUARDING TEAM MEMBER.
7. Allow children time and space to talk to you, avoid interrogating, investigating or examining children in your care.
8. If you see a child with an injury, always ask them how they sustained the injury. if suspicious document and seek advice from the safeguarding team
9. If safe seek an explanation from their parents/carers unless you consider, in consultation with the SAFEGUARDING TEAM MEMBER that an injury requires immediate medical treatment or likely to put the child at further risk.
10. Record details including what the child said to you, in their own words, and any parental explanation i.e. explanations for injuries etc. Plus the teachers observations. Ensure that the record is dated and signed (with your name and position printed underneath). A proforma for reporting concerns is available in the class file and in the office.
11. Ensure all information is kept confidential, unless by doing so, a child's well-being, development or safety is put at risk. In this case, staff members should discuss the case with the SAFEGUARDING TEAM MEMBER before taking any further action.
12. Make themselves aware of, and comply by, the school's staff 'Code of Conduct' – appendix 6.

13. Comply with the policies and procedures set out in the school's positive behaviour (including anti-bullying), physical intervention, ICT and other policies

All staff must discuss any concerns about the welfare of a child with a SAFEGUARDING TEAM MEMBER.

5 CHILD PROTECTION CONFERENCES:

The decision to convene a child protection conference is made by social services, either following a Child Protection Investigation or as a result of an accumulation of concerns over time.

Once the decision has been reached to convene a CPCC Social services have a maximum of 15 days in which to hold the meeting.

The SAFEGUARDING TEAM MEMBER will attend all initial CPCC's on children who attend Harden Primary School. A written report must be provided for each CPCC. The following factual information should be included in the report:-

- Attendance History.
- Any concerns about the child from the school files – including dates and times of such concerns.
- Any action and outcome of concerns within school.
- Information about Parent/School communication and relationship, including the parents' response to any specific concerns identified.
- The child's presentation and behaviour.
- The child's academic progress.
- Comments/observations made by other staff who have significant contact with the child (e.g. support staff, class teacher).
- Any other information known about the family.
- Any strengths or positive attributes that the child and his/her parents have.
- Any other relevant information.

The report should be shown and discussed with the parent/carer prior to the CPCC. It will be shared with them at the conference and it is helpful for them to have had the opportunity to read and discuss it prior to the conference.

A copy of the report must be forwarded to the conference chair no less than one working day prior to the CPCC

A copy of the report to CPCC should be retained on the child's school file.

When received, a copy of the minutes and any agreed protection plan will be kept on the school CP file.

6 What to do if there is information which you do not feel should be shared with the parents at the CPCC.

The SAFEGUARDING TEAM MEMBER must contact the chairperson of the CPCC prior to the meeting. They will discuss the appropriateness of keeping any information confidential and if deemed appropriate and necessary, the Chairperson will make arrangements to manage this e.g. by excluding the parents/carers from part of the CPCC. This decision rests with the chairperson of the CPCC.

7 CORE GROUPS:

All children whose names are placed on the Local Safeguarding Children's Board register of children subject to a Child Protection Plan will have a 'Core Group' of professionals who are responsible for safeguarding their wellbeing and implementing the Child Protection Plan.

The Core Group will meet regularly, (approximately every 6 weeks) and it is the responsibility of the Key Worker (within Care Services) to convene and co-ordinate these meetings.

Where a representative from school is a member of the Core Group they should ensure that all reasonable efforts are made to attend meetings. In the event of their being unable to do so a short written report should be provided to the Key Worker.

8.0 REVIEW CONFERENCE:

A Review Conference is a meeting which is held to review the child protection plan and to decide whether or not a child should remain subject to a child protection plan. The DTCP should attend such meetings for any child who attends at Harden Primary School.

9 RECRUITMENT OF STAFF

It is the responsibility of the governing body to ensure that all adults in school, both staff and volunteers to be vetted in line with the DFES guidance Safeguarding Children and Safe Recruitment in Education (2007), and that recruitment and selection procedures described in the above document are rigorously applied.

The governing body remain accountable but at Harden delegate the responsibility to the Head Teacher for ensuring all staff adhere to the safer recruitment policy (2007)

This procedure applies to all staff, regardless of their job description, employed within Harden Primary School and is regardless of status e.g. Permanent, Temporary, Casual, Sessional etc.

All applicants must complete a Standard Application Form as per Bradford Personnel procedures.

The Head Teacher will scrutinise the application form in order to:

- Assess the candidates suitability for the post
- Identify any gaps in the career history
- Look for any unusual employment breaks, changes, or patterns of employment.
- Identify any issues requiring clarification at interview.

It is the Head Teacher's responsibility to ensure that any issues arising from the application form are clarified at/before interview.

The head Teacher will report any issues to the Governing Body

In line with the with DfE guidance "Safeguarding Children and Safe Recruitment In Education" 2007 two recent references including from the latest employer will be sought on all successful applicants.

The successful applicants' identity will be verified by checking documentation EG: Passport, utility bill, driving license and NI number.

All successful candidates must be subject to a CRB check prior to their appointment. The CRB request must be for an enhanced disclosure and marked to indicate that the applicant will be working with children.

This information will be entered onto the schools database of references, CRB checks, eligibility for employment and qualifications.

10 Volunteers

Although there will not be a formal recruitment process, the Head Teacher will be responsible for ensuring that all volunteers are suitable for that role. This will be achieved by:

All volunteers must complete a Personal Details and Declaration form – see Appendix 1, instead of a Standard Application Form

Informal discussion with the volunteer to assess their suitability

Verification of Identity and consideration of the need for references as for staff at Section 9

Completion of an Enhanced Disclosure – DBS check

Once these checks have been completed satisfactorily the Head Teacher will Complete Part three of the Volunteers Application.

NOTE: The Head Teacher has the discretion to allow volunteers to work within school once the Application form is completed and the DBS and References applied for. This discretion should only be used when the volunteer is already known to the school and when verbal references have been satisfactorily completed. Volunteers should never be left unsupervised by a staff member who is DBS checked prior to the DBS and reference verification.

11 “One off” Helpers and contractors in school

The only exception to the procedures outlined at 10 are when the volunteer’s role is ‘one-off’ assistance and does not require them to be left alone with children. This is at the discretion of the Head Teacher.

Safeguarding Children and Safe Recruitment in Education 2007: “States that volunteers who do not have regular contact –regular meaning less than once a month and less than three times are not required to be CRB checked. However they will not be left unsupervised or have unsupervised direct contact with a child.” The Head Teacher will ensure that in volunteers who increase the frequency of their visits are subject to formal checks and references.

In such circumstances, Helpers will be asked to complete Part 1 of the Application and Declaration for volunteers.

Any contractors working in school should provide and display identification, and must be required to complete the forms at Appendices 2 and 3.

12 Allegations of Abuse Against Teachers and Other Staff

All Allegations of abuse should be dealt with fairly quickly and consistently.

The Criteria for considering an investigation is based on the following :-

A member of staff has -

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they may be unsuitable to work with children

If these criteria are satisfied, allegations or concerns must be reported to the Local Authority Designated Person to ascertain how the matter should be investigated. If a safeguarding concern or disclosure pertains to the head teacher, this should be reported to the chair of governors.

See the allegations against staff policy.

13 Extended School Activities

Harden Primary School hosts extended school activities on the premises. Children and families are likely to perceive that these are safe and approved by the school body. We will therefore take all reasonable steps to ensure that such services are safe and reach the same high standards of child protection as within school including all services are insured and satisfy the DBS requirements.

14 Other School Policies

Staff and governors should refer to the school's Health and Safety, Positive Behaviour, including Anti-bullying, visits, ICT, whistle-blowing, sex and relationships education and other policies for further guidance on aspects of safeguarding children at Harden Primary School.

15 Visits and School Swimming

Staff accompanying school visits and school swimming should familiarise themselves with the relevant guidance contained within the staff code of conduct (appendix 6) and Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings. Wherever possible, at least one male and one female member of staff should accompany visits, with the pupil/staff ratio sufficient to ensure adequate supervision. Parent volunteers are encouraged to accompany visits, however, only those with DBS clearance should have unsupervised access to children. Further details are available in the school visits policy.

This version 2nd December 2015

Agreed by Governors

Chair of Governors _____

