



## Safeguarding and Child Protection Policy

The statutory guidance '[\*Keeping Children safe in education\*](#)' (2016) and '[\*Working together to safeguard children\*](#)' (2015) emphasises the importance of schools creating a safe environment where any suspected abuse or concerns about a child or inappropriate behaviour of an adult or a child, is reported and appropriate action taken. This policy links to our Code of conduct for staff, governors and volunteers; the Behaviour policy for pupils and the Attendance policy.

The school recognises how important it is to share information and work with other agencies (children's social care, the police and health services) to ensure the well-being and protection of children.

For the purpose of this policy, **safeguarding** is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

For the purpose of this policy, **child protection** is defined as:

- as part of safeguarding and promoting welfare
- refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.

The Designated Safeguarding Lead (DSL) is Mr Peter Kyles, the deputy leads are Mrs Simone Eckley, Mrs Kate Goad and Mrs Sally Kyles. The lead governor responsible for safeguarding and child protection is Mrs Madeleine Spinks with Mrs Louise Lewis and Mrs Jane Clarke deputising in this role.

This school aims to establish and maintain a safe and secure environment in which children can learn and develop and are encouraged to talk and have confidence that they will be listened to.

## To achieve these safeguarding and child protection aims, School will ensure that:

- All staff, volunteers, governors and parents know what to do and what procedures to follow if they have any concerns. All incidents, however small, should be reported to the Designated Officer.
- All staff, volunteers and governors have safeguarding and child protection training at the appropriate level to fulfil their roles.
- Written records are kept of concerns raised (even if not referred on) and incidents that occur on school premises or which are reported to members of staff. Records are kept on an individual child record sheet. A log will also be kept of behaviour for all children to monitor patterns.
- School implements safer recruitment practice by checking the suitability of all staff using pre-employment checks (enhanced DBS with barred list check, prohibited from teaching checks, specific references, right to work in the UK, disqualification by association) with subsequent annual declarations on DBS and disqualification criteria.
- Volunteers, governors and trustees have an enhanced DBS check.
- Children are equipped with the skills needed to keep themselves safe and how to seek help in the personal, social, health and economic curriculum such as *cyberbullying and positive relationships*; to specialist courses: *Stranger Danger (infants)*, *BikeAbility*, *Crucial Crew (police)*. We also seek pupils' views on feeling safe.
- Any pupils who have been abused are supported in accordance with an agreed child protection plan.
- A safe and secure environment is maintained (See also the Child Safety; Health and Safety and First Aid policies). Risk assessments for the school site and educational visits and activities are regularly updated. Any visitors during school time should sign in and not given unsupervised contact with pupils.
- Emergency cover is provided for any in-school incident (such as an accident) where a member of staff has to leave the premises, using a team of well-qualified and experienced local volunteers to stand in to ensure the remaining children are cared for. As the school is small the principal covers in-school incidents. All lead teachers the principal and full time TAs are trained paediatric First Aiders. The Principal is also First Aid at Work Trained.
- An annual report is made to the governing body, on child protection matters, to include changes affecting child protection and safeguarding policy and procedures, child protection training received, the number of incidents/cases (no names) and how the curriculum includes teaching pupils how to keep safe.

- We help parents and carers to understand risk areas using articles in the school newsletter (for example [guidance](#) on safe use of the internet) and raising any immediate issues with the parents or carers to action is taken to keep children safe. We also regularly seek their views on whether their children feel safe in school.

## Training

The DSL will undergo updated child protection training every two years. All staff and volunteers with regular contact with pupils should undergo child protection training which is updated regularly, in line with advice from the Local Children's Safeguarding Board. There will be an annual refresh on changes to guidance or key safeguarding issues with child protection provided to all staff and lead governors, using information from the NSPCC and GOV.UK website. The designated safeguarding leads and their deputies are trained to specialist level as defined by the Herefordshire Safeguarding Children Board: Mr P. Kyles, Mrs S. Eckley, Mrs S. Kyles, Mrs K. Goad, Mrs J. Clarke, Mrs M. Spinks and Mrs L. Lewis. The latter two have also received specialist safeguarding and Safer Recruitment training. Mrs M. Spinks will liaise with the Local Authority Designated Officer and partner agencies in the event of any allegations of abuse against any member of staff, governor or trustee.

## Types of abuse

Abuse is 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 another child or children. The four main categories of abuse are outlined below: (please refer to the [NSPCC's signs of abuse](#) for more information)

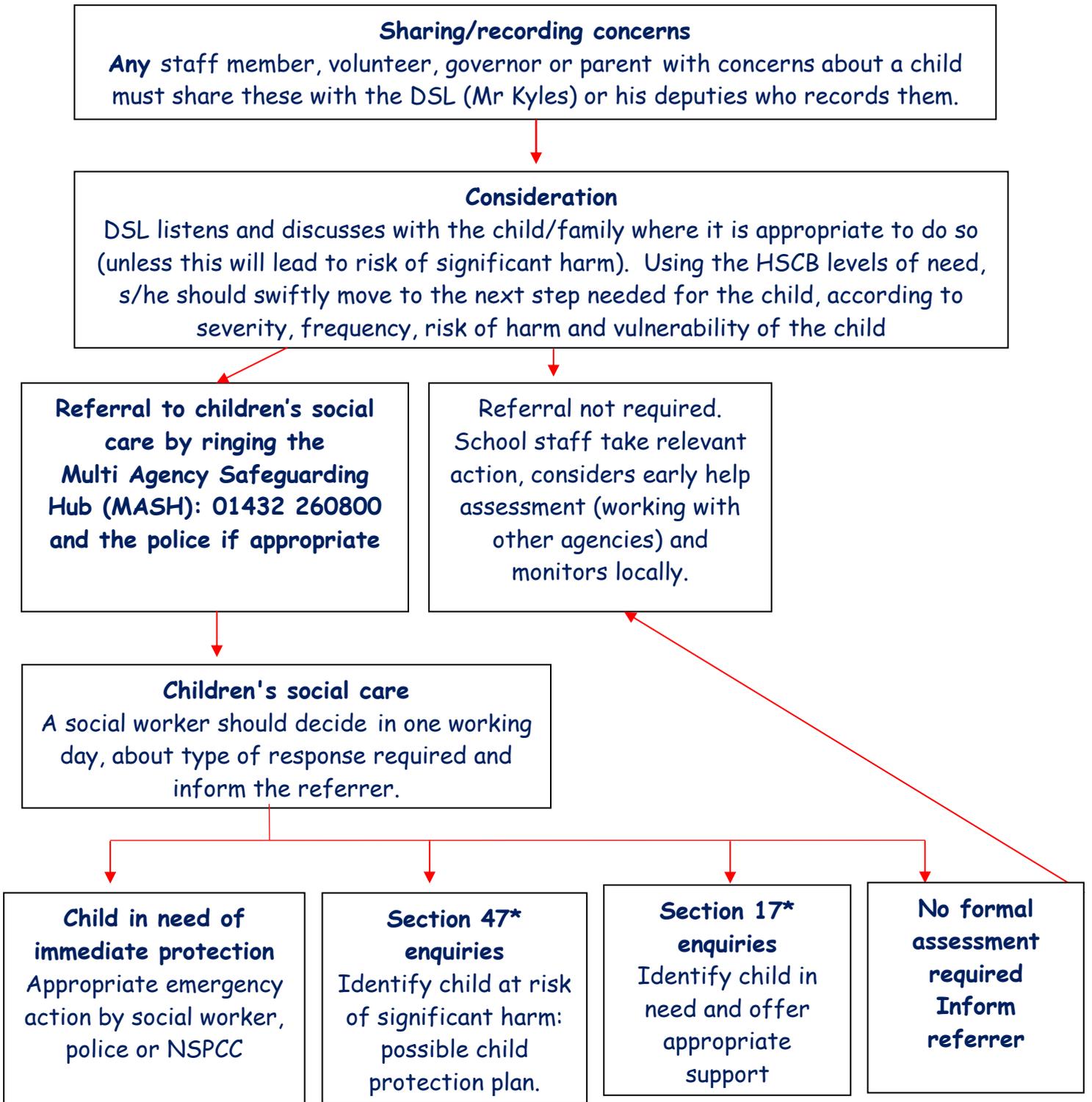
- **Physical:** Perhaps the most obvious and indicated by bruising or scarring, flinching or cowering, sudden shows of aggression.
- **Emotional:** Shown by low esteem, absenteeism, withdrawn.
- **Sexual:** Unusual relationships, drawings, behaviour changes.
- **Neglect:** Unclean, unkempt, looking ill-fed or sickly.

All staff need to be sensitive to and aware of signs that may indicate possible safeguarding and child protection concerns. For example, poor or irregular attendance, persistent lateness, children missing from education, recent change in behaviour. Staff also need to be aware of specific safeguarding issues such as bullying (including cyber-bullying), domestic violence and abuse, fabricated or induced illness, drugs, mental health, female genital mutilation, child sexual exploitation, faith abuse and radicalisation, violence against women and girls (See Training section above).

## PROCEDURES

### Action to take when there is concern that a child has suffered or is likely to suffer harm

This diagram shows what action should be taken and who should take it when there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately - **see Useful contacts**.



At all stages, staff should keep the child's circumstances under review and re-refer if appropriate, to ensure the child's circumstances improve - the child comes first.

## **\*Definition of Section 17 & Section 47**

Section 17 of the Children Act 1989 defines a child as being in need in law if:

He or she is unlikely to achieve or maintain or to have the opportunity to achieve or maintain a reasonable standard of health or development without provision of services from the LA;

- His or her health or development is likely to be significantly impaired, or further impaired, without the provision of services from the LA;
- He or she has a disability.

Development can mean physical, intellectual, emotional, social or behavioural development. Health can be physical or mental health.

Section 47 of the Children Act 1989 places a duty on LAs to investigate and make inquiries into the circumstances of children considered to be at risk of 'significant harm' and, where these inquiries indicate the need, to decide what action, if any, it may need to take to safeguard and promote the child's welfare. The investigation will form a core assessment, which is an in-depth assessment of the nature of the child's needs and the capacity of his or her parents to meet those needs within the wider family and community context. The results of that assessment will form part of the LA's evidence if it commences proceedings for a Care or Supervision order.

Duties to make inquiries under Section 47 arise in the following circumstances: -

- Where the Local Authority has already obtained an Emergency Protection Order in relation to the child or
- Where the Local Authority is informed that a child who lives or is found in its area is the subject of an Emergency Protection Order, is in Police Protection or has contravened a ban imposed by a curfew notice under s.14 of the Crime and Disorder Act 1998 and has reasonable cause to suspect that a child who lives or is found within its area is suffering, or likely to suffer significant harm.

## **Further information about raising concerns**

- If you have any concerns, listen to and observe the child, make notes and speak to the Designated Officer. He will record everything in writing plus any actions or decisions made, and the reasons those decisions were made, these will be kept securely in individual electronic files. The record will include the name and age of the child, observations with dates, objective descriptions of the child's behaviour/appearance; where possible, the exact words spoken by the child and names of witnesses. All staff will ensure confidentiality and keep the information securely, but the right is reserved to pass information to another agency if we feel it is the best interest of the child.
- The Designated Officer will discuss concerns with the child and the family, seeking explanations, as long as it will not put the child at risk of significant harm by doing so.
- Depending on the information provided by the parent with regard to the concerns raised, the Designated Officer will contact the Multi-agency Support Agency (MASH) and follow its advice.
- Staff will liaise with other agencies to support any pupil who has suffered abuse, such as social services, child and mental health service (CAMHS) and the educational psychology service.
- The Designated Officer will inform the nominated governor at the earliest possible opportunity, but within 48 hours of any incident involving a pupil which is referred to the MASH.
- The governing body will receive an annual safeguarding audit report and review this policy.

## Allegations against a member of staff

The School aims to ensure that all staff and parents/carers know how to raise any concerns about inappropriate behaviour, which may include an allegation of abuse. We will publish this document on the school website and who to contact with any concerns in the school newsletter.

### Procedure

- If you have a concern that a person may have behaved inappropriately or you have received information that may constitute an allegation you should:
  - report it as soon as possible, however trivial it may seem to the Designated Safeguarding Lead (Mr P. Kyles) or one of the deputy safeguarding lead teachers. If the allegation concerns Mr P Kyles, report it to the governor safeguarding lead (Mrs M. Spinks) or one of the deputy nominated governors (Mrs J. Clarke or Mrs L. Lewis).
  - make a signed and dated written record of your concerns, observations or the information you have received to pass on to the designated person as outlined above;
  - maintain confidentiality and guard against publicity while an allegation is being considered or investigated and follow local information sharing protocols

#### **You should not:**

- attempt to deal with the situation yourself;
  - make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents;
  - keep the information to yourself or promise confidentiality;
  - take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents or carers.
- The Designated Safeguarding Lead (or Nominated Governor if the allegation is against the DSL) will listen to the concerns raised and make a record (signed and dated) to make a referral to the LADO, which should also include
    - The name of the person who raised the concern;
    - Personal details about (i) the child/ren, parents/carers, siblings; (ii) the person against whom the allegation has been made; and (iii) details of any known or possible witnesses, including checking on and recording, with times, dates etc, any other incidents or concerns about the child/ren or the member of staff/volunteer concerned together with actions taken and outcomes. At the same time it's important to keep alert for patterns which might suggest the abuse goes further afield and involves other children and adults;
  - **The Designated Officer (or Nominated Governor) will refer to the LADO (Local Authority Designated Officer) within 1 working day for support and advice.** The school leadership team will co-operate with any investigations carried out.

- The Designated Officer must inform the Nominated Governor at the earliest possible opportunity and Local Authority as soon as is reasonably practical, but at the latest within 14 days of the allegations being made.
- After speaking to the LADO the member of staff would be informed of the allegation and depending on the LADOs advice he/she could be suspended from work on full pay pending further investigation and after the situation is resolved or dismissed.
- The staff member whom the allegations have been made against would not be allowed on the premises and should not contact any parents/carers until the investigation is complete.
- If a member of staff resigns or is dismissed, and there is a concern about their conduct with children in future, the school will inform the LADO and the DBS of these concerns.
- Counselling will be offered to all staff in dealing with such allegations among the team, once investigations have been concluded to ensure confidentiality is maintained
- If the allegations are disproven the staff member may wish a phased return to work to re-integrate until they feel able to return to normal duties as before. If the allegations were found to be malicious, further action will be taken as advised by the LADO.

### Useful references:

- *Working together to safeguard children; Dept. for Education, April 2015*
- *Keeping children safe in education; Dept. for Education, May 2016*
- *Inspecting safeguarding in maintained schools and academies; March 2015*
- *Herefordshire Levels of Need Threshold guidance, August 2014*
- *Guidance documents on the Herefordshire Safeguarding Children Board (HSCB) website (e.g. Managing allegations against staff)*

### Useful contact details:

- **Multi Agency Safeguarding Hub (MASH):** 01432 260800  
Secure email: [cypd@herefordshire.gcsx.gov.uk](mailto:cypd@herefordshire.gcsx.gov.uk)
- Emergency Duty Team (out of hours): 01905 768020
- **Police** when you think a child is in immediate danger: 999 (FREE)
- **Police** to discuss a child protection or safeguarding concern when a child is not in immediate danger: 0300 333 3000 (you can also email the police to inform them of concerns and start a conversation with them at [contactus@westmercia.pnn.police.uk](mailto:contactus@westmercia.pnn.police.uk) )
- **Local Community Police Officer Jo Ellis:** 07977098394
- **Local Authority Designated Officer (LADO):** 01432 260554.
- **ChildLine** 0800 1111 (FREE) Website [www.childline.org.uk/buddy](http://www.childline.org.uk/buddy)
- **NSPCC:** 0808 800 5000

Date Implemented: September 2016

Approved by: Madeleine Spinks (Chair of Governors)

Person Responsible: Peter Kyles (Principal)

Reviewed as required by statutory guidance or by Sept 2017