

Crofton Hammond Infant School

Child Protection Policy,  
Procedure & Safeguarding Guidance

July 2017

Review Date: July 2018



## **CROFTON HAMMOND INFANT SCHOOL**

### **Child Protection Policy**

#### **KEEPING CHILDREN SAFE IN EDUCATION – SEPTEMBER 2017**

[www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

All staff are required to read this document each year to ensure they fully understand the role that they play in safeguarding the children at our school. It is particularly important that Part One of the guidance is read and shared with the staff on an annual basis. It is the responsibility of the Designated Safeguard Lead to ensure that ALL staff who work in school have had the opportunity to read and understand this guidance on a yearly basis. The Designated Safeguard Lead should undertake training every two years, with a yearly update. All staff should receive Safeguarding training on an annual basis. This should be led by an external provider or the Designated Safeguard Lead.

#### **Purpose**

This School fully recognises its responsibility to safeguard & promote the welfare of children at our school.

The purpose of this policy is to provide staff, volunteers and governors with the guidance they need in order to keep children safe and secure in our school and to inform parents and guardians how we will safeguard their children whilst they are in our care.

#### **Context**

We recognise that children have a right to feel secure and cannot learn effectively unless they do so. Parents, carers and other people can harm children either by direct acts or failure to provide proper care or both. Children may suffer **neglect; emotional, physical or sexual abuse or a combination of such types of abuse**. All children have a right to be protected from abuse. Whilst the school will work openly with parents as far as possible, the school reserves the right to contact Children's Social Care or the Police, without notifying parents if this is in the child's best interests.

#### **Aims**

These procedures apply to all staff, governors & volunteers working in the school.

The aim of our procedures is to prevent children being abused & to safeguard & promote the welfare of pupils at this school in the following ways:-

- Raise awareness of child protection and safeguarding roles and responsibilities with Staff, Governors and Volunteers.
- Develop, implement and review procedures in our school that enable all staff & volunteers to identify and report cases, or suspected cases, of abuse.
- Support pupils who have been abused in accordance with their agreed child protection plan
- Support children with additional needs, e.g. through the CAF
- Ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children.
- Establish a safe environment in which children can learn and develop.
- Ensure that allegations or concerns against staff are dealt with in accordance with DCSF & local guidance.

#### **Whole Staff Responsibilities**

This school recognises that because of their day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:-

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried about any problems.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Follow the procedures set out by the Local Safeguarding Children's Board and the Local Authority and take account of guidance issued by the Department for Children, Schools and Families.
- Treat all disclosures with the strictest confidence.
- Ensure that parents have an understanding of the responsibility placed on the school and its staff for child protection by setting out its obligations in the school prospectus and that parents are offered a copy of the policy on request.
- Notify parents of our concerns, and provide them with opportunities to change the situation, where this does not place the child at greater risk.
- Notify the allocated Social Worker if there is an unexplained absence of more than two days of a pupil with a child protection plan.
- Develop effective links with Children's Social Care and cooperate as required with their enquiries regarding child protection matters including attendance at Child Protection Case Conferences.
- Liaise with other agencies that support pupils such as Child and Adolescent Mental Health Service, The Locality Team and the Educational Psychology Service through normal referral routes and the CAF process.
- Ensure that there is a Designated Safeguard Lead – (DSL).

**Staff should receive specific training on the following safeguarding topics:**

- child missing from education
- child missing from home or care
- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- so called 'honour-based' violence
- mental health
- peer-on-peer abuse
- private fostering
- preventing radicalisation
- sexting
- teenage relationship abuse
- trafficking
- understanding the additional vulnerabilities of learners with SEN and disabilities, and how those barriers can be overcome

Children at risk of the above are often the most vulnerable children in school and care should be taken to ensure that the condition of any identified children are carefully monitored and that 'Early Help' is identified where appropriate. Staff should be made aware of the difference between a safeguarding concern and a child in immediate danger or at significant risk of harm. Safeguarding is what we do for all children, whilst Child Protection refers to the procedures we use for children at risk of significant harm or who have been harmed.

### **DSL responsibilities**

**In this school the Designated Safeguard Lead is Jacky Halton. The Assistant Headteachers, Julie Syms and Jodie Hope are both trained in Child Protection procedures. They will:**

- Ensure that all staff are trained at least annually
- Ensure that the Governing Body understand their responsibilities under s.175 of the Education Act 2002.
- Ensure that Safeguarding of children is an agenda item at Full Governor Body meetings
- Ensure every member of staff, volunteer and governor knows the name of the designated person (DSL), their role and their contact details
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person (DSL).
- Keep written records that are kept securely and separately from the main pupil file and use these records to assess the likelihood of risk.
- Ensure that copies of child protection records and or records of concern are transferred accordingly (separate from pupil files) when a child leaves the school.
- Ensuring that, where a pupil on a child protection plan, or is a child looked after, leaves the school, their information is transferred to the new school immediately and that the child's Social Worker is informed. Also to liaise with the Virtual School Headteacher children who are looked after, specifically with any concerns relating to Safeguarding.
- Ensure staff know the difference between a 'concern' and 'immediate danger or at risk of harm'.
- Ensure that all staff are aware of the NSPCC whistle-blowing helpline number on 0800 028 0285

### **Responsibilities of Adults within the school community**

- All adults are required to be aware of and alert to the signs of abuse.
- If an adult identifies that a child may be in an abusive situation they should record their concerns and report them to the senior designated person (DSL) as soon as practical.
- If a child discloses allegations of abuse to an adult, they will follow the procedures attached to this policy.
- If the disclosure is an allegation against a member of staff they will follow the procedures attached to this policy.
- All Governors are required to have an Enhanced DBS check.

### **As a school we will educate and encourage pupils to Keep Safe through:**

- The content of the curriculum where 'safeguarding' is being taught to children as part of our broad and balanced curriculum
- A school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- The "Rights, Respect and Responsibility" agenda
- The creation of a culture which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

## **Annual review form**

As a school, we review this policy annually in line with Hampshire Safeguarding Children's Board procedures and the following Local Authority procedures and DCSF guidance.

### **Keeping children safe in Education – Statutory guidance for schools and colleges (September 2016)**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417715/Archived-Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417715/Archived-Keeping_children_safe_in_education.pdf)

### **Working Together to Safeguard Children (2010)**

<http://publications.dcsf.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-00305-2010>

### **Safeguarding Our Children - 4LSCB Procedures (2007)**

<http://www.4lscb.org.uk/documents/4lscbproceduresupdated220708.pdf>

### **Safeguarding Children & Safer Recruitment in Education ( DCSF 2007)**

[http://www.teachernet.gov.uk/\\_doc/8592/Recruit.pdf](http://www.teachernet.gov.uk/_doc/8592/Recruit.pdf)

### **Child Protection - Dealing with Allegations against, and concerns about Staff ( HCC 2006)**

<http://www.hants.gov.uk/education/eps/child-protection/>

### **Guidance for Safer Working practices for Adults who Work with Children & Young People (2007)**

<http://www.everychildmatters.gov.uk/resources-and-practice/IG00311/>

### **What to do if you are Worried a Child is Being Abused ( HM Govt. 2006)**

<http://publications.teachernet.gov.uk/default.aspx?PageFunction=searchresults&ft=%2bchild+%2b%20abuse&pn=1&sb=6&rpp=1&ShowHide=4&Area=1>

**Date Approved by Governing Body: July 2017**

**Next review date: July 2017**

**Date of Whole School Refresher Training: 4<sup>th</sup> September 2017**

## **Child Protection Procedures**

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

These procedures should be read in conjunction with the flow chart (Annex 2).

### **If a member of staff suspects abuse e.g. through physical injury etc. they must:**

1. Record their concerns
2. Report it to the Headteacher/Designated Safeguard Lead immediately
3. If there is a requirement for immediate medical intervention, assistance should be called for.
4. An accurate record should be made (which may be used in any subsequent court proceedings), within 24 hours of the disclosure, of all that has happened, including details of:
  - what they have observed and when
  - injuries
  - times when any observations / discussions took place
  - explanations given by the child / adult
  - what action was taken.

### **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
2. If there are grounds for concerns they must contact Children's Social Care via the Central Reception Team (CRT) on 01329 225379 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 what the child has said or what has been said they can phone Children's Social Care (CRT) to discuss concerns. To do so will not constitute a child abuse referral and may well help to clarify a situation.
3. If there are not grounds for concerns of significant harm, then the DSL will either actively monitor the situation or instigate the Common Assessment Framework (CAF) process.
4. The HT must confirm in writing to Children's Social Care, the referral made verbally, within 24 hours, including the actions that have been taken. The written referral should be made using the inter-agency referral form (Annex 12), which will provide Children's Social Care with the supplementary information required about the child and family's circumstances. If necessary add additional details about the concerns and how they came to light.
5. If a child is in immediate danger, the police will be informed and can take immediate protective action. If it is believed that the child is in imminent danger urgent advice should be sought from Children's Social Care and/or the police. The child can be kept in school if

advised to do so by these agencies. The parent should be informed and a decision should be made with Children's Social Care/police about who should do this.

6. Normally the school should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement to making a referral to Children's Social Care if necessary. However, in accordance with DCSF guidance, this will only be done when this will not place the child at increased risk. The child's views should also be taken into account.
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, and if so when and by whom, the parents should be told about the referral. This is important in cases where the police may need to conduct a criminal investigation. Where appropriate, the DSL should help the parents understand that a referral is in the interests of the child and that the school will be involved in the S 47 enquiry as per the Children Act 1989 or a police investigation.
8. When a pupil is in need of *urgent* medical attention and there is suspicion of abuse the HT/DSL should take the child to the Accident & Emergency Unit at the nearest hospital, having first notified Children's Social Care and sought advice about what action Children's Social care and /or the police will take and who and how the parents will be informed, remembering that parents should normally be informed that a child requires urgent hospital attention. If the suspected abuse is sexual then the medical examination should be delayed until Children's Social Care and the police can liaise with the hospital, unless the needs of the child are such that medical attention is the priority. There must at all times be a responsible adult with the child, whether from the school, Children's Social Care or the police, if the parents are not included.

**In dealing with allegations or suspicions against an adult in the school environment staff, volunteers and Governors should:**

- Report to the Headteacher/DSL any concern about the conduct of other school staff, volunteers, Governors or other adults on the school site.
- Inform the Headteacher as soon as practical if a child makes an allegation against a member of staff, volunteer, Governor or other adult on site (within no more than 24 hours).
- If the allegation is against the Headteacher, the concerns need to be raised with the Chair of Governors, or the nominated Governor for dealing with allegations against the Headteacher (no more than 24 hours).
- In either event the Headteacher or Chair of Governors should contact the Local Authority Designated Officer on 01962 876265/ 876255.

## Safeguarding Policies of Crofton Hammond Infant School

### (in line with Ofsted Briefing for section 5 Inspectors on Safeguarding Children,

As the Governing Body of Crofton Hammond Infant School, we review the safeguarding policies on an annual basis.

This sheet records the dates when the policies were reviewed by the Governing Body.

<b>Policy</b>	<b>Date reviewed by Governors</b>
Health and Safety policy	July 2017
Anti – Bullying Policy	October 2016
Racism – Equalities Scheme	July 2016
Physical Restraint Policy	September 2015
Harassment and discrimination – Equalities Scheme	July 2016
Administration of Medicines Policy	July 2016
First Aid policy	July 2015
Drug and Substance misuse policy	October 2016
Off-Site Education policy	March 2015
Sex Education Policy	October 2016
Internet safety policy	March 2015
School site security policy	July 2017
Safer Recruitment policy <sup>1</sup>	March 2016
Issues which may be specific to a local area or population, for example gang activities	N/A at present

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<sup>1</sup> Safer recruitment is not listed on pg 7 of the Ofsted briefing document, but has been included for ease of reference