

WELLINGTON PRIMARY SCHOOL



SAFEGUARDING & CHILD PROTECTION POLICY

	Print name	Date Approved	Review Date
Headteacher	Mrs Joy Wood	20 th November 2017	November 2018
On behalf of Governing Body	Mr Alan Senior	20 th November 2017	November 2018

Safeguarding Policy & Child Protection Policy for Wellington Primary School

“Because of their day to day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop.” (*Working Together to Safeguard Children 2015*)

Wellington Primary School fully recognises its responsibilities for child protection and is committed to safeguarding and promoting the welfare of all its pupils.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: ‘Working Together to Safeguard Children’ 2015, Revised Safeguarding Statutory Guidance 2 ‘Framework for the Assessment of Children in Need and their Families’ 2000, ‘What to do if You are Worried a Child is Being Abused’ 2015 and Information Sharing 2015. The guidance reflects, ‘Keeping Children Safe in Education’ 2016 and our responsibilities with regard to the Prevent Strategy 2011.

Wellington Primary School recognises that a number of other policies and procedures developed and operated by school form part of the wider agenda of Safeguarding, protecting and Promoting Children’s Welfare and this policy should be read in conjunction with the policies and procedures listed below:

- **Whole school behaviour and anti bullying policy**
- **Safe handling procedure**
- **Health and safety policy**
- **Safer recruitment practice**
- **Lettings policy**
- **Code of conduct for staff**
- **E-safety Policy**
- **Meeting the needs of Pupils with Medical Conditions (Medical care plans)**
- **Intimate care procedures**
- **Educational Visits**

Safeguarding Statement

At Wellington Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Wellington Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Aims

The aim of this policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. We wish our pupils to remain safe and free from harm. We are committed to playing a full and active part in the multi-agency response to Child Protection. Our pupils' welfare is of paramount importance. We believe in open and honest communication with parents and guardians and will always share with them any information or

concern about their children at the earliest opportunity. The only exception to this would be where it is felt that such a communication might compromise a pupil's safety. If a pupil is felt to be in need of protection and becomes the subject of a Child Protection Plan, parents/guardians should regard the school as a source of help and support.

Children are best protected when professionals work effectively together and share responsibility for protective action. It is important to remember that a referral or consultation with Social Care/Family Services is an expression of concern about a child's welfare. It is not an accusation or a presumption of responsibility about a parent or guardian.

There are three main elements to our Safeguarding and Child Protection Policy:

Prevention:

- Through the creation of an open culture which respects all individual's rights and discourages discrimination and bullying of any kind;
- Through a positive school atmosphere, teaching and pastoral support to pupils. Pastoral support is the responsibility of all staff working in school;
- By identifying a member of staff –
 - **Designated Safeguarding Lead** - Joy Wood, Headteacher
 - **Deputy Safeguarding Lead** - Neil Gunstone, Deputy Headteacher
 - **Named Governor** - Alan Senior

- The named governor's role is to liaise with named persons and school staff on all matters relating to Safeguarding and Child Protection, participate in the annual review of policy and procedures and make an annual report to the full Governing Body.
- Through the PSHCE curriculum and an ongoing programme of support, at an age-appropriate level to promote self-esteem and social inclusion and address the issue of Child Protection in the wider context of child safety in general.

Protection:

- By following agreed procedures ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns;
- Through fostering an ethos of "collective responsibility" within school where staff communicate concerns timely and through appropriate school systems.

Support:

- By working to support any pupil or member of staff who may have been abused and by working to support parents or guardians.

This policy applies to teaching and non-teaching staff, and to all others working within school.

Categories of abuse

When a child makes an allegation about abuse or neglect they will be listened to, have their comments taken seriously and, where appropriate, the allegations will be investigated thoroughly. It is not the role of school staff to undertake any such investigation.

Wellington Primary School fully recognises the contribution it can make to protect children and support the pupils in our school. The following categories of abuse are recognised:

- **Neglect:** persistent or severe neglect, or the failure to protect a child from exposure to any kind of danger including cold, starvation or extreme failure to carry out important aspects of child care. It may also include neglect of, or unresponsiveness to, a child's basic physical and emotional needs resulting in a failure to thrive.
- **Physical injury:** actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child.
- **Sexual abuse:** actual or likely sexual exploitation of a child and/or their involvement in inappropriate sexual activities which includes all forms of media exposure e.g. internet, photography.
- **Emotional abuse:** actual severe adverse effect on emotional behaviour of a child caused by persistent or severe emotional ill-treatment or rejection. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Procedures

Where it is believed a child is suffering from, or is at risk of significant harm we will follow the procedures below which are guided our Local Authority Safeguarding Board directives.

Teacher's responsibilities:

- To be vigilant in order to identify potential incidences of abuse;
- To report immediately to the designated named person/s;
- To complete documentation for external agencies as appropriate;

It is not the teacher's role to investigate suspected abuse but rather to recognise it and refer it as appropriate to the designated named person/s.

Designated named person's responsibilities:

- To co-ordinate actions in the school and liaise with agencies over suspected or actual cases of child abuse;
- Identify the signs and symptoms of suspected or actual abuse and when to make a referral;
- To ensure that staff observe and implement school's agreed protocol;
- To facilitate training for all staff and governors;
- To authorise and support referral to the relevant and appropriate authority;
- To keep full and accurate records of concerns, reports and referrals made which are stored securely to maintain confidentiality.

Protocol when concern raised by a member of staff or pupil makes a disclosure

In the event of any concern by any member of staff, or if any member of staff is approached by a pupil regarding any matter concerning abuse staff should follow the protocol outlined below –

- Staff must complete the school "cause for concern" form with all relevant information about the concern.
- The member of staff raising the concern will then hand the form directly to a Named Person.

- The Named Person will follow this policy in investigating the concern and taking the necessary action. They should also check in the stored concerns forms to see if a concern of this nature has been raised previously.
- The named person will record their decisions and action on the form.
- The named person will feedback to the member of staff who originally raised the concern and any other member of staff who is required to know about the concern.
- The named person will then store the form in the locked Child Protection drawer in the Head's office.

Professional Confidentiality

Wellington Primary School's training and induction processes ensure the context of confidentiality is fully understood by all those working with our pupils, particularly in the context of Child Protection. All information should be treated as confidential and particular care taken with sensitive information. Sharing information will be treated on a "need to know" basis. Relevant factors include:

- The purpose of the disclosure;
- The nature and extent of the information to be disclosed;
- The appropriateness of the professional to whom is the disclosure to be made;
- If disclosure is a proportionate response to the need to protect the welfare of a pupil.

School will not undertake an investigation but may seek clarification from the pupil. Care will be taken not to ask leading questions. Regular Child Protection training ensures our school staff understand they should not promise confidentiality to a pupil.

In the unlikely event that an incident happens outside core school hours, e.g. on an educational visit or during an after school activity, and none of school's named person/s are available the teacher/staff member will contact the relevant agency as soon as possible if they feel the safety of the pupil may be compromised. The designated named person/s should be informed as soon as possible afterwards. Relevant information will be recorded at the time with full details of the concern.

In the course of an investigation, social workers or the police may wish to speak with a child, without parental knowledge or consent. Mrs Joy Wood (Headteacher), acting in "loco parentis", has the discretion to agree to allow this to enable the authorities to explore concerns and determine whether there are grounds for further action. In these cases the Headteacher will ensure that the child's welfare is secured and he/she has access to a trusted adult.

Mrs Joy Wood (Headteacher) will not allow a child to be removed from the school premises without either:

- Parental consent or An Order of the Court or a Police Protection Order

Protecting Staff

All staff are required to attend in-house Child Protection/Safeguarding training with regular updates. This is to ensure best practice is maintained and that staff are aware of measures designed to support their safety and protection together with those pupils in their care.

Staff should:

- Always avoid inappropriate physical contact with pupils;

- Avoid being left alone in a room with a closed door with just one pupil;
- Be aware of school's Intimate Care procedures
- Avoid discussing, counselling and/or giving advice to pupils about sexual matters except in the agreed context of planned Sex and Relationships Education (SRE) lessons where parental permission will have been obtained. All staff should be aware of school's SRE policy ratified by the Governing Body and the statutory requirements of delivering such education. (Guidance is available on the DFE website).

Allegations made against staff

Sometimes allegations of abuse may involve a member of the school staff. In these circumstances the allegations must be reported to **Mrs Joy Wood (Headteacher)** immediately. On receipt of such an allegation the Headteacher will contact the Local Authority Designated Officer (LADO). If the allegation concerns the Headteacher, the member of staff receiving the allegation must contact Mr Altaf Hussain (Chair of Governors) and LADO as a matter of urgency. (Contact details are held in the office.)

Training and Support

We will ensure that the Headteacher, Named Persons, Chair of Governors and Safeguarding Governor attend Child Protection training relevant to their role. School staff will also receive basic Child Protection awareness training and be kept informed through dissemination and our INSET programme. This will be conducted in-house, at least annually.

Recruitment

As stated earlier, Wellington Primary School operates safer recruitment procedures in line with Government policy and Bradford guidelines to ensure that vetting checks are carried out on all new staff and volunteers who undertake unsupervised work with our pupils. This includes Disclosure and Barring Service (DBS) checks (formerly known as CRB) and enhanced checks for regulated activity (barred list checks). Anyone who is not prepared to cooperate with these procedures will not be considered for employment or unsupervised voluntary work within the school.

Wellington Primary School has a statutory duty to work to the guidelines stated in the Safeguarding Children and Safer Recruitment in Education (DCSF, 2007) including the recruitment of anyone who will work in school. This policy has been developed following the latest DFE guidance

- 'Working Together to Safeguard Children', (2013) and
- Ofsted guidance 'Inspecting Safeguarding' (2013).

DBS (formerly CRB) vetting checks are carried out for all employed staff and unsupervised volunteers prior to commencement of working in school. School reserves the right of entitlement to request a standard or enhanced DBS disclosure certificate (without the barred list check) for supervised volunteers. (Please also refer to the section titled Recruitment within this policy).

All childcare organisations, which include schools, have statutory duties under the Protection of Children Act 1999. As such school will:

- Refer names to the DBS if there are concerns that a person has caused harm, or poses a future risk of harm to our pupils;

- Complete DBS vetting checks as previously stated;
- Not employ or allow a person to volunteer in an unsupervised capacity if the enhanced check for regulated activity informs they are registered on a barred list;
- Cease to employ a person if it is later discovered that the individual is registered on a DBS barred list.

From January 2010 it became mandatory that at least one person on any appointments committee should have completed the Safer Recruitment training. **Joy Wood, and Emma Gooding-Brown** have all completed the Safer Recruitment training.

Disqualification from working with children under the Childcare Act (2006)

The Childcare Disqualification regulations set out the circumstances in which an individual will be disqualified from working with children. Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision in the settings. An employer commits an offence if they contravene section 76(3) except if they prove that they did not know, and had no reasonable grounds for believing, that the person they employed was disqualified.

Disqualification criteria

The criteria for disqualification under the 2006 Act and 2009 Regulations include those set out in the list below:

- a. inclusion on the Disclosure and Barring Service (DBS) Children's Barred List,
- b. being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
- c. certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations;
- d. refusal or cancellation of registration relating to childcare,3 or children's homes, or being prohibited from private fostering4, as specified in Schedule 1 of the 2009 Regulations;
- e. living in the same household where another person who is disqualified lives or is employed (**disqualification 'by association'**) as specified in regulation 9 of the 2009 Regulations;
- f. being found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

Staff covered and relevant settings

Staff are covered by this legislation if they are employed and/or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare. This includes:

- Early year's provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and

- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

All relevant staff at Wellington Primary School will be required to complete and sign a self-declaration form (see appendix 1) annually at the first staff training session of each new school year in September.

If a member of staff is disqualified or is disqualified by association, they will have the opportunity to apply to the Ofsted for a waiver. They will be able to receive updated information and guidance on this process from the school Human Resources provider, currently PACT HR.

The Data Protection Act

The Data Protection Act (2010, 1998) regulates the handling of personal data. Essentially, this is information kept about an individual on a computer or in a manual filing system. The Act lays down requirements for the processing of this information which includes obtaining, recording, storing and disclosing it.

If making a decision to disclose personal data the Data Protection Act must be complied with. This includes eight data protection principles. There should not be an obstacle if:

- There are particular concerns about the welfare of the pupil.
- If information is disclosed to Social Care/ Family Services or to another professional organisation e.g. Police.
- The disclosure is justified under the common law duty of confidence.

As previously stated professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. Any disclosure of personal information by school to others (including Social Care departments), will always, however, have regard to both common and statute law.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information. Wherever possible, consent will be obtained before sharing personal information with third parties. In some circumstances consent may not be possible or desirable but the safety and welfare of a pupil dictate that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a pupil. Disclosure should be justifiable in each case according to the particular facts of the case and legal advice will be sought if school is in doubt.

Records and Monitoring

Well-kept records are essential to good Child Protection practice. Staff have been informed about the need to record any concerns held about a pupil or pupils within our school, the status of such records and when these records should be passed over to other agencies.

As stated earlier, records concerning Child Protection are kept in a separate and securely locked cabinet. Permission to access to any electronic records relating to Child Protection will be granted/designated by the Headteacher. The Headteacher will ensure that staff are informed of the contents of reports and other confidential issues on a need-to-know basis, although the overriding principle is the safety of pupils. All records are confidential. Anyone requesting access to records must first consult with the Headteacher who will allow access only if it is deemed appropriate?

Attendance at Child Protection Conferences and/or Core Group Meetings

A Child Protection conference may be convened by Social Care/Family Services to which all involved agencies would be invited. Where a case involves a pupil in our school a representative is usually invited to attend the meeting. The Headteacher or one of the other named persons may attend – the choice of this representative will depend on the circumstances of each individual case.

Staff may be requested to provide a report for a Child Protection meeting. Any report should be relevant, concise and professional. All reports will be submitted in the first instance to the Headteacher or, if not available, one of the other named persons with designated responsibility for Child Protection in school. All staff that are required to attend such meetings, prepare reports and maintain relationships with parents during and after a referral has been made will be fully supported by our staff that have completed specialist Child Protection training.