

**ALEXANDRA PARK JUNIOR SCHOOL  
2016**

***This policy applies to all members of the school community: full time and part time staff, governors, students and volunteers. (reviewed annually)***

**CHILD PROTECTION/SAFEGUARDING** (this policy links with e safety, bullying (behaviour policy) managing allegations, recruitment. Safeguarding).

**School plays a very important part in protecting children, as a high percentage of abuse cases are referred by teachers. We all need to be vigilant because the incidence of abuse (neglect, physical injury, sexual or emotional abuse) is not related to social or economic circumstances. Confidential Records are an on going set of notes on children as they progress through school. They may include a variety of information to build up a more extensive picture of children. Sometimes confidential information is held with the Head and you may request to see it on a need to know basis.**

**We are effective in promoting the welfare, health, safety and guidance of our children through our curriculum. The Headteacher (Irene Barratt) is the Designated Safeguarding Lead (DSL)with responsibility for child protection and all concerns must be mentioned to her immediately. In the absence of the Head, Deputies, Business Manager, SENCO and our Safeguarding Officer ( Jenny Seabright, Shazia Ashraf, Simone Corry, Hayley Varley, Fiona Liddy) must be informed immediately. These people are the Deputy Designated Safeguarding Leads. The nominated governor is Peter Widall. The governing body collectively has responsibility for child protection and safeguarding matters. The DSL will provide a report to the Chair of the governing body on child protection activities and the number of children with Child Protection Plans 6 times a year at the Governing body meetings.**

**The Head will follow the procedures in accordance with Government guidance as recommended by the DCSF ‘Safeguarding Children and Safer Recruitment in Education 2007’, ‘Working Together to Safeguard Children March 2015’, ‘Keeping Children Safe in Education May 2016, Children Act 2004 and locally through the Local Safeguarding Children Board Child Protection Procedures (LSCB) and will promptly refer suspected cases of child abuse to the local social services department. She will liaise with all other agencies involved. Staff will be asked to monitor the progress of children that there are concerns about whether they are on the register or not. Written information will be kept . The Head will submit reports to Social Care and case conferences and will either attend these conferences or the appropriate member of staff will be released to attend.**

**Our children will know how to keep themselves safe and regular guidance will be given. This will be appropriate to their level of understanding and experiences and part of the daily curriculum.**

**SERIOUS CASE REVIEW PANEL (SCRIP)**

**The Headteacher will inform the SCRIP if a child dies or is seriously injured as a result of abuse. We will contact the Safeguarding Advisor to inform them of any concerns we had about agency practice in relation to the case.**

**CONFIDENTIALITY**

**The degree of confidentiality is governed by the need to protect the child. Staff will be told information on a ‘need to know basis’. When talking to a child, or interviewing anybody else offering information, it will be made clear that it may not be possible to maintain confidentiality if this would prejudice the child’s welfare. Protecting the child will always**

over rule any consideration of confidentiality. Children have the same right as an adult to confidentiality. If there are threats to a child's safety and welfare the normal principles of confidentiality may be set aside. A child's welfare is always the paramount concern.

## **ETHOS**

Our children will feel secure within the school environment, their viewpoints will be valued. They will be encouraged to talk and be listened to.

There will be suitable support and guidance so that they have a range of appropriate adults whom they can feel confident to approach if they are in difficulties. The Head has undertaken bereavement counselling.

Parents will be made aware via the school website that it is the school's responsibility to protect children from abuse.

We will maintain effective links with relevant agencies.

## **PROTECT CHILDREN FROM ABUSE**

As detailed on the website.

'Parents should be aware that the school will take any reasonable action to ensure the safety of pupils. Where the school is concerned that a child may be the subject of ill-treatment, neglect or other forms of abuse, staff must follow Oldham Child Protection Procedures and report their concern to Oldham Social Services Department'.

This is intended to be a constructive and helpful measure.

## **THE ROLE AND RESPONSIBILITIES OF EVERY MEMBER OF STAFF**

To follow the information on LSCB Child Protection at [www.oldham.gov.uk/lscb-home.htm](http://www.oldham.gov.uk/lscb-home.htm)

- contact the Head immediately if they have any concerns
- know and follow the school procedures
- any disclosure of abuse should be referred to the DSL and Deputy DSL's after noting down what was said, time, date and initial
- monitor any children for whom there are concerns
- have a general awareness of the possible indicators of abuse
- follow the guidelines as described in LSCB Child Protection procedures.
- request training if necessary
- keep information confidential
- promote safeguarding issues through the curriculum
- link this policy to other safeguarding policies e.g. e-safety, anti bullying and curriculum
- to be aware of the DCSF Guidance 'Safe Working Practice for Adults who work with Children and Young People'.
- Encourage all children and staff to talk freely about concerns knowing that they will be listened to and appropriate action taken.
- Children with SEN and disabilities face additional safeguarding challenges and all staff will be extra vigilant with these children

## **PARENTAL RESPONSIBILITY**

If someone contacts school claiming to have parental responsibility and school is uncertain then the Head will contact the Borough Solicitor's Office.

## **ACTING IN AN EMERGENCY**

If in an emergency the Head is unable to contact the parents then she may wish to agree to medical treatment for a child so that she may 'do what is reasonable in all the circumstances for the purpose of safeguarding or promoting the child's welfare' Children

**Act 1989, 3 (5).** However, although this covers emergency treatment it is unclear, legally, whether this covers major surgery.

#### **RECORD KEEPING**

Keep clear and detailed records about concerns. How injury occurred, using words actually used as soon as possible after the comment has been made. Give positive support to the child for efforts and progress.

Use the classifications of abuse as seen in 'Working Together to Safeguard Children' 2015 and the signs and indicators of abuse although this is only a guide. **ALWAYS REPORT ANYTHING THAT MAKES YOU FEEL UNCOMFORTABLE TO A DESIGNATED PERSON IMMEDIATELY.**

All records will be kept securely in an index file separate from academic files. Only designated persons will have access to this information. On transfer to another school the designated person will pass the information to the receiving school. When a child who has a child care transfers to another school or is absent for more than 2 days the child's social worker will be informed.

#### **STAFF RECRUITMENT**

The headteacher has undertaken NCSL recruitment training in line with government requirement.

All staff undergo a Criminal Records Bureau check.

Applications will be checked for gaps/resignations/dismissals in their career and questioned at interview about these. Clarification will be sought at interview from candidates who do not quote their most recent employer as a referee. In making a verbal offer of employment it will be stated that the offer is made subject to police, medical checks and references which are satisfactory.

#### **STAFF TRAINING IN CHILD PROTECTION AND SAFEGUARDING**

The school is committed to the training and development of all staff in safeguarding in accordance with DCSF guidance. LSCB approved safeguarding training will take place every 2 years for designated persons, whole school training every 3 years. Staff and governors will receive safeguarding training when first appointed.

#### **PROFESSIONAL ALLEGATION PROCEDURE**

There is a local authority procedure for investigating allegations of professional abuse. Concerns can be reported to the Local Authority Designated Officer at the Safeguarding Children Team.

#### **KEEPING CHILDREN SAFE IN EDUCATION MAY 2016**

(summary: please refer to full document on our conference site in the Safeguarding folder 7<sup>th</sup> June 2016).

- Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and families and carers has a role to play in safeguarding children. They should consider at all times, what is in the best interests of the child. Page 5
- We must maintain an attitude of 'it could happen here'. Page 7
- Abuse, neglect and safeguarding are rarely standalone events. In most cases multiple issues will overlap one another. Abuse, physical abuse, emotional abuse, sexual abuse, neglect – page 11.
- Safeguarding issues can manifest themselves via peer on peer abuse. This could include: bullying including cyber bullying, gender based violence/sexual assaults and sexting. Page 12.

- **Information for the following can be found on the TES, MindEd and the NSPC websites. Bullying and cyberbullying, children missing education, children missing from home or care, child sexual exploitation, domestic violence, drugs, fabricated or induced illness, faith abuse, female genital mutilation, forced marriage, gangs and youth violence, gender-based violence/violence against women and girls, hate, mental health, missing children and adults, private fostering, prevent and radicalization, sexting, trafficking – page 12 and 13.**

**This policy is on the schools First Class system, on the schools website and available to parents on request. All staff are given a copy which they sign for. At induction staff are given a copy.**

Agreed by Governors annually