

# East Farleigh Primary School

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## Child Protection and Safeguarding Policy

Statement  
2016

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## **INTRODUCTION:**

The Governors and staff of East Farleigh Primary School take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.

The Designated Safeguarding Lead (DSL) who has overall responsibility for child protection practice in school is Mr P Sapwell (Head teacher) and Mrs R Hodges (SENCo). Mrs J Hart has undertaken the appropriate training and is developing her role as a future Safeguarding Lead.

Miss Hainsworth is the key worker for Early years, along with Naomi Evans, who will be the key worker during break and lunch times.

Safeguarding is not just about protecting children from deliberate harm. It includes issues for schools such as: pupil health and safety, bullying, racist abuse, harassment and discrimination, use of physical intervention, meeting the needs of pupils with medical conditions, providing first aid, drug and substance misuse, educational visits, immediate care, internet safety, issues which may be specific to a local area or population. Child protection protects children from harm, or who are at risk of harm. Whereas safeguarding extends to the prevention of harm, and promotion of well-being for all children.

As part of the ethos of the school we are committed to:

- Maintaining children's welfare as our paramount concern
- Providing an environment in which children and young people feel safe, secure, valued and respected; confident to talk openly and sure of being listened to
- Providing suitable support and guidance so that students have a range of appropriate adults who they feel confident to approach if they are in difficulties
- Using the curriculum to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others
- Working with parents to build an understanding of the school's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations
- Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication
- Monitoring children and young people who have been identified as "in need" including the need for protection; keeping confidential records which are stored securely and shared appropriately with other professionals
- Developing effective and supportive liaison with other agencies

## **ROLES AND RESPONSIBILITIES:**

### **School:**

Children are helped to understand the need for 'being safe' and ways in which they can protect themselves and others

Through various aspects of the curriculum eg PSHCE, RE, Assemblies, opportunities are made to reinforce the dangers of abuse, how the children can be protected, how to help themselves and who can be trusted

Opportunities are given to children to talk and voice their feelings in lesson time

Children are supervised at all times during the school day. Two members of staff are on the playground/on the gate from 8.30am and no child is left unattended at the end of the school day. Gates are locked at the end of the school day and re-opened after school clubs.

All visitors to the school are required to report to the school office, to sign in the visitors' book and wear a visitors lanyard.

All staff are vigilant for people on site who are unknown. They are asked politely of their business in school and directed accordingly.

All staff are police checked on appointment to the school and any Governors, volunteers or outside agencies working with the children on a regular basis are CRB checked.

Attendance registers are monitored by staff, the Headteacher and EWO for any problems of attendance that may be associated with abuse.

Any concerns are brought to the attention of the EWO immediately.

Bullying in school is dealt with by making sure children are able to talk about threatening behaviour to a member of staff.

All staff are vigilant in all matters concerning Child Protection

All adults in school have a role to play in relation to:

- Protecting children from abuse
- Promoting the welfare of children
- Preventing children from being harmed

**The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**

#### **Designated Child Protection Co-ordinator:**

The Designated Child Protection Co-ordinator is responsible for:

- Co-ordinating child protection action within school
- Liaising with other agencies
- Ensuring that locally established procedures are followed including reporting and referral processes
- Acting as a consultant for staff to discuss concerns
- Making referrals as necessary
- Maintaining a confidential recording system
- Representing or ensuring the school is appropriately represented at inter-agency meetings in particular Child Protection Conferences
- Managing and monitoring the school's part in Child care / protection plans
- Organising training for all school staff
- Liaising with other professionals

#### **GENERAL STRATEGIES:**

This section gives an opportunity for staff to identify the specific ways in which child protection issues are addressed within the curriculum, policies and guidance or through school/community initiatives.

This may include:

PHSE

Behaviour Management Policy

Safe School Initiative  
Peer mentoring  
Community initiatives  
Anti-bullying strategies  
Care plans/Education plans  
Pupil Councils (consultation / children's rights)  
Complaints Procedure  
Health and Safety  
Risk Assessments  
Extra Curricular Activities

## **PROCEDURES:**

A copy of Kent County council's safeguarding children and child protection leaflet is kept in the staffroom and given to all staff to read. It contains details of procedures and the categories and definitions of abuse.

### **Recognition and categories of abuse:**

All staff in school should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse. These are:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

### **Responding to concerns:**

Concerns for a child or young person may come to the attention of staff in a variety of ways for example through observation of behaviour or injuries or disclosure. Any member of staff who has a concern for a child or young person however insignificant this might appear to be should discuss this with the DSL as soon as is practically possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible.

If a child makes a disclosure of abuse to a member of staff they should:

- Allow the child or young person to make the disclosure at their own pace and in their own way
- Avoid interrupting except to clarify what the child is saying (attentive listening/reflective feedback)
- Not ask leading questions or probe for information that the child or young person does not volunteer
- Reassure the child or young person that they have been heard and explain what you will do next and to whom you will talk
- Record the conversation as soon as possible
- Inform the DSL

### **Record Keeping:**

Staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. Any incident or behavioural change in a child or young person that gives cause for concern should be recorded on an incident sheet, copies of which are kept in the staff room. It is

important that records are factual and reflect the words used by the child or young person. Opinion should not be given unless there is some form of evidence base which can also be quoted.

Records must be signed and dated with timings if appropriate. It is important to remember that any issues are confidential and staff should know only on a 'need to know' basis.

### **Information to be recorded:**

- Child's name and date of birth
- Child in normal context, e.g. behaviour, attitude (has there been an extreme change)
- The incident(s) which gives rise for concern with date(s) and time(s)
- A verbatim record of what the child or young person has said
- If recording bruising/injuries indicate position, colour, size, shape and time on body map
- Action taken

**The basic details are vital to the information gathering process and do not constitute an investigation.** Written information should be passed to the DSL. The Headteacher should always be kept informed of any significant issues.

### **Storage of records:**

The DSL will ensure that records relating to concerns for the welfare or safety of children are kept separate from other school files and are stored securely. Information will be shared on a strictly need to know basis and in line with child protection policy guidance.

### **Referrals to Social Services:**

It is the responsibility of the DSL to decide when to make a referral to the Social Services Directorate. To help with this decision s/he may choose to consult with the Area Children's Officer (Child Protection). Advice may also be sought from Social Services who offer opportunities for consultation as part of the Child in need/child protection process. Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision to refer to Social Services is made. **In all but the most exceptional cases parents/carers will be made aware of the concerns felt for a child or young person at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to Social Services will be sought.**

Referrals to Social Services will be made using Kent's inter-agency referral form. In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior to the form being completed and sent to the County Duty social services office.

If a child or young person is referred, the DSL will ensure that the Headteacher and other relevant staff are informed of this.

If after consultation with the DSL a member of staff feels that appropriate action is not being taken in respect of his or her concerns for a child, s/he should refer directly to Social Services. The Headteacher should be informed of this decision.

### **Concerns involving members of staff:**

Any concerns that involve allegations against a member of staff should be referred immediately to the Headteacher who will contact the Area Children's Officer (Child Protection) to discuss and agree further action to be taken in respect of the child and the member of staff.

**All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.**

### **CODE OF PRACTICE:**

All school staff should take care not to place themselves in a vulnerable position with relation to child protection. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of Kent's Positive Handling Policy and the school's own Behaviour Management Policy, and any physical interventions must be in line with agreed policy and procedures in which appropriate training should be provided.

All school staff should work towards providing an environment and atmosphere for children and young people to enable them to feel safe to talk. However, staff should never promise a child to keep certain information confidential. It must be explained that staff have certain duties to help keep that child safe, which may involve informing others.

### **SUPERVISION AND SUPPORT:**

Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.

All newly qualified teachers and classroom assistants have a mentor or co-ordinator with whom they can discuss concerns including the area of child protection.

The DSL can put staff and parents in touch with outside agencies for professional support if they so wish. Staff can also approach Support Line directly.

### **TRAINING OPPORTUNITIES:**

The Headteacher and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively. Staff will receive training every three years. A list of trained staff and dates can be found in the main office.

We will ensure that the DSL also undertakes training in inter-agency working and refresher training to two yearly intervals to keep knowledge and skills up to date. A list of trained staff and dates can be found in the office.

### **MONITORING AND REVIEW:**

All school personnel and governors will have a copy of this policy and will have the opportunity to consider and discuss its contents prior to the approval of the Governing Body being formally sought.

The policy will be reviewed annually.

**All staff should have access to this policy and sign to the effect that they have read and understood its content.**

**P Sapwell  
Reviewed July 2016.**