



Peasedown St John Primary School Safeguarding: Child Protection Policy

Banes Mission Statement:

Keeping children safe is everybody's business. The principles and values underpinning all of our work are based on the UN Convention of the Rights of the Child to protect them from harm and to maximise life chances and on Section 11 of the Children Act 2004 which places a duty on all agencies to safeguard and promote the welfare of children .

All agencies within Bath and North East Somerset should work together with children and young people who are suffering or likely to suffer from significant harm and to safeguard their welfare by:

- ***Protecting children from maltreatment***
- ***Preventing the impairment of children 's health or development***
- ***Ensuring that children are growing up in circumstances that are consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.***

All those working with and /or coming into contact with children and their families and carers of children suffering or likely to suffer significant harm, must understand and fulfil their individual and shared roles and responsibilities. These include;

- ***The planning and coordination of services at a strategic level,***
- ***Effective information sharing, collaboration and understanding between agencies and professionals at strategic and operational levels,***
- ***The development of services which are informed, where possible, by the wishes and views of children and their families.***

Rationale:

At Peasedown St John Primary School we are committed to our duty to safeguard and promote the welfare of children and young people. We fully recognise our roles and responsibilities for child protection. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school. This policy applies to all staff, governors and volunteers working in our school.

We recognise that because of the 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.
- * Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the child protection procedures set out by the South West Safeguarding and Child Protection Group and take account of guidance issued by the Department for Education and Skills to:

- * Ensure we have a Designated Safeguarding Lead who has received appropriate training and support for this role (Mrs Jenny Tombs).
- * Ensure we have a Deputy Designated Safeguarding Lead who has received appropriate training and support for this role (Mr Damian Knollys).
- * Ensure we have a nominated governor responsible for child protection (Chris Grant)
- * Ensure every member of staff, volunteer and governor knows the name of the designated safeguarding lead and their role.
- * 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 safeguarding lead.
- * Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- * Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- * Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- * Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- * Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- * Develop and then follow procedures where an allegation is made against a member of staff or volunteer (See Peasedown St John Primary School Managing Allegations Policy).
- * Ensure that safe recruitment practices are always followed (See Peasedown St John Primary School Safer Recruitment Policy).

Procedures for referring concerns

- If a member of staff has a concern that a child has been mistreated, either physically, emotionally, sexually or by neglect, they **must**:
- Report the matter immediately to one of the Designated Safeguarding Leads (Jenny Tombs or Damian Knollys)
- The member of staff will keep the matter confidential to as few people as need to know. If there is anyone who needs to be informed, the head or designated safeguarding lead will ensure this happens. Confidentiality is crucial.
- This procedure applies to all allegations, including those which may be made against staff. Allegations against the Head teacher may be directed to the Chair of Governors.
- It is important to keep an accurate written record of what has occurred or been noticed and to pass a copy, signed and dated, to one of the Designated Safeguarding Leads. These records will be filed into a locked drawer in the School office. Information from notes may be passed onto social services and other agencies as required.
- Following a referral to the Head teacher or Designated Safeguarding Lead, a decision will be made to either:
 - (i) Refer to social services
 - (ii) Gain advice from social services
 - (iii) File the information
- If the designated safeguarding lead decides to make referral to Social Services, the referral will be discussed with the family and we will seek to gain agreement. This will only be done where such discussion and agreement seeking will *not* place a child at increased risk of significant harm.
- The Social Services Department and the Police have a duty to investigate cases of suspected abuse. As a school we have a duty to co-operate with any such investigation. This might involve providing information, monitoring the child or in some cases attending a child protection conference.

Record Keeping

All records relating to child protection or safeguarding are kept in a locked filing cabinet in the school office. Each pupil's records are kept in a separate file within the cabinet. Any child protection concerns are logged on a school concerns sheet and kept, along with any other paperwork relating to child protection matters, in this filing cabinet.

The records remain in this cabinet until the child leaves the school. The records will then be passed on to the designated safeguarding lead at whichever school the child transfers to.

The Designated Safeguarding Lead

This role is key to ensuring that proper procedures and policies are in place and are followed with regard to child protection issues and that there is a dedicated resource available for other staff, volunteers and governors to draw upon.

At Peasedown St John Primary School, Jenny Tombs (Assistant Head teacher) is the Designated Safeguarding Lead and Damian Knollys (Head teacher) is the Deputy Designated Safeguarding Lead. This ensures that there is always a senior member of staff who can take lead responsibility for dealing with child protection issues available at the school at any time. Both designated persons have the status and authority within the school management structure to carry out the duties of the post, including committing resources to child protection matters, and where appropriate directing other staff. The vast majority of the time, the DSL duties will be carried out by Jenny Tombs, as Assistant Head (Pupil Inclusion and Safeguarding) and Damian Knollys will carry them out in her absence, as necessary.

The principal areas of responsibility for the Designated Safeguarding Lead are:

- To refer cases of suspected abuse or allegations to the relevant investigating agencies,
- To act as a source of support, advice and expertise within the educational establishment when deciding whether to make a referral, by liaising with relevant agencies,
- To liaise with head teacher to inform him of any issues and ongoing investigations and ensure there is always cover for this role,
- To recognise how to identify signs of abuse and when it is appropriate to make a referral,
- To have a working knowledge of how Local Safeguarding Children Boards operate, the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so,
- To ensure each member of staff has access to and understands the school's child protection policy especially new or part time staff who may work with different educational establishments,
- To ensure all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise,
- To be able to keep detailed, accurate and secure written records of referrals/concerns;
- To obtain access to resources and attend any relevant or refresher training courses at least every two years,
- To ensure that the School child protection policy is updated and reviewed annually and to work with the governing body/proprietor regarding this,
- To ensure parents see copies of the child protection policy which alerts them to the fact that referrals may be made and the role of the school in this, to avoid conflict later,
- Where children leave the school, to ensure their child protection file is copied for new establishment as soon as possible but transferred separately from main pupil file. (N.B. this can be done electronically). If a child leaves and the new school is not known, the DSL will make contact with the Children Missing Education Service.

Vulnerable Children

Our school takes special care to help safeguard and promote the welfare of children and young people who may be living in particularly stressful circumstances. These include families:

- living in poverty
- where there is domestic violence
- where a parent has a mental illness
- where a parent is misusing drugs or alcohol
- where a parent has a learning disability
- that face racism and other forms of social isolation
- Living in areas with a lot of crime, poor housing and high unemployment.

Supporting Abused Children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. At school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- * The content of the curriculum,
- * The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued,
- * The school behaviour policy which is aimed at supporting vulnerable pupils in the school,
- * The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred,
- * Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Children Missing Education Service and Educational Psychology Service,
- * Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Last Reviewed: December 2015

Next Review: December 2016

Appendix 1: Bath and North East Somerset Referral Flowchart

