



St Marks VA Primary School

SAFEGUARDING POLICY

1. INTRODUCTION

St Mark's VA Primary School and the Governing Body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm. A copy of this policy will be available to parents on our school web-site or available, in paper form, from the school office on request.

Our policy applies to all staff, Governors and volunteers working in the school. There are five main elements to our policy:

- Establishing a safe environment in which children can learn and develop.
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of safeguarding issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.

2. PROCEDURES

Our school procedures for safeguarding children will be in line with North Somerset Council Local Safeguarding Children Board and the South West Child Protection Procedures which have been adopted by North Somerset Local Authority (<http://www.n-somerset.gov.uk/Social+care/Children+and+families/nsscbl/>). They will take account of any guidance issued by The Department for Children, Schools and Families (DCSF) including Working Together To Safeguard Children 2006 <http://www.everychildmatters.gov.uk/resources-and-practice/IG00060/>

2.1 Safe Recruitment

- We will follow all guidance in Safeguarding Children and Safer Recruitment in Education (November 2006)

<http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/goodpractice/saferrecruitment>

- We will ensure that the Headteacher and/or a governor on a recruitment panel has undertaken all appropriate recruitment training as required by the DCSF.
- Our selection and recruitment policy includes all appropriate checks on staff and suitability including Criminal Records Bureau checks. Recruitment of volunteers will be equally rigorous.
- Any allegations against staff, volunteers, governors, contractors that indicate that they may have:
 - behaved in a way that has harmed a child, or may have harmed a child;
 - possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

will be reported immediately to the Headteacher. The Headteacher is the designated member of staff responsible for Child Protection. In the Headteacher's absence the Deputy Headteacher will be the designated member of staff and in the absence of both the Headteacher and Deputy Headteacher the Parental Advisor is the designated person. The designated person will inform the Education Welfare Service (Principal Education Welfare Officer is the Named Senior Manager) who will consult with the Local Authority Designated Officer as to appropriate action (<http://www.n-somerset.gov.uk/Social+care/Children+and+families/Child+protection/allegations.htm>).

- If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as above, without notifying the Headteacher first.
- The name of any member of staff considered not suitable to work with children will be notified to the DCSF with the advice and support of Human Resources and in accordance with the Independent Safeguarding Authority (http://www.everychildmatters.gov.uk/socialcare/safeguarding/independent_safeguardingauthority/).
- Our policy on Domestic Abuse is set out in the Local Authority separate Policy. It recognises that exposure to domestic violence can have a serious impact on a child's development and emotional well-being and acknowledges that staff themselves can be victims or perpetrators of domestic abuse (<http://www.n-somerset.gov.uk/Education/Education+services+and+teams/Education+Family+Support>).

2.2 Raising Awareness and Equipping Children with Skills Needed

We recognise that because of the day to day contact with children, school staffs are well placed to observe the outward signs of abuse and that all staff and Governors have a full and active part to play in protecting our pupils from harm. The school will therefore:

- 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.
- raise the awareness of all teaching and non teaching staff of the need to safeguard children, and of their responsibilities in identifying and reporting possible cases of abuse.
- ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role
- 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
- the name of the Designated Teacher will be clearly shown in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.
- all adults, (including supply teachers), new to our school will be given / loaned a copy of our child protection policy, and the booklet "What To Do If You're Worried A Child is Being Abused", <http://www.n-somerset.gov.uk/Social+care/Children+and+families/safeguardingchildren/> and has these explained, as part of their induction into the school

2.3 Developing and Implementing Procedures for Reporting Abuse

We will:

- have a Designated Teacher/Person for child protection who has undertaken two day multi agency Safeguarding Training as recommended by the Safeguarding Board every two years (<http://cpd.n-somerset.gov.uk/cpd/>).
- have a member of staff who will act in the Designated Teacher/Person's absence who has also received basic multi-agency training, and who will have been briefed in the role.
- ensure we have a nominated Governor responsible for child protection who has been appropriately trained.
- ensure all staff, volunteers and Governors understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- notify Social Care Team immediately if there is an unexplained absence of any pupil who is on the Child Protection Register (or an absence which has been explained by a parent or carer but the school is concerned.)
- develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- keep written records of concerns about children, even where there is no need to refer the matter immediately. All teaching staff and non-teaching staff should complete the school 'child protection matter of concern sheet' which should be handed to the designated teacher in confidence.

- provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children.
- ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children. This may include contacting the Local Authority Lead Officer for Child Protection or the Intake Team, Social Care, who will provide consultation and advice for anyone working with children.
- ensure all members of staff are provided with opportunities to receive training by a Local Authority Safeguarding trainer or by the Designated Teacher in order to develop their understanding of the signs and indicators of abuse every three years.
- recognise that all matters relating to child protection are confidential and the Headteacher or Designated Teacher will disclose personal information about a pupil to other members of staff on a need to know bases only.
- ensure all staff must be aware that they have a professional responsibility to share information and other agencies in order to safeguard children and that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another.
- always undertake to share our intention to refer a child to Social Care unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Social Care on this point.

2.4 Supporting Pupils Who Have Been Abused

- We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self worth.
- We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- We will ensure these children are particularly closely monitored and supported and any concerns are recorded and reported to Social Care.
- We will attend case conferences, core group meetings and other liaison meetings as necessary.
- We will implement a Personal Education Plan for all Children in Care and a Pastoral Support Plan or Individual Education Plan for other children where there is a need for specific support in school (<http://www.n-somerset.gov.uk/Education/Education+services+and+teams/Children+Looked+After/personaleducationplans.htm>).
- We will provide continuing support to a pupil (about whom there have been concerns) who leaves the school by ensuring that such concerns and

school medical records are forwarded under confidential cover to the Headteacher at the pupil's new school as a matter of urgency.

- We will also establish a safe environment which supports all pupils.

2.5 Establish a Safe Environment

We will:

- support the child's development in ways that will foster security, confidence and resilience in every aspect of school life including through the school curriculum.
- provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- develop effective working relationships with all other agencies involved in safeguarding children such as Social Care, Child and Adolescent Mental Health Services, Education Welfare, Educational Psychology, voluntary agencies.
- ensure that a named teacher is designated for Children in Care and that an up to date list of children is regularly reviewed and updated. The Education Welfare Officer for the school must be made aware of all Children in Care in the school
- contribute to the wider safeguarding agenda by working with the local community and following government guidance to help our children live in a safe environment.
- recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting and we will support such staff by providing an opportunity to talk through their anxieties with the Designated Teacher and to seek further support. This could be provided by, for example, the Headteacher, by Occupational Health and / or a teacher / trade union representative as appropriate.
- follow the Safeguarding Board procedures if children are not collected from school http://www.n-somerset.gov.uk/NR/ronlyres/BC7DF15A-057B-4EED-B5DE-A4A6A06813B5/0/document_20070327_Protocol36ChildrenNotCollectedFromSchool.pdf
- ensure that all adults within our school who have access to children have been checked as to their suitability. This includes:
 - **Extended Services** – if these are directly under the supervision or management of school staff, the school's arrangements for recruitment, vetting and record keeping will apply

If a third party is responsible for running the services, there will be clear lines of accountability and written agreements setting out responsibility for the recruitment and vetting checks on staff and volunteers
 - **Other community users** - we will ensure community users organising activities for children are aware of and understand the need for compliance with the school's safeguarding guidelines and procedures by sharing this policy with them.. They will also be directed to the North

- Somerset safeguarding procedures website which will give them access to additional advice.
- **Contractors** – we will ensure that contractors do not have contact with children unless deemed absolutely necessary when all such staff will be subject to appropriate checks
 - **Supply Staff** - we will ensure that all supply staff used have appropriate CRB checks
 - **Volunteers** – any volunteers who have regular contact with children (3 times or more in a 30 day period; once a month or more, or overnight) will have a CRB check if deemed necessary by the Head but no volunteer who has not been CRB checked will be left unattended with a child.
 - ensure that other policies which contribute towards safeguarding children and young people are reviewed and updated regularly and appropriate advice sought from relevant staff within the Local Authority in relation to these:
 - **Attendance**
(<http://www.n-somerset.gov.uk/Education/Education+services+and+teams/Education+Welfare+Service/attendance.htm>)
 - **Behaviour and Discipline**
(<http://www.n-somerset.gov.uk/Education/Education+services+and+teams/Education+Welfare+Service/behaviourandexclusions.htm>)
 - **Whistleblowing**
(<http://www.n-somerset.gov.uk/Education/School+management/Finance/whistleblowing.htm>)
 - **Physical Intervention/Positive Handling**
(<http://www.n-somerset.gov.uk/Education/Education%20services%20and%20teams/Education%20Welfare%20Service/publication>)
 - **Anti-Bullying**
(<http://www.n-somerset.gov.uk/Education/Education+services+and+teams/Education+Welfare+Service/bullying.htm>)
 - **Race Hate or other Hate incidents**
(<http://www.n-somerset.gov.uk/Education/Education+services+and+teams/Education+Welfare+Service/guidance.htm>)
 - **Health and Safety** .. contact Jo Crickson on 01275 888335
 - Deliver an annual report to Governors which lists:
 - Child Protection training undertaken by staff (anonymised) and who it was delivered by
 - Child Protection cases reported and resulting action (anonymised)

- how staff have been recruited safely
- safer recruitment training undertaken
- procedures in place to ensure risk assessments are carried out.

3. POLICY REVIEW

The Governing Body of our school is responsible for ensuring the annual review of this policy. The Headteacher will report to the Governing Body on the implementation, monitoring and evaluation of this policy on an annual basis.

This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with government publications.

- “Working Together to Safeguard Children” 2006
- “Framework for the Assessment of Children in Need and their Families” 2000
- “What To Do If You Are Worried A Child Is Being Abused” 2003 –revised 2007’
- “Safeguarding Children and Safer Recruitment in Education”, DCSF Guidance January 2007
- North Somerset Safeguarding Children Board
- South West Child Protection Procedures

Signed: _____
Chair of Governors

Dated: December 2009

Date to be reviewed: December 2010



Child Protection Disclosure Report

CONFIDENTIAL

Name of Child	
Class	
Name of Adult Recording Disclosure Please circle: child present/not present at time of recording	
Date of Disclosure	
Time of Disclosure	
Location	

Please read the accompanying notes before completing this form. Please record witness below the disclosure made by the child (word-for-word if possible) including subsequent questions asked and answers given by the child. Please do not ask the child to repeat what they have said to another adult. Explain you will pass the information onto the Headteacher

Disclosure
<hr/> <p>Please use the space below to record any questions and answers as accurately as possible.</p>

Please turn over...

Questions & Answers/cont'd

Signed:

(Adult Recording Disclosure)

Please give this sheet to the designated child protection officer as detailed in the guidelines.

Information passed to external agencies Yes/No*

*If yes detail below

Other action taken: Yes/No**

*If yes detail below

Outcome (Complete as appropriate)

Signed:

(Adult Recording Outcome)