Beever Primary School & Children’s Centre

SAFEGUARDING CHILDREN POLICY

September 2014

For the purpose of this procedure the term ‘school’ refers to the school, children’s centre and daycare provision at Beever Primary School.

In this statement, and policy, staff includes both teachers and any other person employed to work in the school/children’s centre who has contact with our children.

1. Statement of intent

This school believes that the protection of children should be an integral part of the ethos of the school, and that this should be a 'listening' school which seeks to create an atmosphere in which children feel secure, that their viewpoints are valued, and that they are encouraged to talk and are listened to.

The school will:

- Follow the procedures as laid down by the Local Safeguarding Children’s Board.
- To create an environment in which children are safe from harm.
- Ensure that all staff are familiar with and respond appropriately to child protection issues and procedures.
- Ensure that confidentiality is maintained at all times.
- Ensure that all parents are treated with respect and sensitivity.
- Ensure that parents know the procedure to take if they have any concerns.
- Give priority to working together with other agencies to protect children in our care particularly those who have been identified as being at risk of child abuse.
- Recruit staff and volunteers safely ensuring all necessary checks are made
- Provide effective management for staff and management for staff and volunteers through supervision, support and training.

2. The Role of the Headteacher and Governors

The Headteacher and governors of the school will seek to fully support the role and responsibilities of the designated teacher/officer for child protection through ensuring that

- staff are aware that the designated teacher and the procedures have their full support
- inter-agency procedures are known and followed
- time is available for both the designated teacher/officer and staff to be trained
- time and the necessary resources are available for the designated teacher to carry out their role and responsibilities and

- an annual report to governors is provided which details the training undertaken during the year and monitors and reviews the school policy and in-school procedures.

3. The Role and Responsibilities of the Designated Teacher for Child Protection

The designated teacher for the school is Mr. Oates and he will always be the first point of reference for any issue to do with safeguarding in the school. In the absence of Mr. Oates, the Deputy Headteacher should be referred to.

The designated officer and first point of reference for any safeguarding issue for the children’s centre will be Miss T. Harrison. In the absence of Miss T. Harrison, the Family Services Co-ordinator will be referred to.

The designated officer for the Children’s centre will liaise with the Headteacher at all times.

We do not expect our designated teacher to be an ‘expert’ in recognising and dealing with suspected abuse. We also firmly support the view that it is for the police and social care to carry out any necessary investigations, not the school, after the matter has been referred to them.

In this school the designated teacher will seek to:

- Co-ordinate action in cases of child abuse both within school and with outside agencies

- Act as a consultant for school staff and outside agencies about particular children

- Ensure that appropriate staff within the school know sufficient about the child at risk to cope with him/her within school and protect him/her

- Ensure that all staff coming into contact with a child who has or may be suffering abuse know what signs to look for and what to do

- Ensure that individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome. Relevant staff will inform staff appropriately.

- Pass on information when children change schools

- Liaise with other agencies of the LSCB and
• Arrange ongoing whole school awareness raising and staff development, with regard to child protection.

4. **The Role and Responsibilities of every member of staff will be to:**
   - Be able to identify and report signs of abuse
   - Know who the designated teacher is
   - Know and follow the in-school procedures (Appendix 1)
   - Understand the role of the designated teacher
   - Attend any in-school meetings when appropriate
   - *Monitor any vulnerable child who is in their care, and implement any child protection plan for a child who is on the ‘at risk’ register*
   - Ensure that they do not treat any child they know to have been abused any differently from other pupils
   - Keep confidential any sensitive information which has been shared with them.

5. **If a member of staff has concerns about a child or a child has disclosed abuse**
   - Staff will follow guidance given for individual at Appendix 1, and the school will then follow the in-school child protection procedures, as shown at Appendix 2.

6. **Recording, storing and sharing information in the school**

All confidential information relating to pupils is stored in a cabinet in the Headteacher's office. Only the Headteacher has access to this cabinet, and access to any information is through him.

The Headteacher undertakes to preserve the right to confidentiality of any child. Relevant information will only be shared on a 'need to know' basis, with appropriate staff that has regular contact with the pupil concerned.

Once any information has, of necessity, been shared with a member of staff that member of staff must undertake not to discuss the information with anyone who is not in possession of the same information.
When a pupil transfers to another school in this area, the following action will be taken:

- if the child is on the 'at risk' register, a meeting will be held with designated teacher from the receiving school, at which all relevant information will be transferred. If possible, both designated teachers will attend the next case review, and

- if the child is not on the 'at risk' register but either has been in the past, or if grave concerns exist, appropriate information will be passed on to the receiving school.

If a child whom the school has concerns about, or who is on the at risk register 'disappears', the school will make initial enquiries as to the whereabouts of the child and refer the matter urgently to the School Attendance Improvement Service if nothing can be discovered.

7. **Recording, storing and sharing information in the children’s centre**

Oldham Council and NHS Oldham work closely with local partner agencies to deliver services at the children’s centre it is therefore necessary to share the information provided with these relevant agencies in order to deliver the services you receive at the children’s centre.

All families who engage with children’s centre services will be registered with consent. Information provided will be recorded and stored on a secure database.

Where families engage with the family services team, all confidential information relating to families and children will be recorded in individual files and stored in a locked cabinet in the family services office. Only the family services team and designated teacher/officer will have access to this information.

The Children’s Centre Leader undertakes to preserve the right to confidentiality of any child/family. Relevant information will only be shared on a 'need to know' basis, with appropriate staff that has regular contact with the child/family concerned.

Once any information has, of necessity, been shared with a member of staff that member of staff must undertake not to discuss the information with anyone who is not in possession of the same information.

All family files will be updated following any contact with the child/family. The family Services Co-ordinator will monitor the quality of information recorded on a weekly basis.

The Children’s Centre Leader will carry out spot checks on family files.
8. **Staff Recruitment & Training**

The school implements clear written recruitment and selection procedures for all staff in line with the Oldham council HR procedures and Working Together to Safeguard Children guidance (2006).

Job descriptions for all staff that have contact with children clearly identify core responsibilities and competencies to:

- Be able to identify and report child abuse
- Be able to identify and report children in need or at risk be able to undertake a Common Assessment Framework Assessment (where required)

All staff that have contact with children will undergo the appropriate level check with the Criminal Records Bureau (CRB) and/or ISA (Autumn 2010).

Beever Primary School and Children’s Centre has a single central record (SCR) of staff (including other agencies delivering on site) which indicates that identity checks have been carried out and by whom.

Any new member of staff will be asked to undertake a short training session with the designated teacher/officer on this policy and procedure.

All members of staff will be regularly updated by the designated teacher on any changes in local authority procedures, and a review and discussion of the schools response as outlined in this document, will take place every school year and be reported to the governors.

The Deputy Headteacher will be trained in the procedures in more detail by the designated teacher, to be able to deputise in their absence.

The school undertakes to ensure that the designated teacher will be allowed to attend relevant training on behalf of all the staff in the school and will in turn be given whole staff training time to pass on that training to all staff.

All children’s centre staff will undertake annual training with the Oldham Local Safeguarding Children’s Board and have knowledge of and be able to undertake a Common Assessment Framework (CAF) Assessment.

9. **Information for Parents**

The following statement will appear in the school's prospectus to inform parents of the schools duty in this respect.

**PROTECTING CHILDREN FROM ABUSE**

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 Local Safeguarding Children’s Board procedures and report their concerns to Oldham Social Care Department.

The LSCB procedures instruct the school to contact Social Care first, where sexual abuse is alleged/suspected. Otherwise in any discussion of concerns with parents a copy of the Oldham leaflet for the public on child protection will be shared.

10. Preventive Work in School

The school will make use of resources available in the Local Authority to encourage the development of the school as a ‘listening’ school.

The PSE curriculum and sex education curriculum will be examined to identify any areas in which direct teaching might be appropriate to support children in protecting themselves and in recognising the need to protect others.

11. Preventative work in the Children’s Centre

The main aim of this team is to ensure families have access to a range of universal services and are fully supported in engaging with children’s centre services and the wider community. All families with children under the age of 5 are entitled to access the preventative services provided by and in partnership with the children’s centre.

12. If an allegation of abuse is made against a member of staff, volunteer or student.

For the purpose of this procedure an allegation is used in the respect of all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed 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.

In connection with his/her employment or voluntary, or where

- Concerns arise about the person’s behaviour with regard to his/her own children
- Concerns arise about his/her behaviour in the private or community life of a partner, member of the family or other household member.

The designated teacher/officer will:

- Support the staff member until investigative procedures are complete.
• Report the allegation to the Local Authority Designated Officer (LADO) & Oldham Council Human Resources.
• The LADO will discuss the allegation with the designated teacher/officer and co-ordinate any further action, notifying the children's assessment team and/or police where required.

It is not a responsibility of staff to identify or investigate suspected abuse; however staff will keep accurate records of their observations and of any disclosure by the child or others in connection with the suspected abuse. Children will be listened to at all times. Strict confidentiality will be observed at all times.

**Whistle Blowing**

Beever Primary School and Children’s Centre believes that its staff and volunteers are professional and skillful in their work. However, occasionally it may be that one member of the organisation has concerns about a colleague’s standards of practice.

In most circumstances the person wishing to raise the concern should discuss the matter with the designated teacher/officer. If that is not possible, or that person is thought to be involved or colluding in some way, the Local Authority Designated Officer (LADO) may be contacted directly.

Local Authority Designated Officer (LADO) 0161 770 8366

Council Whistle Blowing Officer 0161 770 4969

The possible risk of harm to children posed by an accused person needs to be evaluated and managed effectively in respect of the child(ren) involved in the allegations and any other children in the individuals, work or community life. In some cases this requires the organisation to consider suspending the person.

This policy links to the Oldham Local Safeguarding Children’s Board Compact and the DCSF Guidance for ‘Safer Working Practice for Adults who Work with Children and Young People’.

All staff and volunteers are familiar with this policy, which will be reviewed and updated annually.

Signed: _________________________________________

Date: _________________________________________
Appendix 1

Observed Injury Procedure for staff

If a child attends ANY Beever Primary School or Children’s Centre session with an OBSEVERED INJURY then it should be recorded in the following way:

Children’s Centre

- As the child is signed in at the session, the parent/carer should be asked for an explanation of how the injury happened.

- It should also be explained to the parent/carer that the injury needs to be recorded, as it did not happen in our care.

- The injury will be recorded in the appropriate book, following the format set out.

- If the child gives an alternate description of how the injury happened, then this should also be logged and pointed out to the parent/carer.

- The top copy of the record is for the parent/carer and the remaining copies are for Beever Children’s Centre records and OFSTED/Social Care if necessary. Please refer to Safeguarding Children’s Policy – Physical Abuse.

- This document will be kept alongside the accident forms in the same locked cabinet in the Daycare Managers Office.

School

- Home injury observed by a member of staff or shown to a member of staff by the child.

- Injury logged on an accident form and given to the child to take home, or given to the parent or carer at the end of the school day.

- Where the injury is suspicious or severe, the designated teacher must be notified at the earliest opportunity, and logged in the anecdotal records.
Appendix 2

Safeguarding Children Procedure for recording for staff in the Children's Centre

Any other significant instances are to be logged in accordance with the safeguarding children's policy.

- Inform the designated teacher/officer
- Record all information on Safeguarding Children incident report form.
- Enter details on the log sheet, safeguarding children designated teacher/officer to sign
- Incident report sheet to be kept in children’s file – confidential section.

The Safeguarding Children’s designated teacher/officer will ensure that the log sheets are monitored and appropriate action is taken in accordance with the Safeguarding Children policy.

Appendix 3 - Definitions of abuse

Appendix 4 - Flow charts for reporting concerns