

# The Avenue Primary School Child Protection Policy



The policy reflects current legislation, accepted best practice and complies with the government guidance: Working Together to Safeguard Children March 2013 and Keeping Children Safe in Education September 2018

This policy was written and adopted on: November 2018

Last reviewed on: September 2018

## Introduction

**At The Avenue Primary School**, the governors and staff fully recognise the contribution the school makes to safeguarding children. We recognise that the safety and protection of all pupils is of paramount importance and that all staff, including volunteers, have a full and active part to play in protecting pupils from harm.

We believe that the school should provide a caring, positive, safe and stimulating environment which promotes all pupils' social, physical, emotional and moral development

*Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children. in line with: Working Together 2013 and Keeping Children Safe in Education 2014*

### The aims of this policy are to:

- confirm that the pupils' development is supported in ways that will foster security, confidence and independence
- raise the awareness of teachers, non-teaching staff and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse<sup>1</sup>
- confirm the structured procedures to be followed by all members of the school community in cases of suspected harm or abuse
- emphasise the need for good levels of communication between all members of staff and those with designated responsibility for child protection, health and safety and other safeguarding responsibilities
- emphasise the appropriate safeguarding and child protection policies, procedures and arrangements of those service providers who use the school's premises through extended schools or provide any other before and after school activities
- emphasise the links with the school's policy for safe recruitment of staff and volunteers, and for managing allegations
- confirm the working relationship with the Initial Contact Team within Safeguarding, People's Services Directorate of the Council, other agencies and, where appropriate with similar services in neighbouring authorities.

## Responsibilities

### i. The governing body:

- has trained link governor(s) for:
  - child protection, named Sylvia Pinyoun who will attend training/updates every three years<sup>1</sup>
  - looked after children, named: Sylvia Pinyoun
- should ensure a member of the governing body nominated to liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher, the principal of a college or proprietor or member of governing body of an independent school.
- will ensure that the school has a child protection policy, staff behaviour policy and procedures in place. Operates safe recruitment procedures and makes appropriate staff and volunteer checks and has procedures for dealing with allegations against

staff and volunteers that all comply in accordance with Middlesbrough Council, Safeguarding and SSCB procedures

- ensure that schools and colleges create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children (Part three: Safer Recruitment. Keeping Children Safe in Education 2014).
- at least one member of an appointing panel will have attended safer recruitment training
- appoint a member of staff of the school or college's leadership team to the role of designated safeguarding lead
- must ensure the school/college keeps an up to date single central record
- monitors adequacy of resources committed to child protection, and the staff and governor training profile
- recognises that neither it, nor individual governors, have a role in dealing with individual cases or a right to know details of cases (except when exercising their disciplinary functions in respect of allegations against staff)
- will make sure that the child protection policy is available to parents on request
- will ensure this policy and practice complements other policies e.g. anti-bullying including cyber bullying, health and safety, drug, to ensure safeguarding.
- Will ensure all staff and governors are trained in the prevention of radicalisation and extremism.
- Ensure that all training includes FGM, issues related to sextining and other phone related issues.

**ii. The head teacher** will ensure that:

- the policies and procedures adopted by the Governing Body are followed by all staff
- the policy will be updated annually, and be available publicly either via the school or college website or by other means.
- designated staff review the six monthly updates of the SSCB procedures
- sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities including taking part in strategy discussions and other multi-agency meetings, to contribute to the assessment and support of children and young people, and be appropriately trained
- a list of all staff and volunteers, and their safeguarding training dates is maintained
- all staff and volunteers feel able to raise their concerns about poor and unsafe practice in regard of pupils, and such concerns are addressed in a timely manner in accordance with agreed policies.
- he undergoes child protection training which is updated regularly, in line with advice from the LA

### **Allegations against the Headteacher**

Where an allegation is made against the Headteacher, the Designated Person for Child Protection must inform the Chair of the Governing Body, as well as the Local Authority Designated Officer (LADO). **Lynn Griffiths (01642 726004)**

- The role of the Named Governor for Child Protection shall include
  - Monitoring of procedures relating to liaison with the LADO, Social Care and the Police in relation to any allegations of child abuse made against the Headteacher, including attendance at Initial Action Meetings.

### **iii. The trained designated leads (headteacher/senior managers<sup>1</sup>) for child protection:**

- 1 Emma Watson
- 2 Jayne Booth

#### **will:**

- have their roles explicitly defined in their job descriptions.
- are given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively.
- The designated safeguarding lead should undergo updated child protection training every two years.
- liaise in accordance with the SSCB procedures when referring a pupil where there are concerns about possible abuse or harm
- where there are concerns about a member of staff being involved contact the Local Authority Designated Officer (LADO)
- be able to access the contents of the SSCB procedures and Personnel procedures updated and make these accessible to all staff
- ensure all staff, including supply teachers, visiting professionals working with pupils in the school and volunteers are informed of the names and contact details of the designated leads and the school's procedures for safeguarding children
- support staff who attend strategy meetings and/or case conferences
- support staff and volunteers who may find safeguarding issues upsetting or stressful by enabling them to talk through their anxieties and to seek further support from the school leadership group or others as appropriate
- ensure involvement of other designated leads e.g. where there are concerns about a pupil who is 'looked after'

#### **ensure that:**

- written records of concerns are kept, even if there is no immediate need for referral; and monitored using the Early Help Assessment Framework (EHAF)
- all child protection records are marked as such and kept securely locked, and if these are stored electronically, that they are differently password protected from the pupils' other files, and accessible only by the headteacher/designated leads
- pupil records are kept separately, and marked as appropriate to indicate other confidential records are being held elsewhere
- all absence letters are dated and clearly signed by a teacher/tutor, and that if:there are concerns about attendance and a pupil's wellbeing and safety, the Education Welfare Officer is contacted
- the pupil has a Child Protection Plan, and is absent without explanation for two days, their key worker in Safeguarding is contacted.
- phone calls about absences are similarly logged and dated

- records are monitored for patterns and appropriate action is taken
- where there are existing concerns about a pupil, and they transfer to another school in this authority, a copy of information held e.g. an **EHAF** is forwarded under confidential cover and separate from the pupil's main file to the designated lead for child protection in the receiving school
- where a pupil has a **child protection plan** and transfers to another school;
  - the designated lead in Safeguarding is informed immediately
  - ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file
  - or to the Social/Children's Services within the new authority if the pupil is transferring to a school in another authority as soon as possible

#### iv. The staff

- All staff, teaching and non-teaching, volunteers and others working in school need to:
  - be aware that to safeguard children, they have a duty<sup>1</sup> to share information with the designated leads, and through the designated lead, with other agencies
  - Can make their own referral to children's social care
  - be alert to signs and symptoms of harm and abuse
  - know how to respond to their duty when they have concerns or when a pupil discloses to them and to act
  - know what and how to record concerns.
  - all staff members should undergo child protection training which is updated regularly, in line with advice from the SSCB. (*Whole staff training every three years*)
  - maintain an attitude of 'it could happen here'

#### Reporting concerns to the designated leads

Any concern should be discussed in the first instance with *one of the designated leads or in their absence the head teacher*, as soon as possible. **If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral.**

#### Immediate response to the pupil

It is vital that our actions do not abuse the pupil further or prejudice further enquiries, for example:

- listen to the pupil, if you are shocked by what is being said, try not to show it
- it is OK to observe bruises but not to ask a pupil to remove their clothing to observe them
  
- if a disclosure is made,
  - accept what the pupil says
  - stay calm, the pace should be dictated by the pupil without them being pressed for detail by asking leading questions such as "what did s/he do next?" It is our role to listen - not to investigate
  - use open questions such as "is there any thing else you want to tell me?" or "yes?" or "and?"
  - be careful not to burden the pupil with guilt by asking questions like "why didn't you tell me before?"
  - acknowledge how hard it was for the pupil to tell you
  - do not criticise the perpetrator, the pupil might have a relationship with them
  - do not promise confidentiality, reassure the pupil that they have done the right thing, explain whom you will have to tell (the designated lead) and why; and, depending on the pupil's age, what the next stage will be. It is important that you avoid making promises that you cannot keep such as "I'll stay with you all the time" or "it will be all right now".

### **Recording information**

- Make some brief notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern, facts and not assumption or interpretation.
- If it is observation of bruising or an injury try to record detail, e.g. "right arm above elbow" Do not take photographs!
- Note the non-verbal behaviour and the key words in the language used by the pupil (try not to translate into 'proper terms').
- It is important to keep these original notes and pass them on to the designated member of staff who may ask you to write a referral.
- Some records may be kept using the CPOMS recording system.

### **Supporting pupils**

- The staff and governors recognise that a child or young person who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that in these circumstances pupils might feel helpless and humiliated, and that they might feel self blame.
- We recognise that this school might provide the only stability in the lives of pupils who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a pupil in these circumstances might range from that which is perceived to be normal to aggressive or withdrawn.
- The school will support all pupils by:
  - discussing child protection cases with due regard to safeguarding the pupil and his or her family
  - supporting individuals who are or thought to be in need or at risk in line with SSCB procedures
  - encouraging self-esteem and self-assertiveness
  - challenging and not condoning aggression, bullying or discriminatory behaviour
  - promoting a caring, safe and positive environment.

### **Confidentiality**

- A pupil's views will be considered by the designated lead in deciding whether to inform the pupil's family, particularly where the pupil is sufficiently mature to make informed judgements about the issues, and about consenting to that.
- The personal information about all pupils' families is regarded by those who work in this school as confidential. All staff and volunteers need to be aware of the confidential nature of personal information and will aim to maintain this confidentiality
- Staff understand that they need know only enough to prepare them to act with sensitivity to a pupil and to refer concerns appropriately. The designated leads and head teacher will disclose information about a pupil to other members of staff on a need to know basis only. It is inappropriate to provide all staff with detailed information about the pupil, the incident, the family and the consequent actions.

Staff must ... be aware that:

- they cannot promise a [pupil] complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the [pupil] or other [pupils] safe
- Where there are concerns about a [pupil's] welfare relevant agencies need to be involved at an early stage. If a member of staff or a volunteer has concerns about a [pupil's] welfare, or if a [pupil] discloses that s/he is suffering abuse or reveals information that gives grounds for concern, the member of staff should speak to their designated person with a view to passing on the information.

### **Working with parents/carers**

- Parents and carers play an important role in protecting their children from harm.

- In most cases, the school will discuss concerns about a pupil with the family and, where appropriate, seek their agreement to making referrals to Initial Contact Team.
- Where there are any doubts, the designated lead should clarify with Initial Contact Team whether, and if so when and by whom, the parents should be told about the referral.
- The pupil's views will be considered in deciding whether to inform the family, particularly where the pupil is sufficiently mature to make informed judgements about the issues, and about consenting to that.
- The school aims to help parents understand that the school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare.
- The governors included the above paragraph (highlighted in grey) on the school website where parents can access links to all relevant policies

### **Mobile Phones and Cameras in Early Years and Foundation Stage**

Appropriate use of mobile phones/ tablets is essential at The Avenue Primary School. The use of mobile phones does not detract from the quality of supervision and care of children. All parents have the mobile phone number that is used and are encouraged to text or phone. Practitioners are able to use their personal mobile phones during their break times. During working hours they must be kept out of the reach of children and parents, in a secure area accessible only to staff. All staff are made aware of their duty to follow this procedure which is set out in the Code of Conduct.

Important contact details of the children are kept on the setting's mobile phone in case of an emergency.

We believe that photographs validate children's experiences and achievements and are a valuable way of recording milestones in a child's life. Parental permission for the different ways in which we use photographs is gained as part of the initial registration at The Avenue. We take a mixture of photos that reflect the pre-school environment, sometimes this will be when children are engrossed in an activity either on their own or with their peers. Children are encouraged to use the camera to take photos of their peers. In order to safeguard children and adults and to maintain privacy, cameras are not to be taken into the toilets by adults or children. All adults whether teachers/practitioners or volunteers at The Avenue understand the difference between appropriate and inappropriate sharing of images. All images are kept securely in compliance with the Data Protection Act

### **Professional development**

- The governors recognise that all staff and volunteers who work with pupils aged up to 18 years need to have appropriate child protection training that equips staff to recognise and respond to pupil welfare concerns.
- Ensure staff are given mandatory induction, which includes familiarisation with child protection policy, staff behaviour policy, the Designated leads in the school their responsibilities and procedures to be followed.
- All staff should read at least part one of Keeping Children Safe in Education 2014
- The training including multi-agency training in the last 3 years undertaken by staff and governors to ensure their knowledge and skills are up to date includes:
- A report of the school's training needs assessment is presented to the governors annually so that they can ensure that training is appropriately provided for all staff.

- A training register is kept to indicate when staff and governors have been trained and this in turn informs the *annual* report to governors.
- Safer recruitment training led by *Middlesbrough LA team or NCSL* has been attended by:
  - ..... **Date**.....
  - ..... **Date**.....

**Prevention in the Curriculum**

- The school recognises the importance of developing pupils’ awareness of behaviour that is unacceptable towards them and others, and how they can help keep themselves and others safe.
- The PSHE programme *in each key stage* provides personal development opportunities for pupils to learn about keeping safe and who to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, pupils are taught to, for example:
  - safely explore their own and others’ attitudes
  - recognise and manage risks in different situations and how to behave responsibly
  - judge what kind of physical contact is acceptable and unacceptable
  - recognise when pressure from others (including people they know) threatens their personal safety and well-being and develop effective ways of resisting pressure; including knowing when and where to get help
  - use assertiveness techniques to resist unhelpful pressure.
  - Internet Safety
  - Radicalisation and Extremism

**Policy reviewed by :**

- **Head Teacher** **Date** **September 2018**

**This policy was updated in line with the new Keeping children safe in education document. Its takes into consideration issues linked to radicalisation, FGM and sexting. Staff are trained on any new guidance at the first opportunity. All staff employed by The Avenue Primary School have read the Keeping children safe in education document – September 2018.**