



Reevy Hill Primary School
Safeguarding and Child Protection Policy
Reviewed and updated April 2018

Reevy Hill Primary School is fully committed to Safeguarding and Promoting the Welfare of all of its pupils. The Chair of Governors and staff team fully recognise the contribution it makes to safeguarding children. Reevy Hill Primary School recognises that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and governors and trustees believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.

This policy should be read in conjunction with Keeping Children Safe in Education 2016, and any supplementary guidance in addition to Working Together to Safeguard Children, 2015.

The aims of this policy are:

- ❑ To support a child's development in ways that will foster security, confidence and independence.
- ❑ To raise the awareness of all of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- ❑ To provide a systematic means of monitoring children known or thought to be at risk of harm.
- ❑ To emphasise the need for good levels of communication between all members of staff and the agencies the school works with.
- ❑ To develop a structured procedure within the school which will be followed by all staff in cases of suspected abuse.
- ❑ To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
- ❑ To ensure that all adults who have access to children have been checked as to their suitability.

1. Commitment

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse. We also recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way and whilst at Reeve Hill Primary School, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our pupils.

Safeguarding relates to (but is not limited to):

- Staff Conduct
- Curriculum
- Managing allegations against staff
- Attendance
- Safer recruitment and selection
- Whistle blowing
- Health and safety
- Behaviour management
- Managing building design
- Child Protection
- Educational visits
- E-Safety
- Anti-Bullying

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working together to safeguard children 2013 as:

- Protecting children from maltreatment
- Preventing impairment of children's health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- Taking action to enable all children to have the best outcomes

Trustees of charities which work with vulnerable groups, including children, must always act in their best interests and ensure they take all reasonable steps to prevent harm to them. Having safeguards in place within an organisation not only protects and promotes the welfare of children but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public.

The necessity to safeguard children applies both to charities working in the UK and other countries where children may face different or additional risks of abuse or exploitation. These safeguards should include a child protection policy and procedures for dealing with issues of concern or abuse. For the purposes of child protection legislation the term 'child' refers to anyone up to the age of 18 years.

We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children make good educational progress.

Child abuse can take a variety of forms:

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse involves: hitting, slapping, kicking, misuse of medication, undue restraint, shaking throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual abuse involves: forcing or enticing a child into sexual activities whether or not the child is aware of what is happening. This includes non-contact situations such as viewing child abuse images.

Emotional abuse involves: persistent emotional ill treatment of children, such as frightening them, or putting them in situations of danger. It is also an abuse to convey to children the feeling they are worthless or unloved.

Neglect: and acts of omission are also a form of abuse. This could involve failure to provide an adequate level of care physically and/or psychologically which is likely to result in serious impairment of health and/or development (e.g. food, warmth and failure to access medical care or services).

Child Sexual Exploitation (CSE): Child sexual exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.

Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. If a teacher, in the course of their work in the profession, discovers that an act of female genital mutilation (FGM) appears to have been carried out on a girl under the age of 18, the teacher must report this to the police. **This is a mandatory reporting duty**

Forced marriage: children may face physical and sexual violence (including threats of) or emotional pressure to marry someone against their will, e.g. made to feel that they will bring shame on their family. This is illegal in England and Wales including taking someone overseas to get married.

Child on child sexual violence and/or harassment: The DfE guidance issued in December 2017 states that for the purpose of sexual violence in the context of a child on child, offences under the Sexual Offences Act 2003 include rape, assault by penetration and sexual assault. Harassment is unwanted conduct of a sexual nature (online and offline) which is likely to violate a child's dignity and/or make them feel intimidated, degraded, humiliated and/or create a hostile, offensive or sexualised environment. Allegations should be managed in line with the DfE guidance.

Children missing education

A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse and neglect and such children are at risk of being victims of harm, exploitation or radicalisation. All staff are alert to the signs to look out for and are aware of individual triggers such as travelling to conflict zones, female genital mutilation and forced marriage. The school complies to its duty to have an Admission and Attendance Register and places all pupils on both. The school follows its duty to report to the local authority if a pupil fails to attend school on an agreed start date, fails to attend the school regularly, or has been absent without our permission for 10 school days or more, at such intervals as instructed by the local authority. We will notify the local authority, within five days, when a pupil's name is added to the Admission Register. When a pupil's name is deleted from the Register, we will notify the local authority as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted, as set out in the Education (Pupil Registration) (England) Regulations 2006 as amended.

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone/text immediately. If there is no notification, the school has a policy of phoning, texting home or visiting the home to ascertain each child's whereabouts.

The school works closely with the One Education Welfare Officer whenever a child's attendance and punctuality causes concern. Positive measures are in place to encourage children to attend regularly and punctually and the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.

2. Procedures

We will ensure that:

- The school has a designated member of staff with responsibility for Safeguarding and Child Protection on the Senior Leadership Team who is the “Designated Safeguarding Lead” or “DSL”. This is Gary Stott (Deputy Headteacher). The DSL will work in line with Working together to Safeguard Children, 2015. The DSL will undertake appropriate training every two years.
- The school has a safeguarding team comprising of the abovementioned DSL, Gary Stott, and 3 Deputies; Mick McKenna (Headteacher), Debbie Cox (Parent Involvement Worker) and Penny Ratcliffe (Assistant Headteacher). The school has procedures in place with the Deputy DSLs to cover the role of the DSL in the event of absence.
- The Headteacher and all staff members should undergo child protection training which is updated regularly in line with Local Safeguarding Children Board (LSCB) requirements.
- All members of staff develop their understanding of the signs and indicators of abuse and have training at least every three years.
- All members of staff and volunteers know how to respond to a child/young person who discloses abuse by ensuring that CPD informs staff and volunteers of procedures in place for reporting disclosures. Staff must inform the DSL
- All parents/carers are made aware of the responsibilities of staff members with regards to child protection procedures and the policy is made available to them and is accessible on the school website.
- **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.**
- All new members of staff will be given a copy of the school’s Child Protection and Safeguarding Procedures as part of their induction.

In addition, all staff will be given a copy of Part 1 of Keeping Children Safe in Education 2016 and staff in direct contact with children will also be directed to read Annex A.

3. Responsibilities

The DSL for Reevy Hill Primary School is Gary Stott (Deputy Headteacher, supported by Deputy DSLs, Mick McKenna, Headteacher, Debbie Cox, Parent Involvement Worker and Penny Ratcliffe, Assistant Headteacher). The safeguarding team and the school's Senior Leadership Team are responsible for:

- Adhering to LA and school procedures with regard to referring a child if there are concerns about possible abuse.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral using the school's CPOMs system.
- Ensuring that all such records are kept confidentially and securely and are separate from student records.
- Ensuring that any student currently on the child protection register who is absent without explanation is referred to *Children's Social Care*.

Taking Action to Ensure that Children are Safe at Reevy Hill Primary School and at Home

Reevy Hill Primary School will ensure that:

- The Child Protection and Safeguarding Policy is in place and are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- It operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken the Local Authority's or equivalent Safer Recruitment Training.
- It has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures. The Bradford Designated Officer (DO) is Suzanne Ellis and can be contacted via email: Suzanne.ellis@bradford.gov.uk phone: 01274 437043
- A senior member of the School's leadership team is designated as the Nominated Person for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies.
- ~~The school reviews annually the workload for the Nominated Person Child Protection by requesting a report detailing related child protection work undertaken.~~
- Staff, including the Headteacher, undertake appropriate child protection training which is updated annually
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements by conducting safeguarding reviews in circumstances whereby weaknesses or deficiencies have become apparent
- Peter Addison-Child, The Chair of Governors, is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Headteacher.
- Where services or activities are provided on the school's premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.

They review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.

The Governing Body will also support:

- The monitoring and evaluation of the child protection training that staff receive.
- Academy reviews relating to all aspects of safeguarding children/working practices and any further developments that are required.

The Headteacher will ensure that:

- The Governing Body receives yearly awareness raising in respect of their roles and responsibilities in regard to Child Protection/Safeguarding.
- The Governing Body adopts appropriate policies and procedures to safeguard children at Reevy Hill Primary School.
- Policies and procedures are implemented by staff.
- Parents/carers are made aware each autumn term of the safeguarding policies that are in place and who is the Nominated Person for Child Protection.
- Sufficient resources and time are allocated to carry out Safeguarding Children/Child Protection effectively.
- There is a Nominated Person Child Protection for the school who has received appropriate training for this important role.
- All staff and adults working at Reevy Hill Primary School understand their safeguarding children responsibilities and are able to voice their concern if they feel a child is vulnerable or at risk.
- Staff are aware of the “whistle blowing” protocol and understand they must voice their concern of any individual working practices that are deemed unsafe and unprofessional.
- The school develops effective working partnerships with relevant agencies and cooperates as required in regard to safeguarding children matters, including attendance at child protection conferences and other related meetings.
- The school provides appropriate reports for child protection meetings.
- All information and records are kept confidentially and securely.
- Recruitment and vetting procedures are followed in all appointments of staff including those working in the school in a voluntary/unpaid capacity.
- Site security is in place with all visitors required to identify themselves, then sign in and sign out when leaving the school site.

Role of the Designated Safeguarding Lead (DSL)

Governing bodies and proprietors should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. The knowledge and skills of the DSL and his/her deputy/deputies should be updated at regular intervals, but at least annually, to ensure he/she keeps up with developments relevant to the role (for example via e-bulletins, meeting other DSL's or taking time to read and digest safeguarding developments).

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

Managing Referrals

- Refer all cases of suspected abuse to the local authority children's social care and to:
- The Designated Officer (DO), formerly Local Authority Designated Officer (LADO) for child protection concerns (all cases which concern a staff member);
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed).
- Liaise with the Headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

Training

The Designated Safeguarding Lead should receive appropriate training carried out every two years. In addition, they should also undertake Prevent awareness training. In addition to this training, their knowledge and skills should be refreshed (for example via e-bulletins, meeting other safeguarding leads or taking time to read and digest safeguarding developments) at least annually in order to:

- Understand the assessment process for providing Early Help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff and volunteers has access to and understands the school's child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raising Awareness

- The Designated Safeguarding Lead should ensure the school policies are known and used appropriately:
- Ensure the school child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding

- Where children leave the school 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
- School should obtain proof that the new school/education setting has received the safeguarding file for any child transferring and then destroy any information held on the child in line with data protection guidelines.

4. Safeguarding Information for Pupils

All pupils at Reevy Hill Primary School are aware of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. There are lessons taught to pupils that are designed to help keep pupils safe; these form part of the school's PSCHE curriculum.

Pupils also have access to a "Tell Us" page via the school's website and a locked confidential "Tell Us" post box in school. Pupils are encouraged to use these facilities if they feel they are unable to verbalise concerns.

The school's arrangements for consulting with and listening to pupils are through the Student Council and regular Pupil Voice/Interview in line with the school's monitoring and evaluation cycle. We make pupils aware of these arrangements through our pastoral system, school assemblies and the curriculum.

5. Supporting Children

The school recognises that a child who is abused or witnessed violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.

The school recognises that it may provide the only stability in the lives of children who have been abused or who are at risk of harm.

The school acknowledges 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.

Reevy Hill Primary School will support all pupils by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Children's Social Care as soon as there is a significant concern.
- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the student's new school (as soon as possible).

6. Confidentiality

The school recognises that all matters relating to Safeguarding and Child Protection are confidential.

The DSL will disclose any information about a student to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff and volunteers to school (those working directly with children) must be aware that they cannot promise a child to keep secrets.

7. Supporting Staff

Reevy Hill Primary School recognises 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.

The school will support such staff by providing an opportunity to talk through their anxieties with the Child Protection Officer and to seek further support as appropriate. Regular supervision is available for the DSL to support them during Child Protection cases.

8. Allegations Against Staff

It is possible that a student may make an allegation against a member of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

The Headteacher, on all such occasions, will discuss the content of all allegations with the Designated Officer (DO), Suzanne Ellis, in the Safeguarding and Service Standards Unit.

If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors, who will consult with the Designated Officer (DO), Suzanne Ellis, in the Safeguarding and Service Standards Unit.

The school will follow their procedures for Allegations of Abuse against Staff, a copy of which will be readily available in the school. A copy is kept in the staffroom.

9. Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. Parents are made aware of who to contact if they have concerns regarding the Safeguarding of their or any other child.

We are committed to working with parents positively, openly and honestly. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

We will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with the Nominated Person for Child Protection. Parents are made aware of our policy via the school's prospectus and newsletters. Parents are also made aware that they can view this policy on request.

10. Partnerships with Others

The school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Local Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

11. Whistleblowing

The school recognises that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. There is a separate Whistle Blowing Policy for this purpose.

12. Physical Intervention

Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

13. Prevention

- The school recognises that it plays a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- The school community will therefore:
 - Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
 - Ensure that all children know where there is an adult in the school whom they can approach if they are worried or in difficulty.
 - Include in the curriculum opportunities for PSCH which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

14. Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented in the school.

Employee Signature:

I confirm and acknowledge that I have read and understood all of the above points and agree to follow the Child Protection and Safeguarding Policy and to support child protection and safeguarding throughout Reevy Hill Primary School

Signature _____

Date _____

Full Name _____ (Printed)