

Mount Charles School

CHILD PROTECTION & SAFEGUARDING POLICY

Spring 2016

Model Child Protection and Safeguarding Policy

- **This policy was developed and adopted on 14 June 2016**
- **The policy will be reviewed on July 2017**
- **The Designated Safeguarding Lead (DSL) is Mr Willetts**
- **The officer with responsibility to cover for the Designated Safeguarding Lead is Mr Simmons**
- **The Single Point of Contact for the Prevent agenda is Mr Willetts**
- **The name of the Designated Teacher for Children in Care is Mr Willetts**
- **The named Member of the Governing Body with responsibility for safeguarding is J Pyott / T Vinton**

Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact the school's Equality and Diversity team.

Purpose of Policy

The purpose of the Child Protection and Safeguarding Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those pupils who attend our school. The policy aims to ensure that:

- All our pupils are safe and protected from harm;
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices; and
- Staff, pupils, governors, visitors, volunteers and parents are aware of the expected behaviours and the school's legal responsibilities in relation to safeguarding and promoting the welfare of all our pupils.

Policy Statement

This policy develops procedures and good practice within our School, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children and young people including those who are vulnerable. It provides evidence of how this will be implemented within our School and within multi-agency working arrangements.

This policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002 and the Children Act 2004 and in line with government publications and local guidance.

The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard¹ and promote the welfare of children; and to

¹ Safeguarding (as defined in the Joint Inspector's Safeguarding report) is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are

work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm. Where a child is suffering significant harm, or is likely to do so, action will be taken to protect that child. Action will also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are (sic) at immediate risk.²

Ethos

Improving outcomes for all children and young people underpins all of the development and work within this school.

Safeguarding is everyone's responsibility and as such our school aims to create the safest environment within which every student has the opportunity to achieve. Our school recognises the contribution it can make in ensuring that all registered students or others who use our school feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

Governing Body Responsibilities

Our governing body has a legal responsibility to make sure that the school has an effective safeguarding policy and procedures in place and monitors that the school complies with them. The Governing body has appointed a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our school. The school will ensure that there will always be cover for the role of DSL³.

Our Governing Body recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services.

Responsibilities of the Designated Safeguarding Lead's (DSL)

We will follow the procedures set out in the South West Child Protection Procedures (www.swcpp.org.uk) and take account of both national guidance issued by the Department for Education⁴ and local guidance. Our Designated Safeguarding Lead (DSL) is an appropriately senior member of staff who has 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 staff⁵.

All child protection concerns WILL be reported to the appropriate authority by our DSL. In the absence of our DSL, cover will be provided by another appropriately trained member of staff.

Whole school and staff responsibilities

Our school recognises that Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of school life including: pupils' health and safety; the use of reasonable force; meeting the needs of pupils with medical

minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies".

² DfE Keeping Children Safe in Education July 2015

³ DfE Keeping Children Safe in Education July 2015

⁴ DfE Keeping Children Safe in Education July 2015

⁵ DfE Keeping Children Safe in Education July 2015, Annex B

conditions; providing first aid; educational visits; intimate care; internet or e-safety; appropriate arrangements to ensure school security, taking into account the local context. Additionally, we recognise that Safeguarding can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites, and so on), peer on peer and prejudice-based bullying; racist and homophobic or transphobic abuse; sexting; substance misuse; issues which may be specific to a local area or population, for example gang activity and youth violence and other particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation, extremist behaviour and radicalisation, forced marriage and modern slavery.⁶

All our staff maintain an attitude of 'it can happen here' and are aware of the signs and indicators of abuse.

All members of staff have a responsibility to provide a safe environment in which children can learn.

Our staff recruitment policy and induction process includes information on our arrangements and systems for child protection, the staff behaviour policy, code of conduct and details of the Designated Safeguarding Lead (DSL).

All members of staff are provided with opportunities to receive appropriate training which is regularly updated, in order to develop their understanding of the signs and indicators of abuse and of the school's child protection procedures.

In conjunction with this policy, all members of staff are provided with, and are required to read, the Department for Education statutory guidance as outlined in Part 1 of 'Keeping Children Safe in Education 2015'.

All members of staff, volunteers and governors know how to respond to a student who discloses abuse, or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection and Safeguarding Policy.

When services are delivered by a third party or agency, education or otherwise, on the school site, we will follow the requirements of the Disclosure and Barring Service and check that the person presenting themselves is the same person on whom appropriate checks have been made⁷.

Our lettings and visitors' policies will seek to ensure the suitability of adults working with and in the presence of children at any time. Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures

Our school operates safer recruitment procedures including making sure that:

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service

⁶ Ofsted Briefing for Section 5 Inspectors on Safeguarding Children, Ofsted July 2015

⁷ DfE Keeping Children Safe in Education July 2015

⁸ HM Gov - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

requirements for Regulated Activity; Teachers' Prohibition Orders; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009

- statutory guidance relating to volunteers is followed
- recruitment panel members are properly trained⁹.

We hold a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff^{10, 11, 12, 13}

Our school complies with the requirements of Keeping Children Safe in Education July 2015.

Our school complies with the requirements of the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009.

Should we dismiss or remove a member of staff or a volunteer because they have harmed a child, or poses a risk of harm to a child or would have done so if they had not left, we will report this to the Disclosure and Barring Service (DBS) and any appropriate professional or regulatory body.

Our safeguarding policies and procedures will be reviewed and updated annually.

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, staff will:

- stay calm and listen carefully;
- reassure the child that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the child know that s/he will need to tell the DSL;
- not promise to keep what they have been told a secret;
- inform the DSL as soon as possible; and
- make a written record of the allegation, disclosure or incident which will be signed, and dated using the school's safeguarding record procedure

Confidentiality and Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action¹⁴.

- we recognise that all matters relating to child protection are confidential;
- the Headteacher/Principal or DSL will disclose personal information about a student to other members of staff on a need to know basis only;
- all staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children;
- all staff are aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another; and
- we will always undertake to share our intention to refer a child to Cornwall Council's Directorate for Education, Health and Social Care with their parents/carers, 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 the Multi-Agency Referral Unit (MARU).

⁹ DfE Keeping Children Safe in Education July 2015

¹⁰ As required by: School Staffing (England) Regulations (2009); Education (Independent School Standards) (England) Regulations 2010; DfE Keeping Children Safe in Education 2015;

¹¹ DfE Keeping Children Safe in Education July 2015 – schools must use the Employer Access Online service to check that a candidate to be employed as a teacher is not subject of a prohibition order.

¹² Teacher Prohibition Order

¹³ Childcare Act 2006 and Childcare (Disqualification) Regulations 2009

¹⁴ HM Gov- Information Sharing Advice for Practitioners, March 2015

Managing Allegations against staff

We are aware of the possibility of allegations being made against members of staff or volunteers that are working with or may come into contact with children and young people whilst in our school. They can be made by children and young people or other concerned adults.

All workers in our school have been made aware of the process¹⁵ to be followed if such an allegation is made and seek advice from the Local Authority Designated officer (LADO) ON 01872 326536.

In such circumstances our Headteacher, or Chair of Governors (if the allegation is against the Headteacher) will:

- consider the safeguarding arrangements of the child or young person to ensure they are not in contact with the alleged abuser;
- contact the parents or carers of the child/young person if advised to do so by the LADO;
- consider the rights of the staff member for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where a member of staff has been disciplined or dismissed as a result of the allegations founded, or would have been if they have resigned.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

We advise our staff of our Whistleblowing Policy and of how it can be implemented. Staff are aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable. If necessary the member of staff, will speak to the delegated 'Whistleblowing' Governor who is Mr B Geake.

Supporting Staff

- Our staff will be advised on the boundaries of appropriate behaviour – such matters form part of our staff induction and staff have access to support and guidance when required or requested
- We recognise that staff working in the school, who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.
- We support such staff by providing an opportunity to discuss their anxieties with the DSL, or another teacher and/or a trade union representative as appropriate.
- Our designated officers have access to support and appropriate workshops, courses or meetings as organised or recommended by the Cornwall and Isles of Scilly Safeguarding Children Board (CIoSSCB), Safeguarding Standards Unit (SSU) or Local Authority (LA).

¹⁵ Outlined in Keeping Children Safe in Education July 2015, part 4.

Physical Restraint

Our policy on physical restraint is compliant with the LA's 'Physical Restraint in Schools' Guidance along with guidance from the Department for Education (DfE).

Wherever possible such events are recorded and signed by a witness. Staff that are likely to need to use physical intervention are appropriately trained. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our school will support all pupils by:

- Establishing and maintaining an ethos, understood by all staff, which enables children to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment within the school and ensuring that all children know that there is an adult in the school whom they can approach if they are worried or in difficulty.
- Providing across the curriculum, including within PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.
- Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Ensuring that a named teacher is designated for Children in Care, (CIC) and that a list of CIC is regularly reviewed and updated. The Education Welfare Officer (EWO) for the school is made aware of all CIC in the school.
- Providing continuing support to a student who leaves the school and about whom there have been child protection concerns, by ensuring that such concerns and school records are forwarded under confidential cover to the Headteacher/Principal at the student's new school as a matter of urgency.
- Recognising that children come from a variety of different cultural backgrounds, the school has developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation.
- We will include our Child Protection and Safeguarding Policy in our school prospectus/website and will post copies of our policy throughout the school. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

Training

- All members of our workforce have been provided with, and signed to say that they have read and understood, Part 1 of Keeping Children Safe in Education, July 2015¹⁶
- All members of staff and volunteers will have access to appropriate whole school safeguarding training which is **regularly updated**. We will also, as part of our induction, issue information in relation to our Child Protection and Safeguarding Policy and any other policy and information related to

¹⁶ Pg 4, DfE Keeping Children Safe in Education July 2015

safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

- Our DSL and DSL Cover officers will undertake further multi-agency safeguarding training in addition to the whole school training. This will be undertaken at least every two years and will update their awareness and understanding of the impact of the wide agenda of safeguarding issues. It will support both the DSL and DSL Cover officers to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the pupils in our school.
- Our Governing Body will have access to safeguarding training. Our named Governor for Safeguarding will have access to multi-agency safeguarding training at least every two years to support the Headteacher/Principal in managing allegations against staff and volunteers who work with children and young people and to support the annual review of this policy, in order to keep it updated in line with local and national guidance/legislation.
- At least one member of our recruitment panel will have undertaken safer recruitment training^{17, 18}.

Missing Children

We will monitor unauthorised absence, particularly where children go missing on repeated occasions. We will report such absences without delay to the appropriate agencies in line with legislative and local authority requirements and agreements¹⁹.

Preventing Radicalisation

The Counter Terrorism and Security Act 2015 places a duty on all schools to prevent people being drawn into terrorism. We recognise that under this legislation our school leaders and governors must

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with it
- Communicate and promote the importance of the duty and
- Ensure staff implement the duty effectively

Our school recognises that radicalisation is a safeguarding issue and has clear procedures²⁰ in place to assess the risk of, and protect, our students from being drawn into radicalisation. We recognise that general safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance²¹.

Our school has undertaken an assessment of the risk of extremism and established appropriate procedures.

These procedures are reflected in our existing policies.

Helping children to keep themselves safe

Our children are taught to understand and manage risk through our personal, social, health and economic (PSHE) lessons and through all aspects of school life. Children are taught how to conduct themselves and how to behave in a responsible

¹⁷ School Staffing (England) Regulations 2009

¹⁸ DfE Keeping Children Safe in Education July 2015

¹⁹ Pg 13 DfE Keeping Children Safe in Education July 2015

²⁰ DfE Prevent Duty 2015

²¹ 'Working Together to Safeguard Children 2015' and 'Keeping Children Safe in Education July 2015'

manner. Children are reminded regularly about e-safety and tackling bullying procedures.

Our school continually promotes an ethos of respect for others and pupils are encouraged to speak to a member of staff in confidence about any worries they may have.

Policy Review

The Governing Body of our school is responsible for ensuring the annual review of this policy and for additional policies²² that are relevant to safeguarding and child protection.

Safeguarding Guidance

The following

- 'Working Together to Safeguard Children', March 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- 'Keeping Children Safe in Education', July 2015
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Disqualification under the Childcare Act 2006 and Childcare (Disqualification) Regulations 2009
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>
- 'What To Do If You Are Worried A Child Is Being Abused', March 2015
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- Information Sharing advice for practitioners, March 2015
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- Guidance for Safer Working Practice for those working with children and young people in education settings – October 2015
<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>
- The South West Safeguarding and Child Protection Procedures²³
<http://www.swcpp.org.uk/>
- Child Protection and Online Protection Agency www.ceop.org.uk

²² DfE Policies and other documents that governing bodies/proprietors are required to have by law - <https://www.gov.uk/government/publications/statutory-policies-for-schools>

²³ Adopted 1st January 2008. www.swcpp.org.uk

Legislation and guidance relating to this policy:

- School Standards and Framework Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children, March 2015
- Education Act 1996,
- Education Act 2002 (Section 157/175)
- Keeping Children Safe in Education, July 2015
- Disqualification under the Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2010
- The School Staffing (England) Regulations 2009 (as amended)
- The Education (Independent School Standards) (England) Regulations 2010(as amended)
- The Education (Non-Maintained Special Schools) (England) Regulations 2011(
- The Education (Pupil Referral Units) (Application of Enactment)(England) Regulations 2007 (as amended)
- Childcare Act 2006
- Childcare (Disqualification) Regulations 2009

THE ROLE AND RESPONSIBILITIES OF THE DESIGNATED SAFEGUARDING LEAD (DSL)

'Working Together to Safeguarding Children, 2015' outlines the roles and responsibilities of agencies including educational establishments.

'Keeping Children Safe in Education, July 2015' outlines the role of the DSL in schools as:

The Designated Safeguarding Lead (DSL) is an appropriate senior member of staff who has 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.

All child protection concerns WILL be reported to the appropriate authority and the DSL is responsible for:

- ♦ Managing referrals
 - Refer all cases of suspected abuse to the local authority children's social care and:
 - The designated officer(s) 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 DSL, and cover officers, will receive appropriate training carried out every two years 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 has access to and understands the school's or college'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

- 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 will ensure the school or college's policies are known and used appropriately:
 - Ensure the school or college's 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 Safeguarding Children Board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
 - Where children leave the school or college, ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.
- ♦ Other Responsibilities
 - Referrals to the Multi Agency Referral Unit
 - contacting, by telephone, the Multi Agency Referral Unit (MARU) 0300 123 1116 as a matter of urgency, in order to discuss the child protection concerns of possible abuse or neglect that the designated person has in connection with the child, being prepared to provide the child's details and follow advice and guidance provided by the person handling the call and as in the guidance referred to above;
 - providing a written record of any formal referral by fax/post/e-mail to the MARU using the multi-agency referral form within 1 day;
 - ensuring that, where a formal referral has not been agreed other sources of support for the child will be considered. Action will be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk- such actions include instigating a Common Assessment Framework (CAF) process and/or referring to other Early Help provision and services including the Together for Families programme;
 - ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral;
 - ensuring that all such records are kept confidentially and securely and are separate from pupil records, with a front sheet listing dates and brief entries to provide a chronology
 - ensuring that Cornwall Council's Directorate for Education, Health and Social Care is notified immediately when any pupil subject of a Child Protection Plan is absent without explanation;
 - completing, with the Headteacher/Principal, an annual safeguarding audit to the Governing Body which details any changes to the policy and procedures; training undertaken by the DSL and by all staff and governors; relevant curricular issues, number and type of incidents/cases, and the number of children referred to Cornwall Council's Directorate for Education, Health

and Social Care and subject of a Child Protection Plan (anonymised). If this self-assessment highlights any areas for improvement, this will be detailed in an action plan which will be signed off and monitored by the Named Governor for Safeguarding/Governing Body/Proprietor to ensure these improvements are implemented.

- completing, with the Headteacher/Principal, a return to the Local Authority, and the CIOSSCB who have an auditing role, in ensuring the school is meeting its safeguarding requirements under Section 175/157 of the Education Act 2002
- supporting the Headteacher/Principal in implementing all recommendations applicable to schools and education services arising from Serious Case Reviews
- providing advice and guidance to colleagues, attending inter-agency meetings (or supporting other staff to do so) and contributing to assessments.