

St Elizabeth Catholic Primary School

Safeguarding Policy



Adopted: 22nd October 2014

Under Review

Designated Child Protection Person(s): Ms Angelina John, Ms Tracy Jennings & Ms Anna Hair

Governor responsible for safeguarding children: Victoria Ekubia

Chair of Governors: Mr Tim O'Sullivan

St Elizabeth Catholic Primary School

Safeguarding Policy

Introduction

This policy outlines the safeguarding procedures for all staff, governors, visitors and volunteers within St Elizabeth Catholic Primary School and gives guidance on safeguarding pupils in line with the Tower Hamlets Local Safeguarding Children's Board (LSCB) which also takes account of guidance issued by the Department for Education (DFE). This policy is linked to the school's Whistle blowing, Anti-bullying, Behaviour policies, Single Equality Scheme and LA procedures for responding to incidents involving discrimination.

Aim

The school is committed to providing a safe and secure environment and to promote a climate where children and adults will feel confident about sharing any concerns that they may have.

For the safeguarding procedures to work, we rely on the skills and expertise of **every adult** within school to recognise or report concerns.

The aim of our safeguarding training and policy is to create a 'safer culture' in our school.

We aim to have a school where:

- There is a belief that 'it could happen here'.
- There are clear procedures for reporting concerns.
- There is a commitment to take action in relation to concerns raised.
- There is a set of standards for professional conduct.
- Safeguarding is part of induction and probationary period training.
- There is an ongoing culture of vigilance.

Confidentiality

We recognise that all matters relating to safeguarding are confidential.

The head teacher or designated child protection staff will disclose any information about a pupil 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.

Safeguarding roles and responsibilities

There are two aspects to safeguarding the welfare of children. They are to take all reasonable measures to minimise the risk of harm and to take appropriate actions to address concerns about the welfare of children.

Safeguarding is the responsibility of all staff, adults and volunteers working in St Elizabeth Catholic Primary School. All staff are expected to know how to recognise the signs of abuse, who to report concerns to and to familiarise themselves with the school's safeguarding policy and procedures.

Angelina John, Tracy Jennings and Anna Hair are the designated child protection persons (DCPP) for the school. The DCPP liaise with Children's Social Care, represent the school in multi-agency work, take responsibility for child protection records and ensure staff have regular safeguarding training. Safeguarding records are kept confidential, secure and separate to pupils' academic records.

The school maintains a list of vulnerable pupils. Included on this list are pupils in contact with social care for assessment, subject to either child protection or child in need plans or who have been referred to the child protection advice line. Also included on this list are pupils in public care (LAC), privately fostered pupils or pupils regarded as young carers. Information and updates from the safeguarding list are submitted to Angelina John and Tracy Jennings on a fortnightly basis or sooner if the matter is urgent and disseminated to staff on a strictly need-to-know basis.

The safeguarding policy is reviewed annually with the governing body and through staff meetings.

Training

Supply staff are informed of the school's safeguarding procedures on arrival to the school. This includes the names of the designated child protection persons and who to speak to in their absence (**see Appendix 1**)

New members of staff and volunteers receive induction training on safeguarding and complete safeguarding awareness training within the first term of their placement in the school. The induction programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to raise a concern about the welfare of a child

Whole school safeguarding training is repeated every 3 years.

The designated child protection persons receive advance training every 2 years for a minimum of 2 days. This also includes the responsible governor.

Parent/carers have access to the safeguarding policy and are made aware of it in curriculum meetings. Awareness sessions for parents will be held at appropriate intervals and important items are disseminated through correspondence home or the school newsletter/website.

Partnerships with parent/carers, stakeholders and members of the wider school community

The school has a duty to promote awareness of child abuse to the community it serves. Parent/carers are encouraged to inform the school or appropriate agency if they are concerned a child may be being abused. Pupils are encouraged to talk about their concerns with staff. Information is also available on external agencies eg. Childline 0800 1111 or the NSPCC Helpline 0808 800 5000 as well as the Child Protection Advice Line in Tower Hamlets 020 7364 3444 and First Response in Hackney 020 8356 5500.

Definition of Child Abuse

Child abuse can be categorised as physical, sexual, or emotional abuse as well as abuse due to neglect. Children can also be subject to hidden harm where circumstances within their home or community environment may not come under the category of abuse but can cause a child to be fearful or worried or carry more responsibility than they are emotionally prepared or mature enough for. These may become a barrier to learning and need to be investigated and recorded to ensure that they do not develop into an abusive situation.

Details of signs and symptoms to look out for are outlined in **Appendix 2**

Sharing Concerns

Managing a disclosure

Teachers and other adults in schools are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with children. If a child discloses directly to a member of staff, the following procedures will be followed:

- Listen carefully to what is said.
- Ask only open questions such as:
 'How did that happen?'
 'What was happening at the time?' 'Anything else you want to tell me?'
- Do not ask questions which may be considered to suggest what might have happened or who has perpetrated the abuse. Try not to judge or leap to a conclusion.
- Do not force the child to repeat what he/she said in front of another person.
- Do not promise to keep the information secret: breaking a child's confidence would be inappropriate; it is better to say that you might have to tell someone who needs to know.
- Do not discuss this with any other member of the school community as this could undermine further actions and outcomes to protect the victim.

Following disclosure the member of staff should talk immediately to one of the designated members of staff for safeguarding and complete a **Safeguarding Record of Concern form (see Appendix 3)** These forms are located by the safeguarding display board in the staff room and are also available in the school office.

Reporting Concerns (see Appendix 4)

Any member of staff who has concerns about a child must report their concerns to one of the designated members of staff for child protection. They will decide what steps to take next and may contact the Child Protection Advice Line (where the child is a Tower Hamlets resident) or First Response (where the child is a Hackney resident).

- The duty officer will discuss the concern and assist in deciding whether a formal child protection referral is appropriate. Procedures followed will depend on the borough responsible. For instance, if the child is a Tower Hamlets resident and in immediate danger the case may be referred to the Multi Agency Safeguarding Hub (MASH) who will decide within one working day what action will be taken and will feedback to the referrer.
- A decision may be taken to monitor the child for a period of time. This is particularly the case when a member of staff has concerns about a child which do not appear to justify a referral of suspected child abuse but nonetheless leave an uncomfortable feeling. In these cases it is usually good practice to share concerns with the child's parents/carers so that they have an opportunity to address the concerns raised. **The decision to do this should always be**

made by the designated child protection person and if there is any doubt the matter should be discussed with the child protection advice line. The case will then be monitored either by the designated child protection person or the member of staff who raised the concern for up to 2 weeks (**see Appendix 5**) and if the concerns increase they should be shared again with the parents/carers.

Depending on the circumstance monitoring may continue for several more weeks (no longer than 4 weeks) and parents/carers should be informed of this.

If the child's situation does not appear to be improving, the referrer should press for reconsideration

- If a referral has been made to the Multi Agency Safeguarding Hub (MASH) they may decide that Children's Social Care need to carry out an assessment to determine what further action will be taken to support the child. This will be completed within 15 working days.
- Children's Social Care will feedback the outcome to the designated child protection person. They may recommend a statutory assessment leading to an initial child protection conference. Alternatively, multi agency support may be recommended or the case may be referred to other services

Reporting Allegations Made Against Members of Staff (see Appendix 1)

Concerns about the behaviour of a member of staff or any adult visiting the school should be made directly to the head teacher. In the head teacher's absence, information can be shared with a designated child protection person.

If the concern is about the head teacher, the chair of governors should be contacted or the Multi Agency Safeguarding Hub (MASH).

Record Keeping

Any member of staff receiving a disclosure or abuse from a child or noticing signs/symptoms of possible abuse will make notes as soon as possible (ideally within the hour). Notes should be recorded on the Safeguarding Record of Concern form repeating exactly what was said, using the child's own words as far as possible. Injuries should never be photographed but can be recorded on a diagram (**see Appendix 6**)

All records of a safeguarding nature should be passed to the designated child protection person including records of conversations with external agencies (including the Multi Agency Safeguarding Hub - MASH) or parents/carers. Staff should always record the name of the person they speak to.

Supporting Children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some

sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- Including in the curriculum opportunities that equip children with the skills they need to recognise and stay safe from abuse.
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Children's Social Care, Child and Adult Mental Health Service (CAMHS), education welfare service and educational psychology service and those agencies involved in the safeguarding of children.
- Paying attention to changes in a child's behaviour/appearance and notifying Children's Social Care immediately when 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 pupil's new school.

Supporting Staff

We recognise that staff working in the school who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the designated child protection staff and seek further support as appropriate.

Safer recruitment and vetting

The school adheres to the statutory and DCSF recommended requirements set out in Safeguarding Children and Safer Recruitment in Education (April 2014) which ensures all adults who work with pupils in the school have undergone the appropriate

recruitment and vetting checks. This information is recorded, monitored and updated on the school's Single Central Record.

Other Relevant Policies

The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activities and functions. This policy therefore compliments and supports a range of other policies, for instance:

- Managing Allegations and Concerns Against Staff and Volunteers
- Complaints Procedure

- Behaviour Management
- Anti Bullying
- Positive Handling
- Special Educational Needs
- Trips and Visits
- Work Experience and Extended Work Placements
- First Aid and the Administration of Medicines
- Health and Safety
- Sex and Relationships Education
- Equal Opportunities
- E- safety
- Staff code of conduct
- Whistle blowing

The above list is not exhaustive but when undertaking development or planning of any kind the school will need to consider safeguarding matters,

Contacts

Internal

Designated Senior Member of Staff for Child Protection

Angelina John

Designated Deputy Members of Staff for Child Protection

Tracy Jennings

Anna Hair

Governor responsible for safeguarding children

Victoria Ekubia

External

Tower Hamlets Resident

Child Protection Advice Line 020 7364 3444

Children's Social Care out of Hours Team 020 7364 4079
(5.00pm onwards)

Hackney Resident

First Response 020 8356 5500

Emergency Duty Team 020 8356 2710
(5.00pm onwards)

Date of Ratification:		Signed: Ms A John (HEAD TEACHER) Mr T O'Sullivan (CHAIR OF GOVERNORS)
Review date:		Signed: Ms A John (HEAD TEACHER) Mr T O'Sullivan (CHAIR OF GOVERNORS)
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