



St Patrick's Catholic Primary School **Safeguarding Policy**

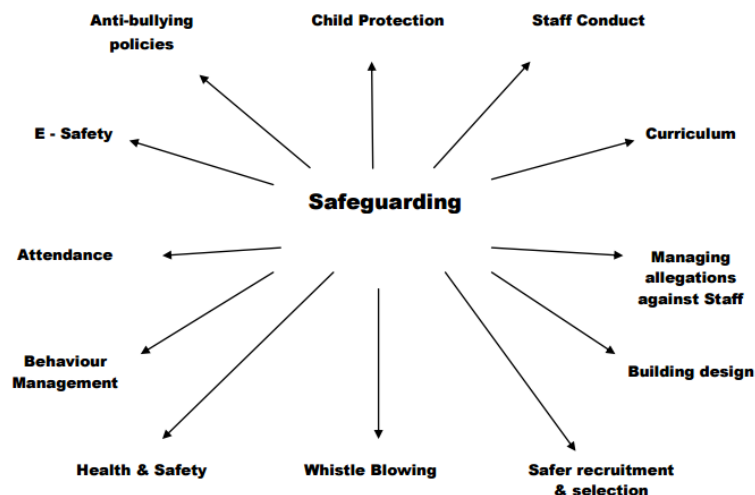
St Patrick' Catholic Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting.
- providing a caring, positive safe and stimulating environment that promotes the social, physical, emotional and moral development of the individual child. St Patrick's recognises that safeguarding covers a range of issues - not just child protection, and we have individual policies which come within safeguarding and should be read in conjunction with this policy.



The aims of this policy are:

- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and to know how to, approach adults if they are in difficulties, believing they will be effectively listened to.
- To support the child's development in ways that will foster security, confidence and independence.
- To raise awareness of all teaching and non-teaching staff 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, and ensure we, the school, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Care, for the protection of all children in our care.
- To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory Barred List Check or enhanced Disclosure and Barring check (according to guidance), and a single central record kept for audit.

We will endeavour to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Involving them in decisions which affect them.
- Making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures.
- Sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Adopting a code of conduct for all staff and volunteers.
- Providing effective management through induction, support and training.
- Ensuring staff and volunteers understand about 'whistle blowing'.
- Dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance.

Roles and Responsibilities: Our Governing Body will ensure that:

- The school has a Child Protection Policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request.
- The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.
- The school 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.

- A senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy).
- Staff undertake appropriate child protection training.
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements.
- A governor 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 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 of our school is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our children we also have a named Governor.
- Our Governing Body ensures our recruitment practices are safe and compliant with statutory requirements.
- The Governing Body undertakes to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

Our Headteacher will ensure that:

- The policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.
- Report to the Full Governing Body each term.

Senior Member of Staff with Designated Responsibility for Child Protection will:

Referrals

Refer cases of suspected abuse or allegation to the relevant investigating agencies. Act as a source of support, advice and expertise within the educational establishment. Liaise with the head teacher to inform her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- Recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of how Liverpool Safeguarding Children Board operate, the conduct of a child protection case conference and be able to attend and contribute to these.
- Ensure that all staff have access to understand the school's children protection policy.
- Ensure that all staff have induction training.
- Keep detailed accurate secure written records and/or concerns

- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- Ensure the Child Protection Policy is updated and reviewed annually and work with the Governing Body regarding this.
- Ensure parents are made aware of the Child Protection Policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later.
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. Our safeguarding team will deliver the file to the school and speak with the relevant staff at the school if information is needed verbally and have the file signed. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.
- Where the parents inform school that they wish to 'parentally educate' their child, the Local Authority will endeavour to undertake a home visit to discuss this with the parents.

All Staff and Volunteers will:

- Fully comply with the school's policies and procedures.
- Attend appropriate training.
- Inform the designated person of any concerns.

Procedures

When new staff, volunteers or regular visitors join our school will have an induction meeting with **Mrs H Jones (DSL)** and **Mrs S Brown (Admin officer)** they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy and told who our Senior Designated Professional for Safeguarding is. They will also be shown the recording format, given information on how to complete it and who to pass it to. They will also be given a Red folder with additional Safeguarding information.

Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Senior Designated Professional.

New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will have a brief introduction to safeguarding and will then be trained with the rest of the staff team at least 3 yearly.

All regular visitors and volunteers to our school will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our Senior Designated and alternate staff members are and what the recording and reporting system is.

When new pupils join our school, all parents and carers will be informed that we have a safeguarding policy. This will be offered to parents should they request a copy. All safeguarding information is also on the school Website for parents to download.

Child Protection Conferences

From time to time staff members may be asked to attend a child protection conference on behalf of the school in respect of individual children. Usually the person attending from school will be the Headteacher or Senior Designated person. In any case, the person attending will need to have as much relevant up to date information about the child as possible. This is more likely to be available from a class teacher, for tutor or subject teacher. A child protection conference will be convened if a referral has been made and following an investigation the findings have considered the child to be at risk of harm, or if the child is already subject to a child protection plan a review conference is held to monitor the safety of the child and the required reduction in risk.

Staff may be required to attend child protection conferences or core group meetings to represent the school. For the most up to date information regarding child protection conferences staff will have access to *Working Together to Safeguard Children 2013*

All reports for child protection conference will be prepared in advance using the LSCB 1 form. The information contained in the report will be shared with parents either at the conference or before and will include information relating to the child's physical, emotional and intellectual development and how the child presents at school. A risk assessment relating to the continuing risk of harm to the child will also be included.

Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professional involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

Staff Training, Induction and Support

Every member of staff will undertake appropriate safeguarding training every three years. The senior designated professional, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend. This training will be updated every three years. In addition to this the senior designated professional will also attend *Safer Recruitment in Education Training*, every two years.

The school's senior member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (that is provided by the LA Safeguarding Children Board) and refresher training every year the Headteacher and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

Our Governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at or school. Training for Governors to support them in their safeguarding role is available from the Local Authority and the Liverpool Archdiocese Education Service.

The School will keep a record of training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify any individual pupil.

Staff will be supported by school, LA and professional associations. The designated senior person for Safeguarding/Child Protection will be supported by a deputy Child Protection Officer.

We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance.

The Headteacher and the Senior Designated Person should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school.

Safe School, Safe Staff

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for our children. We do recognise that sometimes the behaviours of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with our children.

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority Designated Officer

(LADO). The LADO can be contacted on 225 8101 or 225 8122. Neither the Headteacher nor any member of school staff will investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Headteacher, this will be reported to the Chair of our Governing Body who will liaise with the LADO and school HR.

All staff will have access to and be expected to know our school's policy for positive handling. There

will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to.

If staff, visitors, volunteers or parents helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Door, ideally, should have a clear glass panel in them and be left open.

There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in *Safer Working Practices for Adults who work with Children and Young People*.

Safer Recruitment and Selection

The school pays full regard to the Government's current guidance 'Keeping Children safe in Education'. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including eg; volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate had the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking Barred Children's List checks and Disclosure and Barring checks.

In line with statutory changes, underpinned by regulation, the following will apply:

- A Disclosure and Barring check is obtained for **all** new appointments to our school's workforce.
- Every advertisement for positions in school will explicitly state that 'this is a safeguarding school'. Positions will only be taken up on receipt of acceptable
- Disclosure and Barring check and references (minimum of two references required). St Matthew's will only accept originals and not copies.
- This school is committed to keep an up to date single central record detailing a range of checks carried out on our staff.
- All new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate.
- Our school ensure that supply staff have undergone the necessary checks and will be made aware of this policy.
- Identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA.
- At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. We will ensure that our Headteacher and at least one governor have completed appropriate safer recruitment training and are accredited by the National College for Teaching and Leadership. At St Patrick's Catholic Primary School we require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake

enhanced Disclosure and Barring checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children. We will use the recruitment and selection process to deter and reject unsuitable candidates and will adhere to the requirements of the DFE guidance - *Keeping Children Safe in Education*.

Children Missing from Education

The school follows the LA procedures "Children Who May Be Missing/Lost From Education". Contact Missing Education Team on 233 1607. Where children on roll at a school do not turn up, and the school has made the usual enquiries they should refer the case to the education Social Work Service in the usual way. If the allocated worker cannot locate the child/family they will inform the Children Missing from Education team and the school will be advised by them or the ESW Service that they can take the child off roll (normally after 4 weeks).

Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives.
- Names and contact details of all person with parental responsibility (if different from above)
- Emergency contact details (if different from above).
- Details of any persons authorised to collect the child from school (if different from above).
- Any relevant court orders in place including those which affect any person's access to the child (eg; Residence Order, Contact Order, Care Order, Injunctions etc).

Partnerships with other agencies and parents

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Liverpool Safeguarding Children Board. The school works in partnership to promote a safe and supportive environment with the following organisations; LA, Social Care, Barnardo's, Police, Health, Childline, NSPCC. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children. St Patrick's Catholic Primary School will share with parents any concerns we have about their child unless to do so may place a child at risk of harm (see 'Action by Senior Designated Person'). We encourage parents to discuss any concerns they may have with either their child's teacher or the Headteacher. Parents are made aware that they can view this policy on request and can be downloaded from the school website

St Patrick's Catholic Primary School is committed to ensuring the welfare and safety of all children in school. All Liverpool schools, including St Patrick's follow the Liverpool Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request. The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. School provides information to parents on keeping children safe and how they can report

concerns if they are worried a child is at risk of harm eg; by alerting them to the information for parents at www.nspcc.org.uk or www.ceop.gov.uk and also by the school's own Safeguarding leaflet. Our school is part of Digital School memberships which has access to an email help service for parents for free, confidential advisedshelp@parentzone.org.uk We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. 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. School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents.

Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child. We will provide a secure, caring, supportive and protective relationship for the child. Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why.

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.

Identifying Children and Young People who may be suffering significant harm

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, an/or school staff being alerted to concerns.

Definitions As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;

Development means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health;

Ill -treatment includes sexual abuse and other forms of ill- treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical Abuse may involve hitting, 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 includes illness in a child.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg; rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse is the persistent emotional maltreatment of a child as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caretakers).
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Taking action to ensure that children are safe at school and at home

All staff follow the Liverpool Child Protection Procedures which are consistent with 'Working Together to Safeguard Children - 2013' and 'What to do if you are worried a child is being abused'. It is not the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrape received in play.
- any explanation given which appears inconsistent or suspicious.

- any behaviours which give rise to suspicion that a child may have suffered harm (eg; worrying drawings or play).
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- any concerns that a child is presenting signs or symptoms of abuse or neglect.
- any significant changes in a child's presentation, including non-attendance.
- any hint or disclosure of abuse from any person.
- any concerns regarding person(s) who may pose a risk to children (eg; living in a household with children present).

Responding to Disclosure Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity and wherever possible will try to allocate appropriate assistance to a child who has communication problems. Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Principles Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk or harm.
- try to ensure that the person disclosing does not have to speak to another members of school staff.
- clarify the information.
- try to keep questions to a minimum and of 'open' nature eg; "Can you tell me what happened ?" rather than "Did X hit you ?".
- try not to show signs or shock, horror or surprise.
- not express feelings or judgements regarding any person alleged to have harmed the child.
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person.
- reassure and support the person as far as possible.
- explain that only those who 'need to know' will be told.
- explain what will happen next and that the person will be involved as appropriate.

Action by the Designated Senior Person (or other senior person in their absence

- Following any information raising concern, the senior designated person will consider:
- any urgent medical needs of the child.
- making an enquiry to find out if the child is subject to a Child Protection Plan.
- discussing the matter with other agencies involved with the family.
- consulting with appropriate person eg; Safeguarding Officer, Social Care. the child's wishes.

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk.

- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately **OR** not to make a referral at this stage.
- if further monitoring is necessary.
- if it would be appropriate to undertake an assessment (eg EHAT) and/or make a referral for other services All information and actions taken, including the reasons for any decision made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

Action following a child protection referral

The designated senior person or other appropriate member of staff will:

- make regular contact with the Social Worker involved to stay informed.
- wherever possible, contribute to the Strategy Discussion.
- provide a report for, attend and contribute to any subsequent Child Protection Conference.
- if the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conference
- where possible, share all reports with parents prior to meetings.
- where in disagreement with a decision made eg; not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the

Safeguarding Officer for Learning or Manager of the Child Protection and Review Unit.

Recording and Monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation fact opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All C.P documents will be retained in the 'Childrens file'. This is locked away and only accessible to the Head teacher and Senior Designated person. The Child protection records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for the attention of Designated Person Child Protection'. The Pastoral Care Manager or Headteacher will also deliver the file to the school with a signed copy of transferred Child Protection file. If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Education Social Work Service. Original copies will be retained until the child's 25th birthday.

Teaching Children to keep safe

All pupils in our school are aware of a number 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. Specific P.S.H.E materials are used to help pupils learn how to keep safe. (see separate policy)

The Learning Mentors are prominent figures in school and has an open door policy for children to approach her with any concerns.

Our school will ensure that pupils are made aware that information can be found at the following eg; help lines, posters, NSPCC and Childline, 'kidzone' website addresses. School's arrangements for consulting with and listening to pupils are: pastoral care manager school councillor, school councillors, peer mentors circle time, PSHE, Citizenships and Enterprize

We make pupils are of these arrangement by advertising and though Collective Worship and class lessons.

Prevention

- We aim to prevent abuse from taking place:
- though the creation of an open culture which respects all individual's rights and discourages discrimination and bullying of any kind.
- through a positive school atmosphere, teaching and pastoral support to pupils.
- by identifying a member of staff - the Head Teacher - with overall responsibility for Child Protection who is supported by other designated child protection staff, known as named person
- through our pastoral team leader offering all pupils an opportunity to talk and discuss any worries or concerns.
- through PSHE, SEAL and an ongoing programme of support, at an age-appropriate level to promote self-esteem and social inclusion and address the issue of Child Protection.

Professional Confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with the pupils in school, particularly in the context of Child Protection. The only purpose of confidentiality in this respect is the benefit of the Child. All personal information should be treated as confidential and particular care taken with sensitive information. Information must be treated on a "need to know" basis. Relevant factors include: § what is the purpose of the disclosure? § what is the nature and extent of the information to be disclosed? § to whom is the disclosure to be made (and is the recipient under a duty to treat the material as confidential)? § is the proposed disclosure a proportionate response to the need to protect the welfare of a pupil to whom the confidential information relates? The child must not be asked leading questions. The teacher/school must not undertake an investigation but seek clarification from the pupil. No pupil should be promised that anything they say will be kept confidential if the matter is related to Child Protection or abuse. It is essential for the member of staff to tell the pupil that they will record anything the pupil says to ensure an exact record as possible is kept to future reference. If an accident happens outside the normal school hours or an out of school activity and the named person/s are unavailable, the teacher/staff member must contact the relevant agency as soon as possible to ensure the safety of the pupil. The designated named person/s should be informed as soon as possible afterwards. Relevant information should be recorded at the time with full details of the concern.

The Data Protection Act

The Data Protection Act 1988 regulates the handling of personal data. Essentially, this is information kept about an individual on a computer or in a manual filing system. The Act lays down requirements for the processing of this information which includes, obtaining, recording, storing and disclosing it. If making a decision to disclose personal data the Data protection Act 1988 must be complied with. This includes eight data protection principles. These should not be an obstacle if: There are particular concerns about the welfare of the pupil. If information is disclosed to social services or to another professional organisation eg; Police. The disclosure is justified under the common law duty of confidence. Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. Any disclosure of personal information to other (including social services depts), must always, however, have regard to both common and statute law.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information. Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances consent may not be possible or desirable but the safety and welfare of a child dictate that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child. Disclosure should be justifiable in each case according to the particular facts of the case and the case and legal advice should sought if in doubt.

Allegations against Staff or Volunteers

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- . a) . Behaved in a way that has harmed a child or may have harmed a child
- . b) . Possibly committed a criminal offence against or related to a child or
- . c) . Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow the Liverpool Safeguarding Children Board procedures.

Detailed records will be made to include decisions, actions taken, and reason for these. All records will be retained securely in the Headteachers room.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, essential that all are investigated properly and in line with agreed procedures.

Initial Action

The person who has received an allegation or witnessed an event will immediately inform the Head Teacher/ Child Protection Co-Ordinator and make a record.

In the event that an allegation is made against the Head Teacher the matter will be reported to the Chair of Governors who will proceed as the 'Head Teacher'.

The Head Teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical steps.

The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children.

The Head Teacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage.

The Head Teacher will consult with the Local Authority Designated Officer in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation.

Consideration will be given throughout to the support and information needs of pupils, parents and staff.

The Head Teacher will inform the Chair of Governors of any allegation.

Related School Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying. A range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, school security, drugs and substance misuse, positive behaviour etc. must also be taken into account. There may also be other safeguarding issues that are specific to the local area or population.

Related School Policies

To underpin the values and ethos of our school and our intent to ensure our children/young people are appropriately safeguarded the policies are also included under our safeguarding umbrella;

§ Anti-Bullying

§ Promoting Positive Behaviour

§ Attendance § E Safety

§ Health and Safety

§ Meeting the needs of pupils with medical conditions

§ Intimate Care

§ First Aid

Our school has all of the individual policies for the above areas of safeguarding and these should be read in conjunction with this policy.

Whistleblowing

We recognise 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 management of child protection, which may include the attitude or actions of colleagues. It becomes necessary to consult outside the school, they should speak in the first instance, to the LADO following the Whistleblowing Policy.

Physical Intervention

Our policy on physical intervention by staff is set out separately, and acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention will be appropriately trained

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.

We recognise that touch is appropriate in the context of working with children, and all staff have been given "Safe Practice" guidance to ensure they are clear about their professional boundary

Bullying

Our Policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes cyber, racist, homophobic and gender related bullying.

Racist Incidents

Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to. Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty. Include across the curriculum, including 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.

Health and Safety

Our Health and Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits.

The following designated staff are in post for Safeguarding and Child Protection:

Designated Safeguarding Lead - **Mrs Hannah Jones - Deputy head**

Those trained to provide cover for the role of the Designated Safeguarding Lead are:

Mrs J Lewis (Head teacher), Miss P Price (Mentor), Mrs A Fairhurst (Mentor).

Policy Consultation

This policy is referred to in our school prospectus and is available on request from the school office. We also inform new parents and carers to the school about this policy when they join our school and through our school newsletters.

We will review this policy annually and will make amendments as required by national or local changes to procedure.

Policy written by: H Jones

Date of policy: June 2016

Review date: June 2018

(To be reviewed in September 2018 inline with training)

Documents used to support this policy

Working Together to Safeguard Children 2013

Keeping Children Safe in Education

Keeping Children Safe in Education: Information for all School and College Staff

OFSTED - Inspecting Safeguarding in maintained School and Academies (Briefing for section 5 inspectors) - Jan 2015

Managing Allegations Against Staff, Carers and Volunteers Safer Working Practices for Adults who work with Children and Young People in Education