

Stradbroke Primary Safeguarding & Child Protection Policy

Supporting the achievement of all children



<u>Written By</u>	<u>Written Date</u>	<u>Review Date</u>	<u>Approved by</u>
Sue Shelley	Sep 2020	Sep 2021	Governors Sep 2020

At Stradbroke, we take seriously the responsibilities to safeguard and protect the interests of all children. It is recognised that dealing with the safety and protection of children is demanding and difficult, so we are aware we must follow appropriate guidance and support. We follow guidance from the LEA and this information must be read in conjunction with the following important documents:

The policies and procedures below include up to date local and national legislation and guidance and together make the safeguarding or child protection policy for Stradbroke Primary school.

- **Keeping Children Safe in Education, DFE 2020**
- **Inspecting safeguarding in Early Years, Education and Skills Settings Sept 2019**
- **Working Together to Safeguard Children, DFE 2018**
- **Information sharing: advice for practitioners providing safeguarding services, DFE 2018**
- **Statutory Framework for the Early Years Foundation Stage (safeguarding and welfare requirements) March 2017**
- **Model Safeguarding Policy and Child Protection Procedures for Sheffield Early Years Childcare and Out of School Settings- Revised and updated April 2017**
- **Disqualification under the Childcare Act 2006 (Revised 2018)**
- **'What to do if you're worried a child is being abused' (2015).**
- **Prevent Duty Guidance for England and Wales 2015 (Updated 2019)**
- Support for Children and Young People not accessing full time education (Sheffield)
- **Sheffield Child Protection and Safeguarding Procedures Manual** (e-version is now used) accessed through the Sheffield Safeguarding Children Board website. 'SSCB Child Protection & Safeguarding Procedures', Updated March 2020
- Updated protocols available on the SSCB (Sheffield Safeguarding Children Board) website www.safeguardingsheffieldchildren.org. Copies of some of these protocols can be found on the Safeguarding noticeboard in the staffroom/DSLs room.
- Thresholds of need Guidance updated 2018
- Dealing with allegations of abuse against teachers and other staff, DFE October 2012
- Information sharing to protect vulnerable children and families. A report from the Centre of Excellence for Information Sharing. July 2016
- 'Sheffield Neglect Strategy 2016-2019

As well as the following school policies:

- Anti-bullying policy
- E-Safeguarding policy
- Lunchtime Policy
- Personal and intimate care policy
- Positive handling policy
- Behaviour policy
- Data Protection policy

Plus documents prepared by the Sheffield Safeguarding Board:

A Safeguarding Children Policy Front Sheet, Sept 20

- **A Good Practice Guide to Safeguarding in Education, Sept 20**
- **Abuse & Neglect, Sept 20**
- **Abuse of Trust, Sept 20**
- **Adult Safeguarding, Sept 20**
- **Allegations of Abuse against Staff in Education Settings, Sept 20**
- **Alternative Education Provision, Sept 20**
- **Behaviour Guidelines, Sept 20**
- **Child Safeguarding File, Sept 20**
- **Child Sexual Exploitation, Sept 20**
- **Children Missing From Education, Sept 20**
- **Conferences, Plans and Core Groups, Sept 20**
- **Designated Safeguarding Lead & Deputy Role, Sept 20**
- **Domestic Abuse, Sept 20**
- **Educational Visits, Sept 20**
- **Female Genital Mutilation, Sept 20**
- **First Aid, Sept 20**
- **Governing Body Safeguarding Role, Sept 20**
- **How Education Settings Safeguard Children, Sept 20**
- **Information Sharing, Sept 20**
- **Medical Conditions & Support, Sept 20**
- **Mobile Devices, Sept 20**
- **New Staff, Governors & Volunteers, Sept 20**
- **One-to-One Working, Sept 20**
- **Online Safety, Sept 20**
- **Parental Responsibility, Sept 20**
- **Peer Abuse, Sept 20**
- **Personal Care, Sept 20**
- **Photographs, Videos & other Images, Sept 20**
- **Preventing Extremism Radicalisation, Sept 20**
- **Private Fostering, Sept 20**
- **Pupil Transitions, Sept 20**
- **Reasonable Force, Sept 20**
- **Referring your safeguarding concerns, Sept 20**
- **Sexualised Behaviour, Sept 20**
- **Showers and Changing Rooms, Sept 20**
- **Special Education Needs and Disability, Sept 20**
- **Staff Safeguarding Supervision, Sept 20**
- **Training Pathway - Safeguarding, Sept 20**
- **Transgender Students, Sept 20**
- **Transporting Pupils, Sept 20**
- **Uncollected Children, Sept 20**

- **Under 5's in Schools, Sept 20**
- **Vetting, Barring and Recruitment, Sept 20**
- **Visiting Professionals, Sept 20**
- **Whistleblowing, Sept 20**
- **Work and Study Placements, Sept 20**

It is important that children in our school know they can talk freely about their worries, concerns etc. and that they know they will be listened to. Many areas of the curriculum help to promote this ethos and the work done in SEAL (Social and Emotional Aspects of Learning), P4C (Philosophy for Children), circle time, PSHE (Personal, Social, Health Education) and assemblies help to develop an environment where children can feel safe and have their worries addressed.

Examples of these are:

- Annual e-safety week
- Healthy eating projects and displays
- Sex education and relationship programmes
- Sheffield Healthy Minds programme

Staff should also feel able to talk to child protection staff about their concerns and should feel equipped to carry out their responsibilities to safeguard children. To enable this to happen, training will be given at least every three years and new staff joining the school will be given safeguarding induction.

(Visitors who will be working with children will receive a Safeguarding Induction Sheet when they arrive. This sheet will give a brief explanation about the expectations about safeguarding children and who to share information with.)

DSL (Designated Safeguarding Lead) staff in school are:

Mr John Sitch

Mrs Sue Shelley

Mrs. Kathryn Cockayne (Deputy Safeguarding Lead)

Plus Advanced safeguarding staff are: Mr Stephen Nash and Miss Lauren Ambler.

SECTION 1 - Recognition of abuse or neglect

Refer to 'Keeping Children Safe in Education' for a suggested list of abuse/neglect

If you suspect abuse / child exhibits concerning behaviour / says things that are concerning.

Suspicious can be discussed with the DSL/D. This may help to decide what further action is necessary. This may involve the DSL/D and/or finding out if the child has a Child Protection Plan or is known to Family and Community Services.

Some situations may not need emergency action; staff will be advised to monitor the situation closely.

One course of action may be for the DSL to speak to parents / carers about concerns. This decision will not be taken in isolation.

CONCERNS MUST NOT BE DISCUSSED BY THE DSL/D WITH PARENTS / CARERS IN THE FOLLOWING CIRCUMSTANCES:

- Where sexual abuse or sexual exploitation is suspected
- Where organised or multiple abuse is suspected
- Where there are concerns a child may be at risk of Female Genital Mutilation
- Where fabricated or induced illness (previously known as Munchausen Syndrome by proxy) is suspected
- Where contacting parents / carers would place a child, yourself or others at immediate risk

If there is a disclosure

This may happen to any member of staff. In this situation you will need to explain to the child that you will have to involve other people and that these people will ask questions, and ask to hear the disclosure again.

Take care not to ask leading questions when the child is talking to you.

All disclosures must be reported to the DSL/D who will make the necessary arrangements for the appropriate agency to become involved.

Please follow these guidelines if any of the above occurs.

- Listen carefully to the child. **DO NOT** directly question the child
- Give the child time and attention
- Keep a detailed record of the time, setting, people present, what was said.
- Use the child's own words as far as possible
- Reassure the child that they have done the right thing to tell you.
- Do NOT promise that you will not speak to anyone else
- Explain to the child what you are going to do next
- Date and time your report and sign it
- See the DSL about your concerns immediately

DO NOT email any child protection or safeguarding concerns.

Report any concerns immediately to a member of the safeguarding team. Following the discussion, record the concerns on CPOMS by the end of the day and don't forget to include the name of the safeguarding team member discussions took place with.

The DSL/D will consult with other members of the safeguarding team about how to proceed, they may consult with the **Sheffield Safeguarding Hub 0114 273 4855**.

SECTION 2 - Making a referral to Social Care / Police – DSL/D remit only

This section is included only to inform staff what is involved when a DSL/D has to take steps to refer a case. This section is for information only.

DSL/D must follow the guidance in 'Making a Referral following the Identification of Child Safety and Welfare Concerns'

The procedures which can be accessed on line can be consulted to clarify further questions relating to referrals (when and how they should be made).

- A referral involves giving Safeguarding Hub or the Police information about concerns relating to an individual or family in order that enquiries, where appropriate can be made by the appropriate agencies, followed by necessary action
- Parents / Carers should be informed if the referral is being made, **EXCEPT** in the circumstances outlined on page 4.
- A decision by any practitioner not to seek parental permission before making a referral to Children's Social Care must be approved by their manager, recorded and the reasons given.
- However, inability to inform parents / carers for any reason should not prevent a referral being made. It would then become a joint decision with Children's Social Care about how and when parents / carers should be approached and by whom
- If concerns are about harm / risk of harm from a family member or someone known to the children DSL should make a referral call to the Children's Social Care Duty and Investigation Team in the area where the child lives.

- If your concern is about harm or risk of harm from an adult in a position of trust – Any allegation or disclosure involving a member of staff, a child’s foster carer or a volunteer at the setting **must** be reported directly to the Head Teacher, unless it involves the Head Teacher and then it should be reported directly to the Chair of the Governing Body.

There is a requirement to notify the Local Authority Designated Officer (LADO) within 1 working day of such an allegation by ringing 0114 273 4850

Information required when making a referral – Child at risk

A DSL/D referral may need some or all this information, so the referrer should be prepared before starting

- Your name, telephone number, position and request the same information of the person you are speaking to.
- Full name and address, telephone number of the family, date of birth of child and siblings (any previous addresses if known)
- Identity of those with parental responsibility
- Gender, ethnicity, first language and special needs
- Names, dates of birth and relationship of household members and any significant others, if known
- Need for an interpreter, signer
- Names of professionals known to be involved with the child / family e.g. GP, Health Visitor, School
- Nature of the concern and what evidence there is for concern
- An opinion on whether the child may need urgent action to stay safe
- Your views of what the needs of the child and family appear to be, may be asked
- Whether the consent of the parent with Parental Responsibility has been given to the referral being made
- Whether the child is currently safe or in need of immediate protection because of approaching deadlines
- Child’s account and parents response to concern if known
- Any known history of violent behaviour
- Any recent/historical significant events/incidents in child or family’s life

What steps need to be taken by DSL/D after a referral is made?

- Make sure you keep an accurate record of your concerns made at the time
- Complete a MACF within the requested time and forward to the safeguarding hub using secure email.
- The referrer should keep a written account of
 - The child’s account
 - Discussions with parents
 - Discussions with managers
 - Information provided to the duty social worker
 - Decisions taken clearly timed, dated and signed
 - Records should be reviewed with regular intervals to ensure the decisions are

followed through

- If a Family Common Assessment Framework (FCAF) has been completed on a child, and the worker has a copy another copy should be attached to the written confirmation. If the professional does not have a copy, there should be a reference made to the completed CAF in the written confirmation.
- Record the action agreed or that no further action is to be taken and the reason for the decision.

What the DSL/D should expect when making a referral to Sheffield Safeguarding Hub

You will be put through to a trained 'screening' social worker, who will:

- Take information from you
- Make a decision on how the concern will be dealt with
- Tell you what will happen next
- Ask you to complete a Multi-Agency Confirmation Form (MACF) if you are a professional
- Update you of the outcome in writing within 3 days

SECTION 3 - Record Keeping (See GDPR Data protection policy 2018)

This information will be kept by the DSL/D in a confidential, locked file. Access to child protection information is only via the Head teacher or DSL/D.

The keeping of records and dispersal of information about such cases will be kept confidential. The Head teacher and DSL/D will give staff information on a 'need to know basis.'

A record will be kept of any persons with whom the information has been shared and reasons indicated as to why it has been shared. (This can be done on CPOMS). This has to be discussed with parents unless the safeguarding team feel the child is at risk.

This is done face to face and through CPOMS. Safeguarding and Child Protection concerns are recorded and only Child Protection trained staff have access to these.

Child Protection files will be transferred in accordance with the advice given by the Sheffield Safeguarding Board (See – Record keeping and the transfer of files. This information is in the Safeguarding file – staffroom / Inclusion office).

All Child Protection files whether open or closed must be transferred to the DSL/D of the new school. This is done in person and the new school sign to say they have received this information.

Child protection information must be securely archived until child reaches 85 years.

Early intervention information must be securely archived until 25 years after last action.

Child Protection records are exempt from open public access.

Completing Family Common Assessment Framework forms

It may be that some concerns raised about a child may result in the need for a FCAF (Family Common Assessment Framework) to be completed to action involvement from other services, which may help a child or its family to access help needed to support them. Permission should always be sought from parents to complete a Family CAF. Some parents may ask for this action to take place. Information can be sought about FCAFs from Kath Cockayne, Sue Shelley and John Sitch. The FCAF is now a section of a MyPlan and completed along with the MyPlan if necessary.

Inclusion Team

Sue Shelley and Kath Cockayne meet at least fortnightly to discuss vulnerable families. We look at any issues that have arisen, any meetings such as TAF (Team Around the Family), CIN (Children in Need) and CP (Child Protection) that need attending and any forms such as a FCAF (Family Common Assessment Framework) that may need completing. By meeting together, we can ensure we are all up to date with any issues and are all aware of the vulnerable children and their needs. The list is fluid and children are added and removed regularly. Members of this team may also attend meetings, minutes of these meetings must be kept, recorded on the school format and attached to the child's CPOMS record. Class teachers will receive updated lists of children in their class discussed at this group, please talk to Sue Shelley or Kath Cockayne if you require any updates on these children.

PLEASE MAKE SURE YOU FOLLOW THESE GUIDELINES. THEY ARE FOR EVERYONE'S PROTECTION.

DO NOT TAKE IT UPON YOURSELF TO INVOLVE OUTSIDE AGENCIES.

PLEASE SPEAK TO THE DSL/D.

(In Child Protection cases, who knows what and when, has a tremendous bearing on how cases proceed).

SECTION 4 – Positive Handling See also – Policy on Positive handling.

The use of physical restraint should be seen as a last resort. Staff are not expected to attempt to restrain a child if they put themselves at risk. Always summon extra support from other staff when necessary.

Staff should follow the Team Teach methodology.

If physical restraint is necessary, please submit the completed relevant form. These forms can be found in a bound and numbered record book in the Head Teacher's Office.

SECTION 5 - The role of the Governors

The safeguarding role of the governing body is fully outlined in the document – Governing Body – the safeguarding role. A copy of this can be found in the Safeguarding file in the staffroom/DSLs office.

Natalie Swallow is the Child Protection and Safeguarding Governor. She is also e-safety governor.

The school has procedures for dealing with allegations of abuse against staff or volunteers. (See section 2)

The Child Protection Governors meet regularly with the school's DSL/D and e-safety governor.

The Head teacher completes the on-line Safeguarding Annual Report with the Designated Safeguarding Lead and discusses this with the Governors. This is signed by the Chair of Governors and returned to the local authority.

Section 6 – Under 5s

See also **Model Safeguarding Policy and Child Protection Procedures for Sheffield Early Years Childcare and Out of School Settings- Revised and updated April 2017**

Safeguarding for Under 5s has a slightly separate focus under the safeguarding framework although all the above policy also relates to Under 5s.

These are around:

Health, equal opportunities, managing behaviour and qualifications, training, support and skills.

For further information please refer to other relevant policies and check the safeguarding notice board in the staff room for updates.

This policy will be given to all staff members and it will be reviewed at least annually. The policy will be put on the school website. Updated information from the Sheffield Safeguarding Service can be found in the Safeguarding file (copies in the Staff Room and Inclusion office).