

## WOULDHAM ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

### SAFEGUARDING POLICY (Child Protection)









The Governors and staff of Wouldham All Saints Church of England Primary School take seriously our responsibility to promote the welfare and safeguarding of all the children and young people entrusted to our care.

The designated safeguarding leader (DSL) who has overall responsibility for child protection is Mr C Fitter. We also have a deputy DSL – Mrs Heather Weston. Any member of staff, governor or parent should contact him if there is a concern about a particular child.

The whole governing body are responsible for overseeing the implementation of this policy and will ensure it is reviewed on an annual basis. The nominated governor for safeguarding is Mrs Sarah Evans.

#### Aims

At Wouldham All Saints Church of England Primary School we strive to:




-  Maintain children's welfare as our paramount concern
-  Provide an environment in which children and young people feel safe, secure, valued and respected; confident to talk openly and sure of being listened to
-  Provide suitable support and guidance so that students have a range of appropriate adults who they feel confident to approach if they are in difficulties
-  Use the curriculum to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others
-  Work with parents to build an understanding of the school's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations
-  Ensure all staff are able to recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication
-  Monitor children and young people who have been identified as "in need" including the need for protection; keeping confidential records which are stored securely and shared appropriately with other professionals
-  Develop effective and supportive liaison with other agencies

#### Roles and Responsibilities:

##### **Governors:**

The Governors are responsible for ensuring that all action taken is in line with the 'Keeping Children Safe in Education (September 2016)' document and Kent County Council Safeguarding Children's Board guidance (available on the KSCB website).

All adults in school have a role to play in relation to:











-  Protecting children from abuse
-  Promoting the welfare of children
-  Preventing children from being harmed

**The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**

### **Designated Safeguarding Leader (DSL):**

The DSL is Mr Carl Fitter, with deputy Mrs Heather Weston

The Designated Safeguarding Leader is responsible for:

-  Co-ordinating child protection action within school
-  Liaising with other agencies
-  Ensuring that locally established procedures are followed including reporting and referral processes
-  Acting as a consultant for staff to discuss concerns
-  Making referrals as necessary
-  Maintaining a confidential recording system
-  Representing or ensuring the school is appropriately represented at inter-agency meetings in particular Child Protection Conferences
-  Managing and monitoring the school's part in Child care / protection plans
-  Organising training for all school staff
-  Liaising with other professionals

### **Strategies**

The school's Behaviour Policy encourages positive reinforcement of good behaviour leading children towards an understanding of "treat others as you would like to be treated" i.e. what is acceptable behaviour towards one another and what is not.

Opportunity is given to children to voice feelings and understand that it is right to say "no" in certain situations.

During the school day the children are supervised at all times. Duty staff supervise them during morning playtimes, and Lunchtime Activity Supervisors care for them during the lunch break. Teachers can be called upon for support.

All visitors who come into school between 8.50 a.m. and 3.15 pm, including parents, must come through the main entrance and report to the secretary, signing their name in the visitors' book with the time of arrival and departure.

### **Procedures:**

The school will follow all procedures as outlined on the Kent Safeguarding Children's Board website ([www.kscb.org.uk](http://www.kscb.org.uk)) through the procedures tab. All staff are directed to this website through information notices displayed in the staffroom.

### **Recognition and Categories of Abuse:**

The signs and symptoms of abuse are listed on the KSCB website.

([http://www.proceduresonline.com/kentandmedway/chapters/p\\_rec\\_sig\\_harm.html](http://www.proceduresonline.com/kentandmedway/chapters/p_rec_sig_harm.html))

A Child in Need / child protection Resource pack containing a range of information is available for staff from the DSL.







A copy of the DFE guidelines "Keeping children safe in education : Statutory Guidance for schools and colleges" (Sept 2016) is also available to staff through paper copies and online KLZ resources.

All staff will undertake child safeguarding training on a two yearly cycle with updates shared in between through training sessions, weekly briefings or via email.

### **Procedures and Record Keeping:**

Concerns for a child or young person may come to the attention of staff in a variety of ways, for example through observation of behaviour or injuries or disclosure. Any member of staff who has a concern for a child or young person however insignificant this might appear to be should discuss this with the DSL as soon as is practically possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible.







If a child makes a disclosure of abuse to a member of staff they should:

-  Allow the child or young person to make the disclosure at their own pace and in their own way
-  Avoid interrupting except to clarify what the child is saying (attentive listening/reflective feedback)
-  Not ask leading questions or probe for information that the child or young person does not volunteer
-  Reassure the child or young person that they have been heard and explain what you will do next and to whom you will talk
-  Record the conversation as soon as possible
-  Inform the DSL

Staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. Any incident or behavioural change in a child or young person that gives cause for concern should be recorded on an incident sheet.

It is important that records are factual and reflect the words used by the child or young person. Opinion should not be given unless there is some form of evidence base which can also be quoted. Records must be signed and dated with timings if appropriate. It is important to remember that any issues are confidential and staff should know only on a 'need to know' basis.

### **Information to be recorded:**

-  Child's name and date of birth
-  Child in normal context (e.g. behaviour, attitude, has there been an extreme change?)
-  The incident which gives rise for concern with date(s) and time(s)
-  A verbatim record of what the child has said
-  If recording bruising/injuries, indicate position, colour, size, shape and time on a body map
-  Action taken

**These basic details are vital to the information gathering process and do not constitute an investigation.** Written information should be passed to the DSL.

The Headteacher should always be kept informed of any significant issues.

### **Storage of records:**

The DSL will ensure that records relating to concerns for the welfare or safety of children are kept separate from other school files and are stored securely. Information will be shared on a strictly need to know basis and in line with safeguarding policy guidance.

### **Referrals to Social Services:**

It is the responsibility of the DSL to decide when to make a referral to the Children and Family Social Services Department. The KCC 'scales of intervention' will be consulted to decide on the most appropriate action to be taken and to help with any uncertainty s/he may choose to consult with the

Area Children's Officer. Advice may also be sought from Social Services who offer opportunities for consultation as part of the Child in need / child protection process. Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision to refer to Social Services is made. **In all but the most exceptional cases parents/carers will be made aware of the concerns felt for a child or young person at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to Social Services will be sought.**

Referrals to Social Services will be made using Kent's inter-agency referral system through the central duty team.

If a child or young person is referred, the DSL will ensure that the Headteacher and other relevant staff are informed of this.

If after consultation with the DSL a member of staff feels that appropriate action is not being taken in respect of his or her concerns for a child s/he should refer directly to Social Services. The Headteacher should be informed of this decision.

Where referral to CSS is not appropriate the school will make use of 'Early Help' services to provide support and intervention for children and families.

#### **Children at Risk:**

The Headteacher will inform members of staff who have direct pastoral responsibility for children who are deemed by social services to be 'at risk'. These children must be monitored very carefully and the smallest concern should be recorded on an incident sheet and passed immediately to the Headteacher or to other senior staff in his absence.

#### **Concerns involving members of staff:**

Any concerns that involve allegations against a member of staff should be referred immediately to the Headteacher who will contact the Local Area Designated Officer (LADO) to discuss and agree further action to be taken in respect of the child and the member of staff.

Further information regarding the procedure for managing situations involving members of staff, the Headteacher or the DSL can be found in the 2016 DFE document '*Keeping children safe in education*'. Copies of both documents are held by the Headteacher and DSL as well as available on KLZ.

**All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.**

The school has a separate 'whistle blowing' policy that details how to report concerns if there is any lack of faith with internal management.

#### **Code of Practice:**

All school staff should take care not to place themselves in a vulnerable position with relation to child protection. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of Kent's Positive Handling Policy and the school's own Behaviour Policy, and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided. All staff and volunteers need to have a copy of the school's 'Common Sense Code for Working at Wouldham'.

All staff should also follow the guidance within 'Professional Responsibilities when using ICT' document which is the school's 'Acceptable Use Policy'.

All school staff should work towards providing an environment and atmosphere for children and young people to enable them to feel safe to talk. However, staff should never promise a child to keep certain information confidential. It must be explained that staff have certain duties to help keep that child safe, which may involve informing others.

### **Supervision and support:**

The school will organise a 'supervision' meeting for every member of support staff to take place at least two times a year and 'Pupil Progress Meetings' on a termly basis for all teachers. These serve to provide opportunity for staff to raise any concerns about individuals in school as well as consider any future training needs. Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.

All newly qualified teachers and classroom assistants will have a mentor or co-ordinator with whom they can discuss concerns including the area of child protection.

The DSL can put staff and parents in touch with outside agencies for professional support if they so wish. Staff can also approach Support Line directly with details available in the staffroom.

### **Training opportunities:**

The DSL is responsible for ensuring staff including self receive training in the area of child protection. The LEA's Children's Safeguards Service provide training to all schools in the roles and responsibilities of a School DSL and the Child in need/child protection procedure. All staff will have refresher training in basic safeguarding within every three years.

### **Monitoring and Review:**

All school personnel and volunteers will have a copy of this policy available through KLZ and the school website.

The procedures in this policy will be reviewed on an annual basis.

*Safeguarding 2016*