



Child Protection/ Safeguarding Policy

*To be a star, you must shine your own light,
follow your own path and
don't worry about the darkness,
for that is when stars shine brightest*

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INTRODUCTION

The Governors and staff of Albemarle Primary school, including those involved in Wrap Around Care provision (ABC Breakfast Club, Twinkling Stars After School Care and After School Clubs) fully recognise the responsibilities and duties placed upon them to have arrangements in place to safeguard and promote the welfare of all pupils at the school. We recognise that all staff, including volunteers, have a full and active part to play in protecting pupils from harm.

We believe that our school provides a caring, positive, safe and stimulating environment in which pupils learn and one which promotes the social, moral, spiritual and emotional wellbeing of each individual pupil.

The school recognises its responsibilities and duties to report Child Protection concerns to the Children's Social Care and to assist Social Services in Child Protection enquiries and supporting Children in Need.

The school will raise Child Protection concerns with parents / carers at the earliest appropriate opportunity.

The school will also ensure that all staff attend regular Child Protection training, as recommended by the Local Authority.

AIMS

- To ensure that all school staff understand the need and are fully competent to safeguard all children and of their responsibilities in identifying and reporting possible cases of abuse.
- To emphasise the need for good communication between all members of staff in matters relating to child protection.
- To embed a structured procedure within the school which is followed by all members of the school community in cases of suspected abuse.
- To use a systematic and supportive system of monitoring pupils known or thought to be at risk of significant harm.
- To work and build strong relationships openly and in partnership with parents in relation to child protection concerns.
- To nurture all pupils' development in ways that will foster security, confidence and independence.
- To promote safe practice and challenge poor and unsafe practice.

- To embed and promote effective working relationships with external agencies and other professionals who safeguard and promote the welfare of children.
- To ensure that all adults working within our school have been DBS checked as to their suitability to work with children.
- To provide opportunities within the curriculum for children to develop the skills they need to recognise and stay safe from abuse, allowing for continuity and progression through the key stages.
- To take account of and inform policy in related areas, such as anti-bullying; behaviour; health and safety; procedures for dealing with allegations against staff and recruitment practice.

DEFINITIONS

- Child abuse is taken to refer to any child of under 18 years who, through the actions of adults (with a caring role for that child) or their failure to act, has suffered or is at risk of suffering significant harm.
- Abuse is broadly divided into four categories: Neglect, Physical Injury, Sexual Abuse and Emotional Abuse:
 - **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. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger or the failure to ensure access to appropriate medical care and treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.
 - **Physical abuse** involves any action or inaction which causes physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child who they are looking after. This situation is now known as illness fabricated or induced by carer (previously Munchausen Syndrome by Proxy).
 - **Sexual abuse** involves forcing or enticing a child or a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact and/or include non-contact activities, such as involving children in looking at pornographic material, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

- **Emotional abuse** is the persistent ill treatment of a child, such 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 in so far as they meet the needs of the other person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child although it may occur alone.

KEY PRINCIPLES

At Albermale we:

- Believe that all children have a right to be protected from harm and /or abuse.
- Recognise that abuse occurs in all cultures, religions and social classes and that staff need to be sensitive to the many differing factors which need to be taken into account depending on the child's cultural and social background.
- Recognise that because of the day to day contact with children, school staff are extremely well placed to observe outward signs of abuse.
- Recognise that a child who is abused or witnesses abuse or violence may find it difficult to develop and maintain a sense of self-worth, they may feel helpless and humiliated and may feel self blame.
- Recognise that the school may provide the only stability in the lives of children who have been abused or are at risk of harm.
- Accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived as normal to that which is overtly aggressive, disturbed or withdrawn.
- Know that it is important that children feel secure, are encouraged to talk and are sensitively listened to, and that children know that there are adults in school whom they can approach if they are worried or unhappy.
- Adhere to the principles of working in partnership with those who hold parental responsibility for each child.
- Our prime concern at all times is the welfare and safety of the child. Where there is a conflict between the needs of the child and the parent/carer, the interests of the child will remain paramount.

PROCEDURES

Our school procedures are in line with London Child Protection procedures (Local Safeguarding Children Board), the LA and the Secretary of State (Useful contacts and links to useful documents are listed in Appendix 1)

We will therefore ensure that:

- We have a Designated member of staff (Theresa Moses, Head Teacher) and a Designated Governor (Rosemary Booth) who have both received appropriate training and support for this role.(Appendix 2)
- We have three members of staff who will act in the absence of the designated member of staff (Deputy Headteacher: Mandy Kaur, Assistant Headteacher: Gemma Briggs and Business Manager: Jackie Nolan or the designated Governor: Rosemary Booth).
- Every member of staff, the Governing Body and all volunteers know the names of the designated members of staff and their role.
- All staff develop their understanding of signs and indicators of abuse and understand their responsibilities in passing concerns to the designated member of staff.
- All staff know how to respond to a child who discloses abuse.
- All parents / carers are made aware of the responsibilities of staff members with regard to Child Protection procedures.
- We refer any child believed to have suffered or to be likely to suffer significant harm to Wansdworth Multi-Agency Safeguarding Hub (MASH) (See appendix 3) without delay, and will follow up any such referral with a completed Early Help Assessment (EHA) within 48 hours.
- We ensure the immediate safety of any child felt to be at serious risk by taking appropriate action and by involving other relevant agencies as necessary.
- We develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at CP case conferences wherever possible and providing reports as a matter of course (recommended format attached as appendix 4). We will contribute to multi – agency assessments of children’s needs where appropriate.
- Written records are kept of all concerns, whether or not there is a need to refer the matter immediately, and that these records are kept securely, separate from the main pupil file, and in locked locations.
- Social Services are notified of any pupil on the Child Protection Register who is absent from school without explanation for more than 1 day.

- Any new concern or relevant information about a child on the Child Protection Register will be passed to the child's allocated social worker without delay.
- If a child on the Child Protection Register leaves the school, records will be transferred to the new school without delay and the child's social worker informed of the change.
- If school staff are unsure how to proceed in a potential Child Protection situation, or require advice, this will be appropriately sought via the Principal Education Welfare Officer or directly from the Safeguarding Standards Unit.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

- We recognise that children with SEN may be especially vulnerable to abuse and expect staff to take extra care to interpret apparent signs of abuse or neglect.
- We will provide a school environment in which all pupils, including those with SEN, can feel confident and able to discuss their concerns.
- The designated teacher will work with the SEN co-ordinator, where necessary, to ensure that the needs of pupils with SEN, in relation to child protection issues, are responded to appropriately (e.g.: for a child with particular communication needs).

COMMUNICATION WITH PARENTS / CARERS

- We will ensure that all parents are informed that the school has a child protection policy and is required to follow London Safeguarding Children Board's procedures in respect of reporting suspected abuse to Children's Social Care.
- Pupils and parents will be made aware of how the school's child protection system works and with whom they can discuss any concerns.
- In individual cases, parents will be notified of the schools concerns at the earliest appropriate opportunity.

CONFIDENTIALITY

- We recognise that matters related to Child Protection are of a confidential nature. The designated members of staff and their deputies will therefore share detailed information about a pupil with other staff members on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other relevant agencies where necessary to safeguard and promote the welfare of children.
- All staff must be aware that they cannot promise a child that they will keep certain information secret.

SUPPORT FOR STAFF

- We recognise that staff working in the school, who have been dealing with child protection issues, may find the situation stressful or upsetting.
- We will ensure that opportunities are provided for staff to be supported in these circumstances and to talk through any anxieties they may have.

ALLEGATIONS AGAINST STAFF

- We recognise that there will be occasions when a pupil at the school, or a parent or another person may make an allegation or have concerns about a member of staff. This includes ALL adults: teachers, teaching assistants students, volunteers, other visiting professionals, cleaners, cooks etc.
- In this event the Headteacher (or Chair of Governors) must be informed and the Procedures for Dealing with Allegations against Staff followed. This will always involve a discussion with the Local Authority Designated Officer, LADO (See Appendix 3).

ALLEGATIONS AGAINST HEADTEACHER / GOVERNING BODY MEMBER

- In the event of an allegation being made against the Headteacher the Chair of Governors must be informed and the Procedures for Dealing with Allegations against Staff followed. This will always involve a discussion with the LADO.
- In the event of an allegation being made against a member of the Governing body the Headteacher must be informed and the Procedures for Dealing with Allegations against Staff followed. This will always involve a discussion with the LADO.

SAFE RECRUITMENT

- The school will ensure that it operates a safe recruitment policy to ensure that all those working in the school, in either a paid or unpaid capacity are suitable to do so as far as can be reasonably ascertained.
- Interview panels will follow recommendations from the Recruitment Policy in relation to practice.
- Appropriate checks (i.e.: enhanced CRB checks and checks against DfES list 99) will be carried out on all potential employees and volunteers, and all references will be taken up and verified.
- At interview candidates will be asked to account for any gaps in their employment history.

GOVERNING BODY RESPONSIBILITIES

The Governors will ensure that:

- The Child Protection Policy is reviewed on an annual basis.
- A member of the Governing Body has been nominated to liaise with the LEA and/or partner agencies in the event of an allegation being made against the Headteacher.
- They remedy any deficiencies or weaknesses in regard to Child Protection arrangements that are brought to their attention without delay.

PHYSICAL INTERVENTION AND RESTRAINT

- Our policy on physical intervention by staff is set out in a separate document and acknowledges that staff should only use physical intervention in particular circumstances, and that even when necessary the minimum force should be used to prevent harm to the child, another child or adult.
- Physical intervention which causes injury or severe distress to a child may have to be considered under child protection or disciplinary procedures.

IF YOU SUSPECT A CHILD IS AT RISK OF HARM

There will be occasions when you suspect that a child may be at serious risk, but you have no concrete evidence. The child's behaviour may have changed, their artwork could be unusual or you may have noticed other physical or emotional signs.

Use the **safeguarding concerns record** (appendix 5) to record these early concerns and take it to the Designated Person (Theresa Moses) or one of the Deputies (Gemma Briggs, Mandy Kaur, Jackie Nolan) as soon as possible.

If a child discloses information to you

It takes a lot of courage for a child to disclose that they are being neglected and or abused. If a child talks to you about any risks to their safety or wellbeing you will need to let them know that **you must** pass the information on – you are not allowed to keep secrets.

During your conversation with the child:

- Allow them to speak freely.
- Remain calm and do not overreact – the child may stop talking if they feel they are upsetting you.
- Do not be afraid of silences – remember how hard this must be for the child.
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the child's mother think about all this.
- At an appropriate time tell the child that in order to help them you must pass the information on.
- Write up your conversation as soon as possible on the record of **child protection concerns record** and hand it to the Designated Person (Theresa Moses) or one of the Deputies (Gemma Briggs, Mandy Kaur, Jackie Nolan) **IMMEDIATELY**.
- Seek support, via one of the above named, if you feel distressed.

OTHER RELATED POLICIES

This policy has clear links to other policies in our school, in particular to anti-bullying, behaviour and health and safety. Each of these policies is also concerned with the protection of all children in the school from various kinds of harm.

Appendix 1

London Child Protection Procedures

Available as hard copy in each school, also available electronically via the School's website and at:

<http://www.londoncp.co.uk/>

Keeping Children Safe in Education

DFE guidance issued 26.03.15

Ref: DFE-00129-2015

Available as hard copy in each school can be downloaded from:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

What To Do If You Are Worried a Child Is Being Abused

Dept of Health publication - 31815

Available in summary version also - multiple copies distributed to schools, can be downloaded from:

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Procedures for Dealing With Allegations Against Staff

LEA guidance, available on Info for Schools website and sent to all schools 13/9/04.

http://www.wscb.org.uk/wscb/downloads/file/30/lado_procedure_-_managing_allegations_against_adults_working_with_children

Local Authority Designated Officer (LADO)

(020) 8871 7208 or (020) 8871 7401

Local Authority Designated Officer

Wandsworth Safeguarding Children's Board

020 8871 7208

LADO@wandsworth.gov.uk

STAFF AND ADULTS IN PROVISION

Multi-Agency Safeguarding Hub (MASH)

Email: MASH@wandsworth.gov.uk

Phone: 020 8871 6622

The MASH is in operation Monday – Friday, 9am to 5pm. At other times please contact the Out of Hours Service on 020 8871 6000.

Multi-agency Safeguarding Hub

Wandsworth Children's Social Care

020 8871 6622 (9am-5pm)

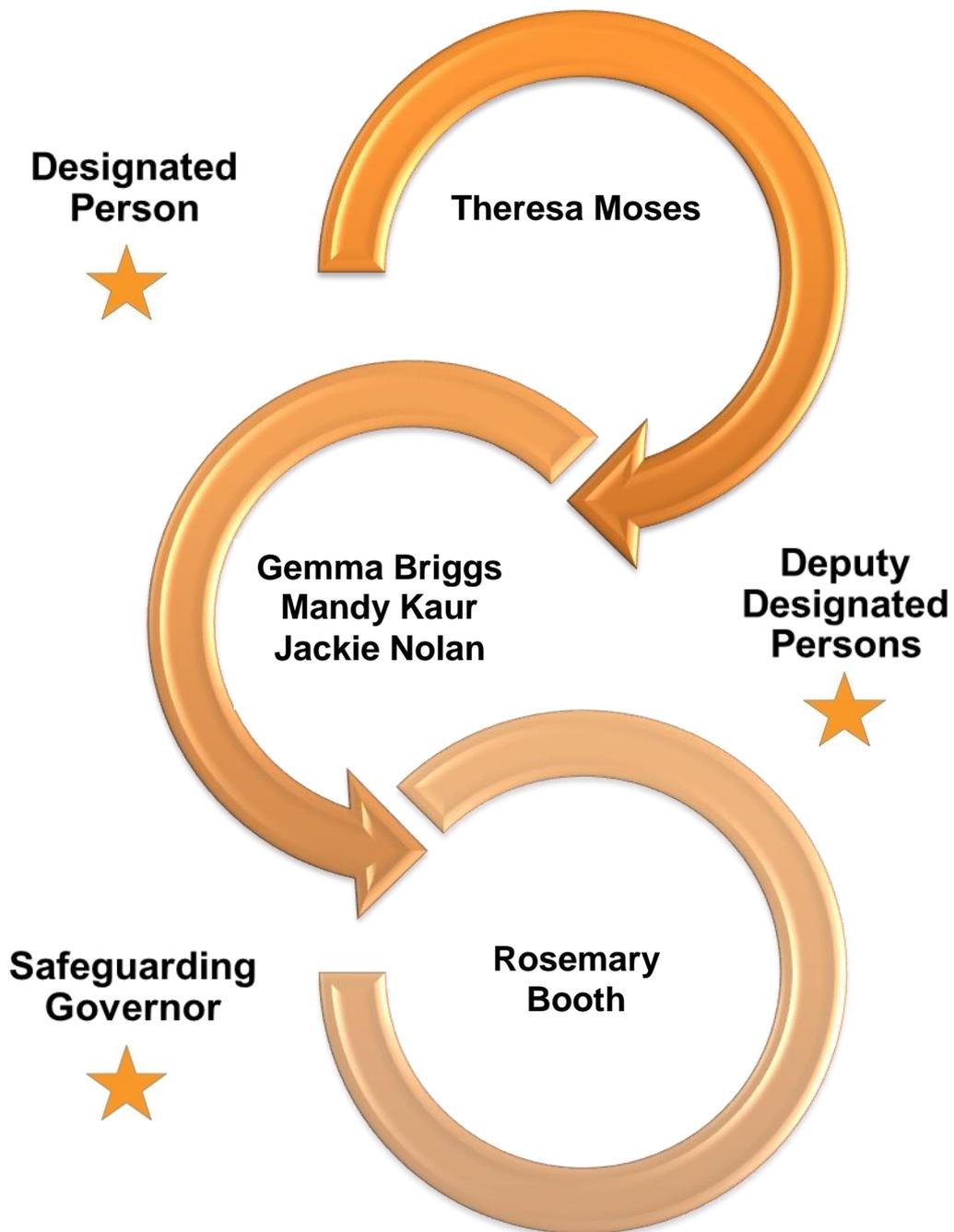
020 8871 6600 (after hours)

MASH@wandsworth.gov.uk

PARENTS/CARERS/FAMILY



Safeguarding Officers



Appendix 3

MASH

Providers Must contact MASH when:

- There is a concern that a child is suffering actual or at risk of significant harm caused by a parent, carer or another adult linked to the family.
- The multi-agency team will review the information provided by the setting and any other information that is shared within the MASH team to decide what are the next steps needed to keep the child safe.
- This team includes health, social services, probation, police, housing and education.
- All phone referrals must be followed up with a written referral within 48 hours.
- Parents should be informed of the referral at the time unless informing the parent causes further significant harm

LADO

Provision Must contact the LADO when:

- You are concerned that an adult is inappropriate with a child/children attending your provision.
- ALL adults including staff, students, volunteers, other visiting professionals, cleaner, cook, etc.
- When there is a disclosure where a child/children have been targeted for inappropriate contact with an adult even if 'its hear say'
- Inappropriate contact/behaviour – private touching, harsh communication, punishment, private contact and/or developing private relationships,
- Staff conduct – must be professional at all times. Historical information or inappropriate behaviour with a child or young person must be disclosed and reported.
- Also inappropriate behaviour between staff which indicates inappropriate interest/contact in children (sexual, language, bullying, controlling, etc.)
- Staff can be disqualified if they have been convicted of harming a child or have put a child at risk of harm intentionally. Or if they have contact with another adult who have been disqualified.

Appendix 4

School report to Child Protection Conference

School	
Name of child	
Date of birth Year group	
Name of classteacher	
Attendance & Punctuality	
Who brings & collects the child Including after school arrangements	
Is the child prepared for school? e.g.: PE kit; book folder, homework	
General appearance / presentation e.g.: appropriate clothing; clean & tidy etc	
Emotional presentation? Happy, sad, anxious, preoccupied, withdrawn etc	
Academic progress / attainments/ areas requiring improvement Please note strengths & concerns	

Social development	
Relationships with adults	
Relationships with other children	
Home / school contact Are parent(s) easily contactable / supportive of school / attend parent's evenings / use PACT folders or diaries etc	
Are there any other areas of concern? Please note any issues or specific incidents which have concerned you	
Signature	
Print name	
Date	



Appendix 5 Safeguarding Concerns Record Sheet

Name			
Dob			
Class		Year	

Description of concern:

Name		Date	
Position in school		Time	

Action taken by DP/DDP

Decision made by DP/DDP

Name		Signed	
Date			

This report does not form part of the child's school records. It will be retained by the DP and filed securely and forwarded to the DP in any receiving school separately and under a confidential cover when the child leaves the school.