# Pensans CP Primary School

# Child Protection and Safeguarding Policy

# PENSANS CP PRIMARY SCHOOL

# CHILD PROTECTION & SAFEGUARDING POLICY

## For Schools and Education Establishments[1] in Cornwall

Spring 2016

(updated November 2016)

[1] Includes all maintained, academy, free, short stay, other independent, FE

# Child Protection and Safeguarding Policy

- **This policy was developed and adopted by the Board of the Penlee Academy Trust for Alverton, Newlyn and Pensans Primary School in April 2016 and reviewed in November 2016.**
- **The policy will be reviewed in April 2017 or sooner if guidance changes**

**For Pensans CP Primary School**

- **The Designated Safeguarding Lead (DSL) is:** Angela Clay
- **The officers with responsibility to cover for the Designated Safeguarding Lead are:** Sarah Trow, Helen Smith, Jo Atkinson, Tiffany Pope
- **Other Safeguarding Officers are:** Sarah Hawken and Graham Mills
- **The Single Point of Contact for the Prevent agenda is:** Angela Clay
- **The name of the Designated Teacher for Children in Care is:** Rebecca Hallet
- **The named Member of the Governing Body with responsibility for safeguarding is:** Graham Mills

**Meeting your communication needs:**
We want to ensure that your needs are met. If you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact the school's Equality and Diversity team.

**Purpose of Policy**
The purpose of the Child Protection and Safeguarding Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those pupils who attend our school. The policy aims to ensure that:

- All our pupils are safe and protected from harm;
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices; and
- Staff, pupils, governors, visitors, volunteers and parents are aware of the expected behaviours and the school's legal responsibilities in relation to safeguarding and promoting the welfare of all our pupils.

**Policy Statement**
This policy develops procedures and good practice within our School, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children and young people including those who are vulnerable. It provides evidence of how this will be implemented within our School and within multi-agency working arrangements.

This policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002 and the Children Act 2004 and in line with government publications and local guidance.

The Proprietors of the Penlee Academy Trust, which incorporates Alverton, Newlyn and Pensans Primary Schools, and the Governing Bodies of each individual school take seriously their responsibility under Section 157 of the Education Act 2002 to safeguard[2] 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. Where a child is suffering significant harm, or is likely to do so, action will be taken to protect that child. Action will also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are (sic) at immediate risk[3].

**Ethos**
Improving outcomes for all children and young people underpins all of the development and work within this school.

Safeguarding is everyone's responsibility and as such our school aims to create the safest environment within which every student has the opportunity to achieve. Our school recognises the contribution it can make in ensuring that all registered students or others who use our school feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

**Governing Body Responsibilities**
Our governing body has a legal responsibility to make sure that the school has an effective safeguarding policy and procedures in place and monitors that the school complies with them. The Governing body has appointed a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our school. The school will ensure that there will always be cover for the role of DSL[4].

Our Governing Body recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding

[4] Safeguarding (as defined in the Joint Inspector's Safeguarding report) is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies".

[3] DfE Keeping Children Safe in Education September 2016

[4] DfE Keeping Children Safe in Education September 2016

information, know of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services.

The Governing Body will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part 1 of Keeping Children Safe in Education 2016.

**Responsibilities of the Designated Safeguarding Leads (DSL)**

We will follow the procedures set out in the South West Child Protection Procedures (www.swcpp.org.uk) and take account of both national guidance issued by the Department for Education[5] and local guidance. Our Designated Safeguarding Lead (DSL) is an appropriately senior member of staff who has the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff[6]. All child protection concerns WILL be reported to the appropriate authority by our DSL. In the absence of our DSL, cover will be provided by another appropriately trained member of staff.

**Whole school and staff responsibilities**

Our school recognises that Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of school life including: pupils' health and safety; the use of reasonable force; meeting the needs of pupils with medical conditions; providing first aid; educational visits; intimate care; internet or e-safety; appropriate arrangements to ensure school security, taking into account the local context. Additionally, we recognise that Safeguarding can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites, and so on), peer on peer and prejudice-based bullying; racist and homophobic or transphobic abuse; sexting; substance misuse; issues which may be specific to a local area or population, for example gang activity and youth violence and other particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation, extremist behaviour and radicalisation, forced marriage and modern slavery.[7]

All our staff maintain an attitude of 'it can happen here' and are aware of the signs and indicators of abuse.

All members of staff have a responsibility to provide a safe environment in which children can learn and understand the role that they **all** have in safeguarding.

Our staff recruitment policy and induction process includes information on our arrangements and systems for child protection, the staff behaviour policy, code of conduct and details of the Designated Safeguarding Lead (DSL).

All members of staff are provided with opportunities to receive appropriate training which is regularly updated, in order to develop their understanding of the signs and indicators of abuse and of the school's child protection procedures. In addition, we ensure that staff receive regular safeguarding updates to provide them with the relevant skills and knowledge to safeguard children effectively.

In conjunction with this policy, all members of staff are provided with, and are required to read, the Department for Education statutory guidance as outlined in Part 1 of 'Keeping Children Safe in Education 2016'.

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[5] DfE Keeping Children Safe in Education September 2016

[6] DfE Keeping Children Safe in Education September 2016, Annex B

[7] Ofsted Briefing for Section 5 Inspectors on Safeguarding Children, Ofsted September 2016

All members of staff, volunteers and governors know how to respond to a student who discloses abuse, or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

All staff members understand that, if they discover that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18, they have a responsibility to report this to the police.

Staff recognise that children are capable of abusing their peers and that this can manifest itself in different ways. Peer to Peer Abuse Guidance has been read by all staff, including how to minimise the risk and investigate and deal with any concerns or allegations. We understand that different gender issues can be prevalent when dealing with peer to peer abuse.

All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection and Safeguarding Policy.

When services are delivered by a third party or agency, education or otherwise, on the school site, we will follow the requirements of the Disclosure and Barring Service and check that the person presenting themselves is the same person on whom appropriate checks have been made[8].

Our lettings and visitors' policies will seek to ensure the suitability of adults working with and in the presence of children at any time. Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures. We will carry out appropriate vetting checks on visiting speakers as required by the Prevent Agenda[9].

Our school operates safer recruitment procedures including making sure that:

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; Teachers' Prohibition Orders; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009
- statutory guidance relating to volunteers is followed
- recruitment panel members are properly trained[10].

We hold a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff[11],[12],[13],[14]

Our school complies with the requirements of the Keeping Children Safe in Education September 2016 document.

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[8] DfE Keeping Children Safe in Education September 2016

[9] HM Gov - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf-

[10] DfE Keeping Children Safe in Education September 2016

[11] As required by: School Staffing (England) Regulations (2009); Education (Independent School Standards) (England) Regulations 2010; DfE Keeping Children Safe in Education 2016;

[12] DfE Keeping Children Safe in Education July 2015 – schools must use the Employer Access Online service to check that a candidate to be employed as a teacher is not subject of a prohibition order.

[13] Teacher Prohibition Order

[14] Childcare Act 2006 and Childcare (Disqualification) Regulations 2009

Our school complies with the requirements of the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009.

*Should we dismiss or remove a member of staff or a volunteer because they have harmed a child, or poses a risk of harm to a child or would have done so if they had not left, we will report this to the* Disclosure and Barring Service (DBS) and any appropriate professional or regulatory body.

Our safeguarding policies and procedures will be reviewed and updated annually.

**If a child makes an allegation or disclosure of abuse against an adult or other child or young person, staff will:**

- stay calm and listen carefully;
- reassure the child that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the child know that s/he will need to tell the DSL;
- not promise to keep what they have been told a secret;
- inform the DSL as soon as possible; and
- make a written record of the allegation, disclosure or incident which will be signed, and dated using the school's safeguarding record procedure

**Confidentiality and Information Sharing**

Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action[15].

- we recognise that all matters relating to child protection are confidential;
- the Headteacher/Principal or DSL will disclose personal information about a student to other members of staff on a need to know basis only;
- all staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children;
- all staff are aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another; and
- we will always undertake to share our intention to refer a child to Cornwall Council's Directorate for Education, Health and Social Care with their parents/carers, unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Multi-Agency Referral Unit (MARU).

**Managing Allegations against staff**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working with or may come into contact with children and young people whilst in our school. They can be made by children and young people or other concerned adults.

All workers in our school have been made aware of the process[16] to be followed if such an allegation is made and seek advice from the Local Authority Designated officer (LADO) ON 01872 326536.

In such circumstances our Headteacher/Principal, or Chair of Governors (if the allegation is against the Headteacher/Principal) will:

[15] HM Gov- Information Sharing Advice for Practitioners, March 2015

[16] Outlined in Keeping Children Safe in Education September 2016 part 4

- consider the safeguarding arrangements of the child or young person to ensure they are not in contact with the alleged abuser;
- contact the parents or carers of the child/young person if advised to do so by the LADO;
- consider the rights of the staff member for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where a member of staff has been disciplined or dismissed as a result of the allegations founded, or would have been if they have resigned.

**Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

We advise our staff of our Whistleblowing Policy and of how it can be implemented. Staff are aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable. If necessary the member of staff, will speak to the delegated 'Whistleblowing' Governor who is Sian Yates.

**Supporting Staff**

- Our staff will be advised on the boundaries of appropriate behaviour – such matters form part of our staff induction and staff have access to support and guidance when required or requested
- We recognise that staff working in the school, who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.
- We support such staff by providing an opportunity to discuss their anxieties with the DSL, or another teacher and/or a trade union representative as appropriate.
- Our designated officers have access to support and appropriate workshops, courses or meetings as organised or recommended by the Cornwall and Isles of Scilly Safeguarding Children Board (CIoSSCB), Safeguarding Standards Unit (SSU) or Local Authority (LA).

**Physical Restraint**

Our policy on physical restraint is compliant with the LA's 'Physical Restraint in Schools' Guidance along with guidance from the Department for Education (DfE).

Wherever possible such events are recorded and signed by a witness. Staff that are likely to need to use physical intervention are appropriately trained. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

**Prevention**

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our school will support all pupils by:

- Establishing and maintaining an ethos, understood by all staff, which enables children to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment within the school and ensuring that all children know that there is an adult in the school whom they can approach if they are worried or in difficulty.
- Providing across the curriculum, including within 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.
- Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Ensuring that a named teacher is designated for Children in Care, (CIC) and that a list of CIC is regularly reviewed and updated. The Education Welfare Officer (EWO) for the school is made aware of all CIC in the school.
- Providing continuing support to a student who leaves the school and about whom there have been child protection concerns, by ensuring that such concerns and school records are forwarded under confidential cover to the Headteacher/Principal at the student's new school as a matter of urgency.
- Recognising that children come from a variety of different cultural backgrounds, the school has developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation.
- We will include our Child Protection and Safeguarding Policy in our school prospectus/website and will post copies of our policy throughout the school. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

## Training

- All members of our workforce have been provided with, and signed to say that they have read and understood, Part 1 of Keeping Children Safe in Education, September 2016[17].
- All members of staff and volunteers will have access to appropriate whole school safeguarding training which is **regularly updated**. In addition, we ensure that staff receive regular safeguarding updates (eg as standing agenda items or by email) to provide them with the relevant skills and knowledge to safeguard children effectively. We will also, as part of our induction, issue information in relation to our Child Protection and Safeguarding Policy and any other policy and information related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.
- Our DSL and DSL Cover officers will undertake further multi-agency safeguarding training in addition to the whole school training. This will be undertaken at least every two years and will update their awareness and understanding of the impact of the wide agenda of safeguarding issues. It will support both the DSL and DSL Cover officers to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the pupils in our school.

[17] Pg 4, DfE Keeping Children Safe in Education September 2016

- Our Governing Body will have access to safeguarding training. Our named Governor for Safeguarding will have access to multi-agency safeguarding training at least every two years to support the Headteacher/Principal in managing allegations against staff and volunteers who work with children and young people and to support the annual review of this policy, in order to keep it updated in line with local and national guidance/legislation.
- At least one member of our recruitment panel will have undertaken safer recruitment training[18],[19].

**Missing Children**

We will monitor unauthorised absence, particularly where children go missing on repeated occasions. We will report such absences without delay to the appropriate agencies in line with legislative and local authority requirements and agreements[20].

**Preventing Radicalisation**

The Counter Terrorism and Security Act 2015 places a duty on all schools to prevent people being drawn into terrorism. We recognise that under this legislation our school leaders and governors must

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with it
- Communicate and promote the importance of the duty and
- Ensure staff implement the duty effectively

Our school recognises that radicalisation is a safeguarding issue and has clear procedures[21] in place to assess the risk of, and protect, our students from being drawn into radicalisation. We recognise that general safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance[22].

Our school has undertaken an assessment of the risk of extremism and established appropriate procedures.

These procedures are set out in our Prevention of Radicalisation Policy.

**Helping children to keep themselves safe**

Our children are taught to understand and manage risk through our personal, social, health and economic (PSHE) lessons and through all aspects of school life. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are reminded regularly about online safety and tackling bullying procedures.

Our school continually promotes an ethos of respect for others and pupils are encouraged to speak to a member of staff in confidence about any worries they may have.

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[18] School Staffing (England) Regulations 2009
[19] DfE Keeping Children Safe in Education September 2016
[20] Pg 13 DfE Keeping Children Safe in Education September 2016
[21] DfE Prevent Duty 2015
[22] 'Working Together to Safeguard Children 2015' and 'Keeping Children Safe in Education' September 2016

**Policy Review**

The Governing Body of our school is responsible for ensuring the annual review of this policy and for additional policies[23] that are relevant to safeguarding and child protection.

We recognise the expertise staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and provide opportunities for staff to contribute to and shape our safeguarding practices through, for example, our annual staff survey.

**Safeguarding Guidance**

The following

- 'Working Together to Safeguard Children', March 2015 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

- 'Keeping Children Safe in Education', September 2016 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

- Disqualification under the Childcare Act 2006 and Childcare (Disqualification) Regulations 2009 https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

- 'What To Do If You Are Worried A Child Is Being Abused', March 2015 https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2

- Information Sharing advice for practitioners, March 2015 https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice

- Guidance for Safer Working Practice for those working with children and young people in education settings – October 2015 http://www.safeguardinginschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf

- The South West Safeguarding and Child Protection Procedures[24] http://www.swcpp.org.uk/

- Child Protection and Online Protection Agency www.ceop.org.uk www.thinkuknow.co.uk

**Legislation and guidance relating to this policy:**

[23] DfE Policies and other documents that governing bodies/proprietors are required to have by law - https://www.gov.uk/government/publications/statutory-policies-for-schools

[24] Adopted 1st January 2008. www.swcpp.org.uk

- School Standards and Framework Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children, March 2015
- Education Act 1996,
- Education Act 2002 (Section 157/175)
- Keeping Children Safe in Education, September 2016
- Disqualification under the Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2010
- The School Staffing (England) Regulations 2009 (as amended)
- The Education (Independent School Standards) (England) Regulations 2010(as amended)
- The Education (Non-Maintained Special Schools) (England) Regulations 2011(
- The Education (Pupil Referral Units) (Application of Enactment)(England) Regulations 2007 (as amended)
- Childcare Act 2006
- Childcare (Disqualification) Regulations 2009