



# LONGTON LANE PRIMARY SCHOOL

*A place to learn, a place to achieve, a place to enjoy.*

## Safeguarding Policy

Presented to Governors 27/1/16

Review Spring 2017

Chair of Governors

Head

### Rationale

The school recognises its obligation under Section 175 of the Education Act 2002 to promote and safeguard the welfare of all pupils and sees the Child Safeguarding Policy as fulfilling a key part of this duty.

### Purposes

- to safeguard and promote our pupil's welfare, safety, health and guidance by fostering an honest, open, caring and supportive climate. Pupil's welfare is of paramount importance
- to provide a clear and consistent direction to staff and others about expected codes of behaviour in dealing with safeguarding / child protection issues
- to respond to all child safeguarding / child protection issues swiftly, sensitively, professionally and in ways which support the needs of the child
- to train and induct all staff on child safeguarding procedures within agreed time frames.
- to work to develop effective links with all relevant agencies and co-operate as requested regarding child safeguarding matters
- to follow the procedures set out by the St Helens Local Safeguarding Children's Board (LSCB)

### Broad Guidelines

1. There are three main elements to our safeguarding policy
  - (a) **Prevention:** to establish a safe and positive school atmosphere in which children can learn and develop, through the teaching and pastoral support offered to pupils, equipping them with the skills needed to keep them safe.
  - (b) **Protection:** by developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse, by ensuring staff / volunteers are appropriately recruited, trained and supported to respond appropriately and sensitively to Child Protection concerns.
  - (c) **Support:** by supporting pupils who may have been abused in accordance with policies and procedures, through staff well being.
2. Our policy applies to all staff, governors, community education staff and volunteers working in the school community. Teaching Assistants, Mid-day Supervisors, Secretaries and caretakers as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact school staff / governors.
3. School has a named designated person, Mrs Linda Speed and deputy, Mrs Claire Andrews.

### 1. PREVENTION

**We recognise that because of our day to day contact with children, school staff are well placed to observe the outward signs of abuse.**

In our school we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.

Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children and makes them aware of the impact of their

decisions on others. We also teach them how to recognise different risks in different situation, and how to behave in response to them.

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps prevention. The school will therefore:

- a) Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- b) Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- c) Include in the curriculum, activities and opportunities for PSHE / Citizenship which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help. The curriculum will include materials to help children develop realistic attitudes to the responsibilities of adult life.
- d) Ensure that wherever possible every effort will be made to establish working relationships with parents and other agencies.

## 2. PROCEDURES

We will follow the procedures and guidelines set out by the St Helens Safeguarding Children's Board.

School will:

- a) Ensure that all adults working with or on behalf of children know they have a responsibility to safeguard and promote the welfare of children.
- c) Ensure every member of staff and every governor knows the key people with specific responsibilities;  
Designated senior person – Mrs Linda Speed  
Deputy Designated senior person – Mrs Claire Andrews  
Safeguarding Governor – Mr Joe D'Asha
- d) Recognise the key role of the designated senior person and deputy and arrange all necessary support and training, ensuring they have undertaken the training course provided by the LA as a minimum ;
- e) Ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may tell of abuse, referring any concerns to the designated person for safeguarding;
- e) Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus and the Home/School Agreement;
- f) Provide refresher training for all staff every three years and induction training for new staff so that they know  
(i) their personal responsibility,(ii) the local procedures, (iii) the need to be vigilant in identifying cases of abuse and (iv) how to support a child who tells of abuse;
- g) Report any safeguarding incidents to Governors termly via the Headteacher's report. This will include any racist or bullying incidents;
- h) Upload the Safeguarding Policy onto the school website;
- i) Notify the local Social Care team if: a pupil on the safeguarding register has been excluded; there is an unexplained absence of a pupil on the safeguarding register of more than two days duration from school;

- j) Work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding safeguarding matters including attendance at initial case conferences, core groups and safeguarding review conferences;
- k) Ensure professional confidentiality is understood by all staff and is kept at all times
- l) Keep written records of concerns about children ( noting the date, event and action taken), even when there is no need to refer the matter to social services immediately;
- m) Ensure all records are kept secure and in locked locations;
- n) Adhere to the procedures set out by St Helens Safeguarding Board when an allegation is made against a member of staff or volunteer;
- o) Employ robust and secure recruitment and selection procedures, which are always mindful of protecting children from unsuitable people and disqualification by association forms are completed;
- p) Seek guidance from the Governing body when necessary;
- q) Teach Key Stage 2 children about the dangers of social media, such as Facebook, using the CEOP resources and if they are to use them, how to do this safely.

### **3. SUPPORTING THE PUPIL AT RISK**

- We recognise that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way.
- School may be the only stable, secure and predictable element in the lives of children at risk. However, when at school their behaviour may be challenging and defiant or they may be withdrawn.
- It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.
- We regard all information relating to individual safeguarding issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. We inform the child at all stages of who is involved, and what information we have given them. We tell the child that we cannot promise confidentiality.

The school will endeavour to support the pupil through:

- the content of the curriculum to encourage self-esteem and self-motivation.
- the school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued, whilst applying the principles of Every Child Matters.
- the implementation of school behaviour management policies. All staff will agree a consistent approach, which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse, which has occurred.
- regular liaison with other professionals and agencies who support the pupils and their families.
- a commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so.
- the development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations.
- Keeping records and notifying Social Care as soon as there is a recurrence of a concern.

- When a pupil on the safeguarding register leaves, we will transfer information to the new school immediately and inform Social Care.

**Bullying** - Our policy on bullying is set out in a separate section within the School Policies and is reviewed annually by the governing body. Please read the Anti-Bullying Policy in conjunction with this policy.

**Physical Intervention** - Our policy on staff conduct including physical intervention and the management of allegations made against staff is set out in a separate section within the School Policies and is reviewed annually by the governing body. Staff have been trained in the approach of physical intervention.

**Children with Statements of Special Educational Needs** - We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems will be particularly sensitive to signs of abuse.

**Looked After Children** - For looked after children, there is dual registration with Social Care. Social Care must therefore also be involved if there are any safeguarding concerns with any looked after children.

#### **Staff Wellbeing and the safeguarding of staff**

- School values the wellbeing of all staff. Relevant training and advice will be given where required.
- Staff are advised to limit any physical contact with children, they should avoid working on a one-to-one basis with a child in a room with the door shut.
- Any SRE matters are dealt with through the planned curriculum, or with the designated person if needed. All parents are invited to view SRE materials.
- All staff understand the need to ensure mobile phones are not present or used in the classroom during the school day. Only school cameras /i-pads can be used to record learning activities in school.

#### **4. SOCIAL NETWORKING**

- The School will block/filter access to social networking sites and newsgroups unless a specific use is approved
- Students will be advised never to give out personal details of any kind which may identify them or their location
- Students will be advised not to place personal photos on any social network space
- Students will be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.
- Students will be encouraged to invite known friends only and deny access to others
- Parents are advised to be fully aware of any social networking sites that children might use at home and should monitor children's use of such sites with regard to the advice given above where possible

#### **5. RECRUITMENT AND SELECTION OF STAFF**

- The school's processes conform to the DfE 'Keeping Children Safe in Education' July 2015. If the school is asked to provide references for a member of staff about whom there have been concerns about child protection/inappropriate conduct, then they have a duty to make those concerns known. If they are unsure of how to do this then the school will need to contact HR department. The ISA will also need to be informed.
- The school maintains a 'vigilant school' policy by adopting a code of conduct and having an induction process that includes elements on safeguarding.
- On every interview panel for school staff at least one member will have undertaken safer recruitment training.

## CHILD PROTECTION SCREENING DOCUMENT

### Child Protection: Summary

- Teachers and others in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidence and concerns. Regrettably, there are occasions where child abuse is alleged or suspected. All such situations must be taken seriously.
  
- ☐ It is the policy of this school to safeguard the welfare of children and all others involved in the school's activities by protecting them from sexual and emotional harm.
  
- It is the responsibility of each adult to ensure that his/her behaviour is appropriate at all times. A Code of Behaviour is included in this document to give positive guidance for all adults. It is essential that all adults follow the Code of Behaviour whether they work with children, young people or adults. Details of the steps to take if abuse is alleged or suspected are also included in this document, although more detailed LA Child Protection Guidelines are also available to all staff. It is important to remember that school staff are **not** investigating officers.
  
- ☐ If there is an allegation or suspicion of abuse then this must be reported immediately to the Head Teacher, whose responsibility it is to refer to social services/police (who are the investigative agencies). At all times the welfare of the young person is paramount. Swift reporting will enable the investigative agency to give advice and take appropriate action.
  
- ☐ These procedures exist, not to discourage adults from being involved in the life of this school/service, but to ensure, as far as possible, that people who may abuse children do not get the opportunity to do so.

### Complying to School Child Protection Policy:

- ☐ All adults coming into contact with children and young people in this school/service must comply with the Child Protection Policy and Code of Behaviour.

**As one such person, you are required to sign a copy of this document. By signing, you agree to comply with the policy and follow the Code of Behaviour. The form must be read, discussed, signed and handed to the Headteacher or other designated person before you take any duties in this establishment.**

- ☐ **In all matters of child protection, the welfare and safety of the child is the paramount consideration.**

### Procedure

#### **If you suspect that a child / young person is being abused:**

- *Immediately tell the Headteacher (Mrs Speed) or Deputy Headteacher (Mrs Andrews);*
- *Record the known facts and give them to the above person.*

#### **If a child or young person tells you he/she is being abused:**

1. Allow him/her to speak without interruption, accepting what is said;
2. Advise that you will offer support, but that you **MUST** pass information on to the Headteacher or DHT;
3. Immediately tell the Headteacher or DHT;
4. Record the facts as you know them, including the account given to you by the young person and give a copy to the Headteacher or DHT.

**If you receive an allegation about any adult or about yourself:**

1. Immediately tell the Headteacher or DHT;
2. Record the facts as you know them and give a copy to the Headteacher or DHT.

**You must refer. You must NOT investigate.**

**Code of Behaviour**

**Do** treat everyone with respect.

**Do** provide an example you wish others to follow.

**Do** plan activities so that they involve more than one person or at least are in sight or hearing of others.

**Do** respect a young person's right to personal privacy.

**Do** provide access for young people and adults to feel comfortable enough to point out attitudes or behaviours they do not like, and try to provide a caring atmosphere.

**Do** remember that someone else might misinterpret your actions, no matter how well intentioned.

**Do** act as an appropriate adult role model.

**Do not** permit abusive youth/peer activities (eg bullying, ridiculing).

**Do not** play physical contact games, make inappropriate comments, or have inappropriate verbal banter with young people.

**Do not** jump to conclusions without checking facts.

**Do not** make suggestive remarks/gestures or tell sexist / homophobic 'jokes'.

**Do not** rely on your good name to protect you. It may not be enough.

**Do not** believe it could not happen to you. It could.

***Please delete as appropriate***

I am willing to be checked against police and other records.

I have not incurred any criminal convictions related to, nor have I committed any offences of abuse or causing harm to children and young people, or any other offence which may be relevant to the work which I may undertake in this school / establishment.

I am not aware of any other investigations, which may have been held, or may currently be in progress, concerning my behaviour towards others.

**I have read and understand this document, consent to the appropriate checks being made, and agree to adhere to the Child Protection Policy and follow the Code of Behaviour.**

**Name**

**Date**