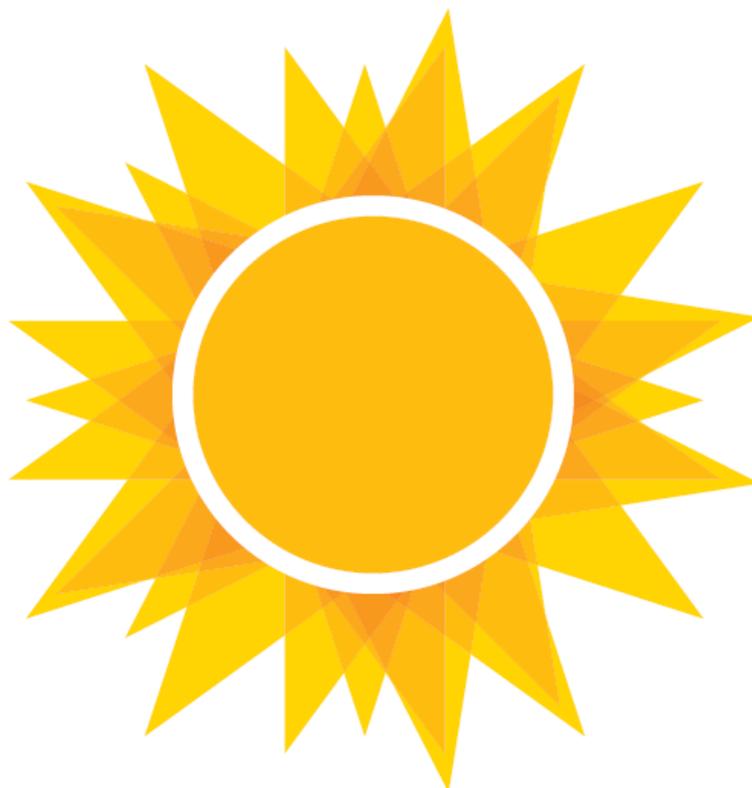


# Midsomer Norton Primary School



## Child Protection Policy (Safeguarding)

Policy confirmed by the Governing body of Midsomer Norton Primary  
School on: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chair of Governors)

Signed: \_\_\_\_\_ (Headteacher)

# Child Protection Policy (Safeguarding)

## Midsomer Norton Primary School

### 1. Principles

**1.0** This school takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care.

“The welfare of the child is paramount.” Children Act 1989.

**1.1** All action is taken in line with the following legislation/guidance:

- South West Child Protection Procedures (SWCPP), [www.swcphp.org.uk](http://www.swcphp.org.uk),
- Section 175 Children Act 2002
- Keeping Children Safe in Education: Schools and Colleges 2015
- Working Together to Safeguard Children 2015
- What to do if you're worried a child is being abused 2006
- Safeguarding Children and Safer Recruitment in Education 2007
- Local Safeguarding Children Board Guidance

**1.2** We will follow procedures set out by the Local Safeguarding Children Board and take account of further guidance issued by the DfE, and the Local Authority (LA).

**1.3** Midsomer Norton Primary School recognises its responsibilities for child protection and that our children have the right to protection and to be safe regardless of age, gender, race, religion, culture or disability. Our policy applies to all staff, governors and volunteers working in the school.

The main aims of our policy are to:

- I. Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- II. Raise awareness of child protection issues and equip children with the skills needed to keep them safe
- III. Develop and implement rigorously, procedures for identifying and reporting cases of, or suspected cases of abuse
- IV. Support pupils who have been abused in accordance with agreed Child Protection Plans
- V. Establish a safe environment where the children can learn and develop

**1.4** We recognise that staff, because of their contact with and knowledge of children or young people in their care, are well placed to identify abuse and offer support to children in need.

**1.5** As part of the ethos of the school, the staff and governors are committed to:

- ensuring the school practises safer recruitment in checking the suitability of staff and volunteers to work with children; (**Please refer to the South West Child Protection procedures for further information on safer recruitment.**)

<http://www.online-procedures.co.uk/swcpp/contents/safer-recruitment/>

- ensure we have a Designated Safeguarding Lead for safeguarding/ child protection who has received appropriate training and support for this role. The **DSL** for Midsomer Norton Primary School is the Deputy Head Teacher **Sarah Biss**. The **Deputy DSL** is the Head Teacher **Alun Randell**.
- ensuring that all staff and volunteers understand, and adhere to, the school's code of conduct;
- establishing and maintaining a safe school environment, where all children feel secure, can learn and develop, are encouraged to talk and are listened to, where their views are valued and respected;
- supporting pupils who have been abused, and carrying out specific actions in accordance with the agreed child protection plan;
- providing emotional support for children to share their worries or concerns through our School Learning Mentor & other key staff
- Ensuring Social Workers are informed immediately if a pupil subject to a child protection support plan is excluded.
- Including opportunities in our curriculum for children to develop the skills they need to recognise and stay safe from abuse (NSPCC 'Speak Out, Stay Safe' programme, assemblies, PHSCE lessons/circle time, SRE lessons)
- ensuring we work closely with outside agencies such as Social Care, CAMHs, Southside project, School Nurse etc. to support individual pupils as necessary including opportunities in the curriculum for children to develop the skills they need to recognise, and stay safe from, abuse;
- ensuring all teaching and support staff are aware of signs and symptoms of physical, sexual, emotional abuse and neglect and know the correct procedure for referring concerns, or reporting allegations against staff, in line with Keeping Children Safe in Education 2014 and the Local Authority Managing Allegations procedures, and receive appropriate training to enable them to carry out these requirements;
- ensuring all volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated person responsible for child protection;(see appendix 1)
- exercising their duty to work in partnership with other agencies and to share information with them, including attendance at child protection conferences, core groups and preparation of reports for conferences;
- Ensuring staff are aware of procedures to follow where there is a disagreement in relation to the safety of children in work and they believe it is not being dealt with

satisfactorily: <http://www.online-procedures.co.uk/swcpp/procedures/child-protection/escalation-procedure/>

- encouraging and supporting parents/carers, working in partnership with them.

**1.6** The school recognises that it is an agent of referral and not of investigation.

**1.7** The child protection policy should be read in conjunction with other relevant policies and include definitions of abuse:

- Positive Handling and the Use of Reasonable Force
- Anti-bullying
- Homophobic bullying
- Child Sexual Exploitation
- Female Genital Mutilation
- Children in Care
- Radicalisation
- Children Missing from home and education
- Anti-racism
- Health and Safety
- Behaviour
- Exclusions
- Equal Opportunities
- PHSE
- Internet Safety
- School Security
- Educational Visits
- Medical Needs
- First Aid
- Lone Working
- Use of social media/your policies regarding staff not using IT for any personal use
- Whistle Blowing
- Recruitment
- Escalation/Resolution policy

### **Types of 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. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger

- Ensure adequate supervision (including the use of inadequate care givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

**Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, anal or oral sex) or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional abuse:** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions beyond the child's developmental capability as well as the overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve serious bullying, 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 maltreatment of a child, though it may occur alone.

## Procedures for Referral

**2.0** Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the Designated Safeguarding Lead **Sarah Biss** or if unavailable to the Deputy Designated person **Alun Randell**.

In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff. (See appendix 1)

**2.1** The Designated Safeguarding Lead will immediately inform the Children and Families Assessment and Intervention Team (CAFAIT) by telephone **01225 396312/313** or the Emergency Duty Team **01454 615165**.

**2.2** Telephone referral to the Children and Families Assessment and Intervention Team (CAFAIT) will be confirmed in writing using the form marked C2 within a maximum of 48 hours, ideally 24 hours. Essential information will include the pupil's name, address, date of birth, family composition, and reason for referral, previous concerns, name of

person receiving the referral and any advice given. The referral must be signed and dated by the referrer.

- 2.3** The referral will be shared with the parent/carer, and where appropriate with the child/young person, unless to do so may place the pupil at increased risk of significant harm, in which case advice should be sought from the CAFAIT team. **If a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the school must consult the Duty Social Worker before informing parents, unless the child is subject to a Child Protection Plan in which case schools must contact the allocated Social Worker.** The relevant Social Worker will advise the school when, and by whom, parents will be informed.
- 2.4** Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.
- 2.5** Referrals for Alleged Perpetrators of Sexual Abuse – Where a pupil is being investigated by the police for allegedly committing sexual offences, and the police have said they will make a referral to CAFAIT, the school will still telephone the CAFAIT without delay to raise awareness of the concerns relating to the alleged perpetrator. The CAFAIT will advise whether or not a C2 needs to be completed by the school.

#### **Alleged Abuse by Staff**

- 3.0** The school will follow the local Managing Allegations Protocol available on The Hub and the LSCB website or the South West Child Protection Procedures for managing allegations against staff. Maintained schools will contact Hester Edmond Senior Human Resources Consultant adviser for consultation as soon as an allegation is made on telephone **01225 394490** (or one of the other Senior HR Consultants)

If unable to contact the above, the school will contact the Local Authority Designated Officer (LADO) Jackie Deas, Deputy Safeguarding Lead – Children and Quality Assurance on **01225 396810** or, in the LADO's absence, Head of Safeguarding and Quality Assurance, Lesley Hutchinson 01225 396339. **The LADO must be notified within one working day.** The LADO will co-ordinate, record notes and advise on the appropriate action to be taken.

- 3.1** Staff/volunteers must report an allegation about a member of staff immediately to the Designated Safeguarding Lead in the school and the Head teacher then proceed as above. Where the allegation is against the Head teacher, the member of staff/volunteer must either contact the Chair of Governors or the LADO, above. If contacted with regard to an allegation against the Head teacher, the Chair of Governors will follow the LA 'Guidance for Chairs of Governors Dealing with Child Protection Allegations against the Head Teacher', and contact Hester Edmond Senior HR Consultant for consultation. (or one of the other Senior HR Consultants) An allegation must not be discussed with the alleged perpetrator or other members of staff/governors, unless advised to do so by a LA designated officer. *Schools must be clear they are following the revised guidance in Keeping Children Safe in Education 2015.*

- 3.2** The school is legally obliged to make a referral to the Disclosure and Barring Service if at the end of the allegation process a member of staff or volunteer is removed from their position, or if they leave while under investigation for allegedly causing harm or posing a risk of harm to children
- 3.3** The school has a code of conduct in place (see staff handbook), which clearly states what behaviours are acceptable and what behaviours are not. Staff sign to say that they have read and understood the document.

### **Record Keeping**

- 4.0** Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible using the Child Welfare Concern Form (see appendix 2), noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed and discussed with the designated person for child protection. Where staff have observed injuries to a child, these should be recorded on a body map outline, with some indication given about the size of the injury. Staff should not take photographs of injuries.
- 4.1** All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
- 4.2** Written records of concerns about children must be kept, even where there is no need to make a referral immediately. Where concerns do not meet the threshold for a referral to CAFAIT consideration should be given to the appropriateness of completing a CAF and making a referral for a Team Around the Child meeting.
- 4.3** All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and must be kept separate from other records.
- 4.4** A chronology will be kept at the front of individual pupils' files, which is reviewed and updated whenever a new concern is raised or additional relevant information becomes available, noting actions and outcomes.
- 4.5** The quality of child protection records will be monitored by the Head teacher.
- 4.6** Where a child moves school, copies of child protection documentation must be passed immediately and confidentially to the receiving school, separate from general records, with the original records retained by the school. The Head Teacher or designated person for child protection will also telephone the Head Teacher or designated person for child protection at the new school/college to raise awareness of child protection concerns, and that records are being transferred.
- 4.7** The school will refer to the NSPCC document entitled Records Retention and Storage as necessary.

### **Parental Involvement**

**5.0** This school is committed to helping parents/carers understand its responsibility for the welfare of all pupils.

**5.1** Parents/carers will be made aware of the school's child protection policy via the school prospectus/website and initial meetings with parents of new pupils. Parents will also be made aware of how they can access the full child protection policy.

**5.2** Concerns will be discussed with parents/carers. Where a referral is needed, the designated person should seek the agreement of parents/carers before making the referral, unless to do so may place the pupil at increased risk of significant harm. However, a lack of agreement should not stop a referral going ahead.

## **Training**

**6.0** The Designated Safeguarding Lead must receive **multi-agency** child protection training every 2 years. (Minimum as set out by the LSCB and refresher requirements set nationally i.e. every 2 years) and undertake refresher training on specific issues as required. The school will review all KCSIE updates on an annual basis.

**6.1** All staff, both teaching and support, must be provided with child protection training on a regular basis, at least every 3 years. (minimum)

**6.2** Temporary and supply staff must be made aware of basic information in respect of the school's child protection procedures, including the name of the Designated Safeguarding Lead.

**6.3** The Designated Safeguarding Lead will have undertaken a 'Training the trainers Course' and will induct new staff/volunteers to ensure they are aware of the CP practices, policies and codes of behaviour within the school and ensure they receive appropriate training

**6.4** Where appropriate, staff will receive additional training in order to effectively carry out their role e.g. safer recruitment training.

**6.5** The Designated Safeguarding Lead and their deputy should keep up to date with local and national advice and guidance on child protection, and attend such additional training as is necessary to effectively fulfil their roles.

**6.6** Training records must be kept up to date by schools, recording the date, focus and level of training received by individuals.

**6.7** Training is available from the Local Safeguarding Children Board and all schools <http://bathnes.learningpool.com>

## **7. Supporting Children**

We recognise that a child who has been abused, who witnesses abuse or lives with domestic violence or family breakdown or who otherwise receives inadequate parental

care may feel helpless, humiliated, blame her/himself and find it difficult to develop and maintain a feeling of self-worth. The behaviour of a child in these circumstances may be unpredictable, challenging or defiant or significantly withdrawn. The school may provide the only stability and security in the lives of children who have been abused or are at risk of harm.

We will endeavour to support our pupils by:

- Fostering the development of self-esteem and resilience in all aspects of school life, including through the curriculum;
- Promoting a safe, caring and positive ethos and environment within the school that gives pupils a sense of being valued;
- Providing opportunities for pupils to talk about themselves, be listened to and to feel confident about approaching adults if they are experiencing difficulty or abuse;(Learning Mentor)
- Developing and implementing relevant policies, procedures and good practice for supporting vulnerable pupils in school;
- Developing effective links and liaising with other children's support agencies such as Social Care, School Nurses, Education Welfare Service, Child and Adolescent Mental Health Service, in accordance with local procedures;
- Following Bath and North East Somerset, Local Safeguarding Children Board's 'Children In Need Handbook' procedures for notifying the North East Somerset Social Care Team as soon as there is a significant concern about a child's safety or wellbeing;
- Contributing to multi-agency assessments of need, Child Protection Plans and reviews;
- Working in partnership with parents, as appropriate and in accordance with LSCB procedures;
- Ensuring that, when a pupil who has a Child Protection Plan leaves the school, their school file and confidential child protection file are transferred to the new school immediately, and that the child's social worker is informed.

## **8. Supporting Staff**

We recognise that children will disclose abuse at any time and to anyone they feel comfortable telling. Staff who receive or deal with allegations or disclosures of child abuse and those who become involved in supporting a child who has suffered harm may find the situation stressful and upsetting and should be supported.

- We will support staff by providing opportunities to talk through their anxieties or concerns with the Designated Person or other appropriate member of staff. Further support such as the Bath and North East Somerset Employee Assistance Line will be offered or signposted as necessary;
- We recognise that the Designated Person should have access to advice, support, guidance, training and time to enable her/him to fulfil the role effectively;
- The Designated Person has completed Child Protection Standard and Advanced interagency Child Protection Training. To keep abreast of legislation and best practice, it is expected that the Designated Person will attend Local Authority Child Protection Forums that take place three times a year.
- All staff employed at Midsomer Norton Primary School receive training to raise their awareness of abuse and their knowledge of child protection procedures. New members of

staff receive a briefing from the Designated Safeguarding Lead and are required to have child protection training within their first year in post.

- The nominated governor and the governing body will have access to child protection awareness training to enable them to understand their responsibilities and perform their functions.

### **The Role of the Governing Body**

**9.0** The governing body will ensure that all statutory duties with regard to child protection are fulfilled, as detailed in any "Safer Recruitment in Education Guidance" and Keeping Children Safe in Education 2015.

**9.1** The school will complete the school safeguarding annual audit, in partnership with the designated Governor for Safeguarding. A copy of this report must be sent to the Head of Safeguarding on completion.

**9.2** The governing body will ensure that weaknesses identified; within the annual school safeguarding audit; through on-going monitoring of child protection procedures; other sources, are addressed explicitly within the School Improvement Plan. The governing body will regularly monitor the implementation and impact of the identified actions.

**9.3** The Chair of Governors (or designated governor for child protection, if they are not the chair), in liaison with the designated person, will ensure that the school has a child protection policy and procedures in place, which are known to all members of staff, and up-dated annually.

**9.4** The governing body controls the use of school premises both within and outside of school hours and has a duty to safeguard children and young people using the premises. Where services or activities are provided separately by another body, the Governing Body will receive a copy of that organisations policy and the body concerned will give assurances that it has procedures in place in regard to safeguarding children and child protection.

### **Review**

**10.0** This policy will be reviewed on an annual basis, and up-dated where appropriate, however if a weakness is identified in school procedures, the policy will be reviewed and revised immediately.

Date when policy was last reviewed: February 2015

Date when next review is due: February 2016

Signed:

## Appendix 1: School Child Protection Procedures

- All adults have a responsibility to protect each child from abuse. This means that if any staff member has a concern, they must immediately talk to the 'Designated Safeguarding Lead. In this school this is **Sarah Biss** who is also the Deputy Headteacher. They should also write up the concern on a concern sheet (appendix 2), then sign and date their report.
- All governors should be aware of the Child Protection Policy. Any governor who has a concern about a child, or who hears an allegation about a member of staff's behaviour towards a child or children must report this (with a signed and dated written report) to the Designated Teacher for Child Protection. Governors should redirect concerns brought to them outside of school to the Designated Teacher for Child Protection.
- Any member of staff hearing an allegation or complaint about another member of staff's behaviour towards a child or children must report this (with a signed and dated written report) to the Head Teacher or, if the allegation refers to the Head Teacher, to the Chair of Governors.
- The Designated Safeguarding Lead has knowledge of all subsequent procedures.
- The school will follow procedures detailed in **Bath and North East Somerset, Local Safeguarding Children Procedures** online.  
<http://www.bathnes.gov.uk/services/children-young-people-and-families/child-protection/local-safeguarding-children-board>
- A child making a disclosure to a member of staff needs:
  - reassurance that they have done the right thing;
  - to be taken seriously;
  - to find staff accessible;
  - to know that staff will do their utmost to help;
  - to be told that what they have disclosed must be reported on.

During a disclosure the member of staff must:

- not ask leading questions;
- not promise confidentiality;
- not jump to conclusions;
- not forget to fully record what was said immediately, using the child's own words.

THE SAFETY OF THE CHILD OVERRIDES CONFIDENTIALITY.  
WHEN IN DOUBT, SHARE YOUR CONCERNS

## Appendix 2

### MIDSOMER NORTON PRIMARY SCHOOL

#### CHILD WELFARE CONCERN SHEET

For completion by staff or volunteers when they become aware of child welfare concerns, in accordance with government guidance and the school's child protection policy. The Designated Person for Child Protection (**Sarah Biss**) will monitor concerns and refer where appropriate to social care if a child is deemed at risk of significant harm. This information will be disclosed only to those staff who need to know for the purposes of child protection. Concerns will be shared with the Head Teacher and parent/carer, unless to do so may place a child/ren at increased risk of harm (if in doubt about this, consult with social care).

<b>Name of child</b>		<b>DOB</b>	
<b>Year group &amp; class teacher</b>			
<b>Name and role of person making this record</b>			
<b>Date of conversation/concern (dd/mm/yyyy)</b>		<b>Time of concern</b>	
<b>Where did you have the conversation/notice the concern</b>			
<b>Nature of concern/conversation</b> (attach additional sheet(s) if necessary)  *(include a skin map for an injury)			
<b>Action Taken by member of staff</b>		<b>Signed by staff member:</b>	
<b>Action taken by Designated Lead for Child Protection (with dates)</b>			
<b>DSL Signature &amp; Date</b>			
<b>Outcome/further action (with</b>			

dates)	
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