



Safeguarding & Child Protection Policy

Contents

1. Aims, Purpose and Principles
2. Designated Member of Staff
3. Designated Governor
4. Recruitment
5. Volunteers
6. Induction and Training
7. Dealing with Concerns
8. Safeguarding In School
9. Photographing Children
10. Confidentiality
11. Conduct Of Staff
12. Physical Contract And Restraint
13. Allegations Against Members Of Staff
14. Before and After School Activities
15. Contracted Services
16. Parents and Carers
17. Provision to Help Pupils Stay Safe
18. Implementation, Monitoring and Review

AIMS OF THIS POLICY

To ensure that children are effectively safeguarded from the potential risk of harm at Parkwood Primary School and that the safety and well-being of the children is of the highest priority in all aspects of the school's work. To help the school maintain its ethos whereby staff, pupils, parents and governors feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate. The policy also aims to tackle any threat of extremism in supporting children in aspiring to the Parkwood Values or mutual respect, following the rule of law, democracy, tolerance of others and personal freedom.

PURPOSE OF THIS POLICY

To ensure that all members of the school community...
...are aware of their responsibilities in relation to safeguarding and child protection.
...know the procedures that should be followed if they have a cause for concern.
...know where to go to find additional information regarding safeguarding.
...are aware of the key indicators relating to child abuse.
...fully support the school's commitment to safeguarding and child protection.
...promote Parkwood values.
...are aware of possible causes and evidence of extremism and radicalisation.

1 PRINCIPLES

- 1.1 Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State
- 1.2 This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, prevent radicalisation and respond to child abuse in any form.
- 1.3 We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.
- 1.4 We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extracurricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

- 1.5 The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.
- 1.6 Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- 1.7 In our school, if we have suspicions that a child's physical, sexual, psychological or emotional well-being is being, or is likely to be, harmed, or that they are being neglected or at risk from extremist views, we will take appropriate action in accordance with the procedures issued by Hackney Children Social Care and the City and Hackney Safeguarding Children Board.
- 1.8 As a consequence, we:
- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process;
 - accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities;
 - recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing body;
 - will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
 - will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for coordinating action within the school and liaising with other agencies;
 - ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by the guidance within Safeguarding Children and Safer Recruitment in Education and Working Together to Safeguard Children.
 - will share our concerns with others who need to know, and assist in any referral process;
 - will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated member of staff, who will refer on to Children's Social

Care in accordance with the procedures issued by the City and Hackney Safeguarding Children Board.

- safeguard the welfare of children whilst in the school, through positive measures to address

- bullying, especially where this is aggravated by sexual or racial factors,
- disability or special educational needs
- cyber bullying or other online/ cyber threats

(Please refer to relevant policies i.e. Anti-bullying policy and E-safety policy)

- will ensure that all staff are aware of the child protection procedures established by Hackney Children Social Care and City and Hackney Safeguarding Children Board, and act on any guidance or advice given by them;

- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children,

- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children,

- protect children from the threat of extremism and engender an adherence to Parkwood Values.

2 DESIGNATED MEMBER OF STAFF

2.1 The designated senior member of staff (designated person) for safeguarding protection in this school is: **Rumana Rafique** (class teacher)

2.2 In their absence, these matters will be dealt with by: **Jim Williamson** (Deputy Head Teacher)

2.3 The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

2.4 The school recognises that:

- the designated person need not be a teacher but must have the status and authority within the school structure to carry out the duties of the post;
- all members of staff (including volunteers) must be made aware of who this person is and what their role is;
- the designated person will act as a source of advice and coordinate action within the school over child protection cases;

- the designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies;
- they should possess skills in recognising and dealing with child welfare concerns and any evidence that Parkwood values are not being adhered to or the extremist views or behaviour have been experienced/demonstrated by pupils in or beyond school;
- should receive appropriate training and support;
- the designated person is the first person to whom members of staff report concerns;
- the designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the CHSCB.

2.5 To be effective they will:

- act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Social Care and other relevant agencies over suspicions that a child may be suffering harm;
- cascade safeguarding advice and guidance issued by the London Safeguarding Children Board;
- ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, trainee teachers and supply teachers) are aware of and can access readily, this policy;
- liaise with the head teacher (if they are not head teacher) to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role;
- ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this;
- be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place;
- ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child. Ensure that parents are aware of the Parkwood Values and adhere to school expectations around the sharing of extremist views or behaviour;

- where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible but certainly within the 15 day national requirement, separately from the main file, and addressed to the designated person for child protection.
- where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.

2.5 The designated person also has an important role in ensuring all staff and volunteers receive appropriate training.

They should:

- attend training in how to identify abuse and know when it is appropriate to refer a case;
- have a working knowledge of how City and Hackney Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required;
- attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors;
- make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

3 DESIGNATED GOVERNOR

The Designated Governor for Safeguarding at this school is: **Mr Brian Bell**

3.1 Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

3.2 The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

3.3 The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- the school is carrying out its duties to safeguard the welfare of children at the school;

- members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- the school follows the procedures agreed by London Safeguarding Children Board, and any supplementary guidance issued by Hackney Learning Trust;
- only persons suitable to work with children are employed in the school, or work here in a voluntary capacity. Any adult due to work with children in an unsupervised capacity should be subject to a full DBS check at a nominal charge;
- where safeguarding concerns about a member of staff are raised, take appropriate action in line with LSCB Allegations against Staff guidance.

4 RECRUITMENT

4.1 In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

4.2 We accept that it is our responsibility to follow the guidance set out in Safeguarding Children and Safer Recruitment in Education. In particular we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be.
- Academic qualifications, to ensure that qualifications are genuine.
- Professional and character references prior to offering employment.
- Satisfy conditions as to health and physical capacity.
- Previous employment history will be examined and any gaps accounted for.
- DBS checks are completed.

5 VOLUNTEERS

5.1 We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be recruited in line with LMBC Recruitment Policy. School will also exercise good judgment in the employment of known persons and will take account of any factors, known to the school, that are pertinent to appropriate employment in any capacity.

6 INDUCTION & TRAINING

6.1 All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and

structure, as well as identifying and reporting abuse, evidence of extremism and confidentiality issues.

6.2 All new staff at the school (including volunteers) will receive child protection information (What To Do If You Suspect A Child Is Being Abused), signposting to government guidance on upholding British (Parkwood) Values and a copy of this policy on starting their work at the school.

6.3 Staff will attend refresher training every three years, and the designated person every two years.

6.4 Staff visiting the school for short periods of time e.g. 1 day supply cover, will be notified who the NSCA is expected procedures.

6.5 All adults are strongly encouraged to attend safeguarding training. Attendance at school training will be open to parent helpers, volunteers, extended schools providers, governors and any other parties that come in to contact with children on a regular basis. These staff will also be signposted to the online training available via the City and Hackney Safeguarding Children Board website.

7 DEALING WITH CONCERNS

7.1 Members of staff and volunteers must not investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns in line with LSCB Procedures. A 'cause for concern' is an action, observation or discussion that makes you feel anxious or worried about the well-being or safety of a child. Staff should, however, take immediate notes of any disclosures or any suspicions.

7.2 To this end, volunteers and staff will follow the procedures below:

- all causes for concern must be recorded immediately and in writing on the 'Child Protection Concern/ Incident Reporting Form' by the person with the concern. Paper copies will be kept in the staff room;
- this must then be passed to the designated teacher immediately, who will decide on the appropriate actions;
- even if this results in no further action a pupil record of concern file will be created. Other staff will be made aware that a file has been created and any further discussions, telephone calls or meetings in relation to the child will be recorded in the file. All further involvement and documentation will be stored in this file. Files will be accessed via a password on the schools shared drive.
- should a child request confidentiality (e.g. 'Please keep this secret' or similar) staff members must NOT promise to keep disclosures secret. They must tell

children that they may need to tell another member of staff about what has been said.

7.3 We will ensure that all members of staff are familiar with the procedures for reporting concerns and incidents and with the requirements of City and Hackney Safeguarding Children Board.

7.4 Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

8 SAFEGUARDING IN SCHOOL

8.1 As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm (including risk of extremism or radicalisation) whilst they are in our charge.

8.2 To this end, this policy must be seen in light of the school's policies on:

- Personal, Social and Health Education and Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate.
- Bullying; the school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualised behavior, or bullying that is homophobic in nature, cyber bullying or where there appear to be links to domestic abuse in the family home.
 - The establishment and maintenance of Parkwood values and work to tackle extremism and radicalization.

Please also see the following policies:

- Health & Safety policy
- Behaviour policy
- Positive Handling policy
- Whistle Blowing policy
 - E-safety policy
 - Acceptable Use policy

9 PHOTOGRAPHING CHILDREN

9.1 We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

9.2 However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

9.3 We will not allow others make online or published use of photography or film of pupils during a school activity without the parent's permission.

9.4 We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by their full name.

9.5 The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions. We will, however, encourage all individuals to refrain from sharing images online or in other media formats without express parental permission.

10 CONFIDENTIALITY and INFORMATION SHARING

10.1 The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

10.2 Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

10.3 Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

11 CONDUCT OF STAFF

11.1 The school has a duty to ensure that high standards of professional behaviour exist between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

11.2 At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child

- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, instant messaging, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours
- sharing any views that do not adhere to Parkwood Values or may be deemed to encourage extremism or radicalisation

11.3 If any member of staff has reasonable suspicion that a child is suffering harm or may be at risk from extremism or radicalisation, and fails to act in accordance with this policy and London Safeguarding Children Board procedures, we will view this as misconduct, and take appropriate action.

11.4 A **Whistle Blowing** policy has been agreed in order to support the school ethos where pupils and staff can talk freely about concerns knowing they will be listened to and appropriate action taken.

11.5 There are a range of mechanisms in place to ensure that pupils feel comfortable to express their concerns to adults for example:

- Through encouragement to discuss issues at school assemblies
- Via the school council meetings
- An open approach to discussing issues with staff

12 PHYSICAL CONTACT AND RESTRAINT

12.1 Members of staff may have to make physical interventions with children. Members of staff will only do this in line with school policy. See The **Positive Handling** policy. All relevant staff are offered positive handling training on a bi-annual basis. ALL staff receive positive handling training once every five years.

13 ALLEGATIONS AGAINST MEMBERS OF STAFF

13.1 If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- committed an offence against a child;
- placed a child at risk of significant harm;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children;
- behaved in a way that may have put a child at risk of radicalisation or exposed them to extremist views or behaviour;

The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by CHSCB.

13.2 The head teacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the head teacher, when the chair of governors will handle the school's response.

13.3 The head teacher (or chair of governors) will collate basic information about the allegation, and report these without delay to the Local Authority Designated Officer (LADO). The LADO will discuss the concerns and offer advice and guidance on how the situation will be managed and if a strategy meeting will be required.

14 BEFORE AND AFTER SCHOOL ACTIVITIES

14.1 Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

15 CONTRACTED SERVICES

15.1 Where the Governing Bodies contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

16 PARENTS & CARERS

16.1 This policy will be available to view or download from the school website. Paper copies are available on request from the school office.

Last reviewed on 8.12.14

This policy will be reviewed on: 1.12.15

Signed by school:

Signed by Governing Body: