

Safeguarding Children in Education Child Protection Policy

Cheam Park Farm Junior School

Date policy agreed: Jan 2013

Policy review date: September 2013

The Designated Lead in school for Child Protection is:

Mrs Sharon Gleed-Smith

In her absence the Deputy Designated Lead for Child Protection is:

Mrs Malinda Young

The Nominated Governor for Child Protection is:

Mrs Jackie Saddington

Contact details: jsaddington@blueyonder.co.uk

Local Authority Contacts

Local Authority Designated Officer: The Local Authority Designated Officer (LADO) is the contact person for Heads or Chair of Governors when there is a concern or allegation that a staff member or volunteer has: Behaved in away that has harmed a child, or may have harmed a child, or possibly committed a criminal offence against or related to a child or behaved towards a child in a way that indicates they are unsuitable to work with children.

The LADO sits within the Children's Quality Assurance and Safeguarding Service. Nefertiti Logan is the named interim LADO for Sutton

Telephone: 020 8770 4532

For general child protection, safeguarding advice or to check if a child has a Child Protection Plan:

The Quality and Performance Unit, Children and Family Service offers child protection advice in relation to practice and policy within Sutton and in respect of the London Child Protection Procedures.

It is also responsible for the reviewing of children subject to Child Protection Plans and children looked after.

Requests for information about these children can be made to the Quality and Performance Unit.

Telephone: 020 8770 4306 and ask to speak with one of the managers.

For Child Protection & Child in Need referrals:

Sutton Social Services, Intake and Assessment Team sit within Children, Young people and Learners. The Children's Access team has become part of Sutton Multi-Agency Safeguarding Hub (MASH) and is based at Sutton Police Station. This is now the social work service that is responsible for receiving and assessing referrals on children. Intake and Assessment Team are also responsible for considering children who may have a number of needs and require support. These children may require a Common Assessment Framework (CAF) and the Intake and Assessment Team can advise about this. Some children may already have an allocated social worker and Intake and Assessment Team will advise on this and who to contact in this event.

Sutton Social Services for advice and referral

Telephone: 020 8649 0418

Emergency Duty Team: A social work service for emergencies only is available out of hours

Telephone: 020 8770 5000

CHEAM PARK FARM CHILD PROTECTION /SAFEGUARDING POLICY

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Introduction

All schools are required to have a Child Protection Policy that guides the procedures and practices of staff when safeguarding children and promoting their welfare. Cheam Park Farm Junior School takes very seriously its duty towards all its pupils who have been entrusted to its care and seeks to provide a school environment where all children are safe, secure, valued, respected, and listened to.

Cheam Park Farm Junior School understands that our work in safeguarding and protecting children must always have regard for the national guidance issued by the Secretary of State and should be in line with local guidance and procedures.

We understand the term safeguarding to mean that we will take all reasonable measures to ensure that the risk of harm to children's welfare is minimised. We also understand that where we have any concerns about a child's welfare we will take all appropriate action to address those concerns by working in full partnership with other agencies.

All staff at Cheam Park Farm Junior School believe that a range of other school policies are central to many aspects of the school's Child Protection Policy, and this document should therefore be read in conjunction with our Policies for:

- ☞ Anti-Bullying
- ☞ Attendance
- ☞ Behaviour Management and Physical Intervention
- ☞ E-safety
- ☞ Health and Safety
- ☞ Safer Recruitment
- ☞ Safe Working Practices for Staff and Volunteers

Our Child Protection policy is written with due regard to the national guidance: **Keeping children safe in education: information for all school and college staff** published by the Department for Education, April 2014 and **The London Child Protection Procedures, 5th Edition, 2014**, published by the London Safeguarding Children's Board as well as **Safeguarding Children and Safer Recruitment in Education** published by the Department for Children Schools and Families in January 2007 and will be reviewed each time any subsequent guidance is issued by the Secretary of State.

Our school procedures for safeguarding children will always be compliant with the London Child Protection Procedures produced by the London Safeguarding Children Board. Those procedures which have been adopted by the Sutton Local Safeguarding Children Board are available from <http://www.londonscb.gov.uk/procedures/>

Our procedures will be followed by all adults, including volunteers, working with or on behalf of the school.

This policy is available to all parents either in hard copy or from our website: webfronter.com/sutton/cheamparkfarmjunior/

CHEAM PARK FARM JUNIOR SCHOOL CHILD PROTECTION AND SAFEGUARDING POLICY STATEMENT

Cheam Park Farm Junior School is committed to Safeguarding and promoting the welfare of all its pupils. The Governors expect all staff and volunteers to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare.

1 CHILD PROTECTION

1.1. All staff must be clear about their own role and that of others in providing a caring and safe environment for all pupils and must know how they should respond to any concerns about an individual child that may arise.

1.2 To this end Cheam Park Farm Junior School will ensure that all staff, whether permanent or temporary, and volunteers know the member of the senior leadership team who has designated overall responsibility for child protection and safeguarding.

1.3 The Designated Lead for Child Protection details can be found on Page 2 of this policy.

1.4 In the absence of the designated lead we will ensure that we have a member of staff who has the knowledge and skills necessary to deputise.

1.5 All staff will receive training during their induction period, and regularly thereafter at a minimum of every 3 years in order that they are equipped with the skills needed to keep children safe.

1.6 Cheam Park Farm Junior School will always follow safe recruitment procedures so that we can be confident that all adults working in our school are safe to do so.

2 KEEPING CHILDREN SAFE

2.1 Child Protection □ Responding to concerns about individual children 2.1.1 All children at Cheam Park Farm Junior School must be able to:

- Place their trust and confidence in any adult working in the school.
- Feel sure that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter which raises child protection concerns.

2.1.2 All staff must:

- Listen to what the child is saying without interruption and without asking leading questions.
- Respect the child's right to privacy but not promise confidentiality
- Reassure the child that h/she has done the right thing in telling.
- Explain to the child that in order to keep him/her safe from harm the information that has been shared with must be passed on.
- Report what has been disclosed to the Designated Person in the school.
- Record, as soon as is practicable, what was said using the child's actual words. Sign and date the record.

2.1.3 The Designated lead for Child Protection will:

- Assess any urgent medical needs of the child.
- Consider whether the child has suffered, or is likely to suffer significant harm.
- Check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan
- Confirm whether any previous concerns have been raised by staff.
- Consider whether the matter should be discussed with the child's parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent's possible actions or reactions.
- Seek advice if unsure that a child protection referral should be made.

2.1.4 The Designated lead will either make a referral to the child's Local Authority Children Services or, if a referral is not considered appropriate at that stage, make

full written records of the information that they have received detailing the reasons for the judgment that the matter was not referred to the local authority.

2.2 Child Protection – Recognition and Response to Abuse

2.2.1 Owing to the nature of the day-to-day relationship children at Cheam Park Farm Junior School have with staff; all adults working in the school are particularly well placed to notice any physical, emotional or behavioural signs that a child may be suffering significant harm.

We understand that harm means the ill-treatment or impairment of a child's health and/or development, including that caused as a result of witnessing the ill-treatment of another person.

2.2.2 All staff must therefore be alert to any possible indicators that a child is suffering harm and report any concerns to the designated lead for Child Protection. All staff at Cheam Park Farm Junior School must recognise that it is a statutory duty to ensure that children are protected from harm. We recognise that there are four definitions of child abuse, including neglect, as defined in Chapter 4 of the London Child Protection Procedures and as précised in this policy, which should be consulted as a reference document for full details of the definitions and recognition & response.

The four categories of child abuse are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse, and
4. Neglect

Physical Abuse May include:

- Hitting, shaking, throwing, poisoning, and burning, scalding, drowning, suffocating or otherwise causing physical harm to a child including the deliberate fabrication or causation of illness in a child.
- May be recognised by: Physical injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury.

It is not appropriate for any member of staff to undress, photograph or body map any child in an attempt to see physical injury. This is the role of child protection and investigating agencies.

Emotional Abuse May Include:

- The persistent emotional ill-treatment of a child as to cause severe and persistent adverse effects on the child's emotional development, mental health, behaviour and self-esteem.
- This may be caused by conveying to children that they are worthless, unloved or unvalued or by developmentally inappropriate expectations being made or by causing children to frequently feel frightened or the exploitation or corruption of children.
- May be recognised by: Developmental delay, attachment issues, aggressive behaviour, appeasing behaviour, watchfulness or stillness, low self esteem, withdrawn or a loner, or having difficulty in forming relationships. Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

Sexual Abuse May Include:

- Involving or forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.
- Such activities may involve sexual acts (penetrative or non-penetrative) or may include involving children in watching or taking part in pornographic material or to encourage children to behave in sexually inappropriate ways.
- May be recognised by: Inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour – contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes – sports/PE etc, pain or itching in genital area, blood on underclothes, bruising in genital region and/or inner thighs etc.

Neglect May include:

- 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 (growth and intellect) such as failing to provide adequate food, shelter (including keeping children safe), clothing, or neglect of or unresponsiveness to a child's basic emotional needs.
- May be recognised by: Being constantly hungry; constantly tired; have a poor state of clothing; be emaciated; have untreated medical problems; be frequently late or have poor non-attendance at school; have low self-esteem; display neurotic behaviour and/or have poor social relationships; have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, or be left with or in the care of adult's under the influence of alcohol or drug misuse.

2.3 Safeguarding – Providing a Safe Environment

2.3.1 All parents and carers of pupils attending Cheam Park Farm Junior School must feel secure in the knowledge that they are entrusting their children to adults who will strive to keep them safe at school. We will do this by:

- Promoting a caring, safe and positive environment within school.
- Ensuring that our staff are appropriately trained in safeguarding and child protection according to their role and responsibilities and keep a record of all training undertaken.
- Encouraging the self-esteem and self-assertiveness of all pupils through the curriculum so that the children themselves become aware of danger and risk and what acceptable behaviour is and what it is not.
- Working in partnership with all other services and agencies involved in the safeguarding of children.
- Displaying the appropriate posters that detail contact numbers for child protection help lines.
- Always following Safer Recruitment procedures when appointing staff or volunteers to work in our school.
- Welcoming visitors in a safe and secure manner.
- Undertaking risk assessments when planning out of school activities or trips.
- Ensuring that any community groups which use our premises for the provision of services to children have child protection knowledge and understanding evidenced by a policy or are prepared to adopt our own policy

2.4 Safeguarding & Child Protection in Specific Circumstances

2.4.1 Attendance: We are aware that a pupil's unexplained absence from school could mean that they are at risk from harm.

- We will always report an unexplained absence of a child with a Child Protection Plan to the child's social worker within one day
- We will always seek to clarify the reason for a child's absence from school with the child's parent or carer as soon as is practicable on the first day
- We will always report a continued absence about which we have not been notified by the parent or carer to the Education Welfare Service
- We will always report to the local authority the name of any child who has been newly registered to attend our school but does not arrive on the expected day

- We will always report to the Education Welfare Service the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date.

2.5 Pupil Behaviour

We will always aim to maintain a safe and calm environment by expecting good behaviour from our pupils in line with our behaviour policy.

We are aware that any physical response from a member of staff to a pupil's poor behaviour could lead to a child protection concern being raised by the child or parent/carer.

- No member of staff will use force when dealing with a pupil's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action
- We will always record any occasion when physical intervention has been necessary
- We will always notify parents or carers of any such incident

2.6. Bullying

We understand that bullying is harmful to children. We have an anti-bullying policy that sets out our aim of ensuring that no child becomes a victim of bullying and the work that we carry out in school to foster an environment where bullying behaviour is known to be unacceptable. We will always take seriously any reports of bullying and respond appropriately. We understand that bullying may take different forms and may include racist or homophobic behaviour. Any such reported or observed incident will be dealt with in accordance with our anti-bullying policy.

2.7. E-Safety

We recognise that children's use of the internet is an important part of their education, but that there are risks of harm associated with its use. We have an e-safety policy that addresses how we minimise those risks in school and teach children how to stay safe when using the internet in their lives out of school.

We also recognise that all members of staff and volunteer staff must always be mindful of the need to follow our policy of acceptable use of our IT equipment.

2.8. Health & Safety

We have a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the children when on the school premises and when undertaking activities out of school under the supervision of our staff.

2.9 Working Together with Parents/Carers

2.9.1. Pupil Information

We recognise the importance of keeping up-to-date and accurate information about pupils. We will regularly ask all parents/carers to provide us with the following information and to notify us of any changes as they occur:

- Names and contact details of persons with whom the child normally lives.
- Names and contact details of all persons with parental responsibility.
- Emergency contact details.
- Details of any persons authorised to collect the child from school (if different from above).
- Any relevant court orders in place including those which affect any person's access to the child (e.g. residence order, contact order, care order, injunctions; etc.)
- Name and contact details of GP.
- Any other factors which may impact on the safety and welfare of the child.

2.9.2. Confidentiality

Information about pupils given to us by the children themselves, their parents or carers, or by other agencies will remain confidential. Staff will be given relevant and information only a "need to know" basis in order to support the child if that is necessary and appropriate.

We are, however, under a duty to share any information which is of a child protection nature. We understand that this is in the best interests of the child and overrides any other duties we have regarding confidentiality and information sharing.

We have a duty to keep any records which relate to child protection work undertaken by us or our partner agencies and to ensure that these are kept apart from the main pupil record, stored securely and only accessible to key members of staff. We also have a duty to send copies of these records to any school to which the pupil transfers.

2.9.3. Referrals to partner agencies

If we have a reason to be concerned about the welfare of a child we will always seek to discuss this with the child's parents or carers in the first instance. On occasion, according to the nature of our concern, it may be necessary for us to make an immediate referral to Children's Services when to do otherwise may put the child at risk of further harm either because of delay, or because of the actions of the parents or carers.

2.9.4. Sharing our Policy

This policy is available to all parents and parents of prospective pupils.

3. ADULTS WORKING WITH CHILDREN

3.1 Safer Recruitment

3.1.1 All staff and volunteers working with children in our school will be recruited safely:

3.1.2. Preparation

We will always consider the vacancy that has arisen within the context of safeguarding children and ensure that we include the responsibility to safeguard children within the requirements of the role.

We always consider carefully the knowledge skills and experience required to safeguard children and include these within a person specification.

3.1.3. Advertising

We will always advertise our vacancies in a manner that is likely to attract a wide range of applicants.

The advertisement will always include a statement about our commitment to safeguarding children and our expectation that all applicants will share that commitment.

The advertisement will state that the post is subject to the regulations of the Disclosure Barring Service (see DBS Policy).

3.1.4. Applications

We will ensure that our application form enables us to gather information about the candidates' suitability to work with children by asking specific and direct questions.

We will scrutinise all completed application forms.

We will not accept CVs

3.1.5. References

We will not accept open references or testimonials.

We will ask for the names of at least two referees.

We will take up references prior to interview and ask specific questions about the candidate's previous employment or experience of working with children.

We will follow up any vague or ambiguous statements.

3.1.6. Interviews

We will always conduct a face to face interview even when there is only one candidate.

Our interview panel will always contain at least one member trained in safer recruitment practice.

Our interview questions will seek to ensure we understand the candidate's values and beliefs that relate to children.

All candidates will be asked to bring original documents which confirm their identity, qualifications, and right to work.

3.1.7. Appointments

Our offer of appointment will be conditional on all requested checks having been returned as satisfactory.

We will refer to the Independent Safeguarding Authority any person whose checks reveal that they have sought work when barred from working with children.

3.1.8. Induction

We will always provide newly appointed staff with appropriate guidance about safe working practice, boundaries and propriety and explain the consequences of not following the guidance.

3.1.9. Continuing Professional Development

We will ensure that all staff receives regular training in Child Protection.

3.1.10. Supervision

We will always supervise staff and act on any concerns that relate to the safeguarding of children.

3.1.11 Allegations

We will always follow the procedure for the management of allegations against staff as outlined in the London Child Protection Procedures, 5th Edition, 2014.

3.1.12. Dismissal

We will always refer to the Independent Safeguarding Authority any member of staff who is dismissed because of misconduct relating to a child.

3.2 Safe Practice

3.2.1 We understand that all adults working in or on behalf of our school have a duty to safeguard children and promote their welfare. We aim to provide a safe and supportive environment for our children through the relationship we have with them and their parents or carers and will always seek to ensure that all adults working in our school behave in a manner that fosters this relationship.

3.2.2. We will ensure that all staff is clear about the expectations we have of their behaviour towards all children and that any incident that falls below our expected standards will be dealt with appropriately.

3.2.3 All adults wear identification when working in school. Staff will be issued identification badges on induction. Visitors to the school will be given visitor passes and asked for proof of identity.

3.2.3. Allegations against staff

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable to that your work with individual children or meetings with parents are conducted in view of other adults.

We will ensure staff are aware of the school's behaviour/discipline policy and the staff code of conduct, with reference to professional boundaries.

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head or the most senior teacher if the Head is not present.

The Head/senior teacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer.

We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so. All staff will therefore be made aware of their duty to raise concerns about the attitude or actions of colleagues.

If an allegation is made to a member of staff concerning the behaviour of the Head the person receiving the allegation will immediately inform the Chair of Governors who will consult the Local Authority Designated Officer.

4. MONITORING AND REVIEWING OUR POLICY AND PRACTICE

4.1. Our Designated lead for Child Protection will continually monitor our child protection and safeguarding practices and bring to the notice of the Head teacher and governors any weaknesses or deficiencies.

4.2. The Governing Body has a duty to remedy any weaknesses that are identified.

4.3. An annual report will be submitted to the Governors which will outline the child protection and safeguarding work we have undertaken during the year. Names of children will not be shared. Included in the report will be details of:

- The names of members of staff with designated child protection responsibilities
- Confirmation that all new staff and volunteers have been recruited safely and that a record of all staff vetting checks is up-to-date and complete.
- The training that has been undertaken by the designated staff
- The training that has been undertaken by all other staff and volunteers
- Details of any incidents when physical restraint of pupils has been used
- Details of information and guidance that has been given to staff
- Details of safeguarding and child protection issues included in the curriculum
- Confirmation that all child protection records are stored securely and where appropriate have been transferred to another school
- Details of safeguarding and child protection information given to parents
- Details of the safety of the school site and the access given to visitors
- Confirmation that all school lettings have been agreed with consideration given to the safeguarding of children
- Numbers of child protection referrals made to Children's Services
- Details of child protection conferences or meetings attended regarding children (names of children are not shared)
- Numbers of children who are, or have been, subject to a Child Protection Plan

4.4. The Governors, Head teacher and Designated Staff will work together on any aspect of Safeguarding and Child Protection that is identified as an area for development over the coming year.

4.5. Our Policy will be reviewed annually with Governors.

Appendix 1: Full List of contacts

Safeguarding/CP Support for Sutton Schools

Name Organisation	Role	Contact details
Jenny Rowley – Education, CYPLD	Principal Lead for PSHE/ Safeguarding <i>Interim support for safeguarding / CP queries</i>	0208 288 5630 0773633 8180 jenny.rowley@sutton.gov.uk
Lynne Rigg – Education, CYPLD	Education Safeguarding Children Training Officer (5hrs a week) <i>Training Officer & updates for DP's, Governors, maintained schools</i>	07736 338755 lynne.rigg@sutton.gov.uk
Mick Bradshaw -	Outdoor Education Adviser	0208 288 5633

Education, CYPLD	<i>Advice and Safeguarding Support for outdoor education and educational visits/residentials</i>	mbradshaw@surrey.gov.uk
Julia Bush	Education Safeguarding Children Adviser Education Lead in the MASH	020 8649 0414 Julia.bush@sutton.gov.uk
Ceris Edwards Educational Psychology, CYPLD	Principal Educational Psychologist <i>Support for Critical Incidents (sudden death)</i>	020 8770 6780 ceris.edwards@sutton.gov.uk
Petra Pankova MASH	Duty Screening Manager MASH (Multi-agency Safeguarding Hub) is the central point of contact for all CP issues and enquiries for all agencies	0208 649 0417
Ann Goldsmith CYPLD	Interim Executive Head Safeguarding Children and Families	0208 770 4007
Lissa Marie Minnis CYPLD	Head of Service Referral, Assessment & Care Planning	0208 770 4326
Naintara Louise Kholisa CYPLD	Head of Service Corporate Parenting	0208 770 4307
Stefan Chapelo CYPLD	Head of Service CP & Safeguarding (MASH, RAS, MAPPA)	0208 770 4306
RAS	Duty manager	0208 770 4944
Nefertiti Logan	Interim LADO	0208 770 4532