



Christ the King Catholic Primary School



Christ be our light and our guide

Our Vision: To provide an outstanding Catholic education with Christ as our light and our guide.

Safeguarding Policy		
Date	Review Date	Coordinator
September 2018	September 2018	M Ryan

This policy applies equally to Foundation Stage, Key Stage 1 and Key Stage 2 and the extended school provisions as taught at Christ the King Catholic Primary School.

For the purpose of this policy, the term 'staff' refers to The Head Teacher, Teachers, Pastoral, Support, Administration, Ancillary and the Caretaker.

Policy Content:-

1. Statement of intent;
2. Related policy areas;
3. Key principles and objectives;
4. Roles and Responsibilities;
5. Training and support;
6. Safer recruitment;
7. Confidentiality and Record keeping;
8. Supporting vulnerable children and young people;
9. Parental involvement;
10. Monitoring, Evaluation and Review.

Appendix: Safeguarding Contacts.

Safeguarding Children / Child Protection Policy

In all cases of actual or suspected abuse the Designated Child Protection Person must be informed and the relevant Local Authority Child Protection Procedures followed – these are online procedures, which are regularly updated. Key staff should upload the relevant website to their desktop for instant access.

Stockton:

<http://www.teescpp.org.uk/>

The Child Protection Officer (the Designated Persons in school for Child Protection) are: Name: Mark Ryan
In his / her absence the Designated Person for Child Protection is: Name: James Conwell
The Local Governing Body Governor for Child Protection is: Name: Gary Wilson
The Designated Person for Looked After Children in the School is: Name: Mark Ryan / James Conwell
The Early Years provision Designated person is: Lisa Kennedy

Signed: Headteacher Date:	Signed: Chair of Governors Date:
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Statement of Intent

Our Lady of Light Academy is committed to providing the highest standard of education for all students based on equality of access and opportunity. The school and Academy subscribes to the 5 outcomes of Every Child Matters and, therefore the aim for every child, whatever their background or their circumstances, to receive the support they require in order to:

- Be healthy.
- Stay safe.
- Enjoy and achieve.
- Make a positive contribution.
- Achieve economic well-being.

Every human being has a value and dignity which we acknowledge as coming directly from God's creation of male and female in his own image and likeness. This implies a duty to value all people and therefore to support them and protect them from harm.

Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Safeguarding and promoting the welfare of children is defined by Working Together to Safeguard Children, March 2015 as:

- Protecting children from maltreatment.
- Preventing impairment of children's health and development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

All staff across the MAT recognises the responsibilities and the duty placed upon it to have arrangements to safeguard and promote the welfare of all students in the Academy.

Related Policy Areas

This policy is part of a coherent approach to safeguarding children and young people in our schools and a number of other policies are either in existence or under development that support its' implementation including:

- Physical Restraint
- Anti-harassment & Bullying
- Health & Safety
- Photography, Video, Internet Usage
- E Safety
- Off-site Educational Visits
- Medication
- Intimate Care
- First Aid
- Whistleblowing
- Complaints
- Sex & Relationships Education
- Drugs Education

Key Principles and Objectives

Our Lady of Light Academy believes that all children and young people:

- Have the right to be protected from harm and / or abuse.
- Have the opportunity to develop fully.
- Have their basic needs met.

Statement of Intent

We recognise that abuse occurs to children of all ages, both sexes, different races and cultures, and occurs in all social classes.

We recognise that because of their day-to-day contact with students, staff are extremely well placed to observe outward signs of abuse.

This policy applies to all staff, members of Local Management Board and other agencies or volunteers working in schools across the MAT.

Framework

Key documents, which inform this policy, are:

- Safeguarding Children and Safer Recruitment in Education - DCSF (2010).
- Working Together to Safeguard Children – Department (DfE) (March 2015).
- Keeping Children Safe in Education – Department of Education (July 2015).
- Framework for the Assessment of Children in Need and their Families – DoH (2000).
- What to do if you are worried a Child is being Abused - DfES (2003).
- The policy and procedures of the Stockton Local Safeguarding Children Boards
- The Education Act 2002, Section 157
- The Childcare Act 2006, Section 43

Objectives

This policy is based around three main objectives:

Prevention

- Providing an environment in which students feel safe, secure, confident, valued and respected, and know how to approach adults if they are in difficulties.
- Raising the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- Training of staff to ensure that they have the knowledge and ability to identify pupils who may be vulnerable to radicalisation.
- Ensuring safe recruitment practice is implemented through effective Disclosing and Barring Service checks of all adults within schools who have access to children.

Protection/Procedures

- Through the establishment of a systematic means of monitoring students, known or thought to be at risk of harm.
- Through the establishment of structured procedures which will be followed by all members of the school community in cases of suspected abuse.
- Through the development of effective working relationships with all other agencies, involved in safeguarding children.
- Taking account of the procedures set out by the Local Safeguarding Children Board

Support

- Ensuring that key concepts of child protection are integrated within the curriculum and that the young people are educated about risks associated with internet use and new technology.
- Ensuring that students are listened to and their concerns taken seriously and acted upon.
- Working with others to support students who may have been abused to access the curriculum and take a full part in school life.

Records

The school recognises that well-kept records are essential to good child protection practice. Child protection records are kept separately from the main school file in a locked, restricted access cabinet.

Roles and Responsibilities

Our Lady of Light takes seriously its statutory responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within school to identify, assess, and support those children who are suffering harm. The Trust also acknowledges its responsibility under section 157 of the Education Act 2002 and The Independent Schools Standards (England) Regulations 2003 to safeguard children. Schools have in place policies and procedures that satisfy and comply with the guidance issued by the Secretary of State (DfES Safeguarding Children & Safer Recruitment, 2010).

We recognises that safeguarding extends to issues such as student health and safety, arrangements to meet the needs of children with medical conditions, providing first aid, Health & Safety, school security, education in drugs and substance misuse, the prevention of bullying, including cyber-bullying and e safety, Child Sexual Exploitation and the identification, prevention and reporting of suspected Female Genital Mutilation and Radicalisation / Extremism.

Responsibilities of the Head Teacher

The Head teacher of each School will:

- Ensure that the safeguarding policies and procedures are fully implemented and followed by all staff.
- Ensure that resources are allocated to enable the Child Protection Officer and other staff as required, to attend strategy discussion, inter-agency meetings, contribute to assessments etc.
- Ensure that appropriate members of staff have received training on the use of the Common Assessment Framework (a standardised early assessment), and that they are able to identify any

additional needs that a student may have so that they may receive appropriate support at an early stage.

- Ensure that appropriate staff participate and liaise in multi-agency safeguarding arrangements and processes
- Ensure that there is an identified senior manager to take on the above responsibilities in the absence of the Head Teacher.
- Be responsible for receiving allegations against staff and volunteers.
- Be responsible for carrying out any actions agreed by the governing body and reporting on outcomes.

Responsibilities of the Child Protection Officer / Safeguarding Manager

The Child Protection Officer is responsible for:

- Referring any child believed to have suffered or to be likely to suffer significant harm to the Children's Social Services duty team without delay.
- Following up any such referral to the Children's Social Services duty team in writing within 48 hours.
- Ensuring that detailed and accurate written records of concerns about a child are kept, even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially, securely and are separate from student records. The file will contain a front sheet listing dates and a brief entry to provide a chronology.
- Ensuring that an indication of further record-keeping is marked on the student records.
- Acting as a focal point for staff concerns and liaising with other agencies and professionals.
- Monitoring individual child protection cases including the number of children on the child protection register.
- Notifying Children's Social Services if there is an unexplained period of absence for any student who is the subject of a Child Protection Plan of more than 2 days.
- Notifying a child's social worker without delay of any new concern or relevant information about a child who is the subject of a Child Protection Plan.
- Where there is uncertainty as to how to proceed in a potential child protection situation, seeking advice from Children's Social Services.
- Developing effective links with relevant agencies and co-operating as required with their enquiries regarding child protection matters.
- Attending case conferences, Strategy meetings, family support meetings, core groups, or other multi-agency planning meetings; and contributing to the Framework for Assessments process.
- Ensuring that all school staff and volunteers are aware of the Child Protection policy and procedures, and know how to recognise and refer any concerns.
- Keeping up to date with current knowledge in order to fulfil the role.
- Attending the training provided specifically for Child Protection Officers at least once every two years.
- Ensuring that all staff receive appropriate training once every two years and on arrival at the School.
- To establish and follow the correct procedures when an allegation is made against a member of staff, volunteer or other agency working in the School.
- Providing support for staff emotional wellbeing.
- Ensure staff are updated regularly on current child protection issues and to provide a forum for the development of good practice.
- Assuming responsibility for ensuring that procedures are carried out in line with this policy.

The Safeguarding Manager will:

- be responsible for developing an in depth understanding of safeguarding and child protection policies
- ensuring that policies and procedures are up to date
- champion child protection and safeguarding issues
- ensuring that staff and members of Local Management Board receive regular safeguarding and child protection training
- Providing the Head Teacher an annual report for the Local Management Board, detailing any changes to the policy and procedures; training undertaken by the designated persons, and by all staff and Governors; and the number of children who have a “Child Protection Plan”.

Responsibilities of the Local Management Board Governor for Child Protection

Each Local Management Board fully recognises its responsibilities with regard to child protection and to safeguarding and promoting the welfare of children and young people.

The nominated governor will:

- Work with staff to monitor the school’s policy and practice regarding child protection, including checking that the single central record for staff is complete and up to date, and checking that all staff have received appropriate training in child protection.
- Champion child protection and safeguarding issues.
- Draft the annual safeguarding report with the Safeguarding Manager.

Responsibilities of the teaching, volunteer and non-teaching staff in the School

The responsibilities of the teaching, volunteer and non-teaching staff are:

- Undertaking appropriate training in relation to safeguarding and promoting the welfare of children at least once every three years.
- Being alert to signs of abuse and reporting concerns immediately to the Child Protection Officer.
- Rigorous recording of all incidents.
- Dealing with all incidents in line with the safeguarding policy.

In all cases relating to child protection the Child Protection Officer will work with other staff who know and work with the child in question, in order to identify the most successful way of dealing with the child protection need. Relevant staff will, depending on the nature of the child protection issue, contribute and / or attend children’s social service reviews and case conferences in relation to named children, although the Child Protection Officer will need to have accurate information and feedback in relation to these meetings. Decisions regarding child protection will ultimately rest with the Child Protection Officer.

Training and support

Each school has a designated Child Protection Officer who has undertaken Level 3 Child Protection training which is regularly updated (at least every 2yrs).

There is a senior member of staff who is ready to act in the Child Protection Officer's absence, who has also received training which is regularly updated.

There is a nominated Local Management Board Governor for child protection.

All members of staff and governors receive Level 1 training (at least every 2yrs) to develop their:

- understanding of signs and indicators of abuse.
- understanding of how to respond to a pupil who discloses abuse.
- understanding of the procedures to be followed in sharing a concern of possible abuse or a disclosure of abuse.

New staff, supply staff and volunteers are advised of the School's safeguarding and child protection arrangements, and contact details of the Child Protection Officer, as part of their induction into the school.

Every member of staff, volunteer and member of a Local Management Board know the name of the Child Protection Officer and their role.

Safer Recruitment

Preventing unsuitable people from working with children and young people is essential to keeping children and young people safe. Rigorous selection and recruitment of staff and volunteers is therefore a key responsibility of the Board of Directors, Local Management Board and Head Teachers. Safe staff recruitment ensures that the following areas are addressed:

- Recruitment advertisements include a child protection statement.
- At interview candidates are asked to account for any gaps in their employment history.
- DBS checks are carried out on all potential employees and where deemed appropriate, volunteers.
- Identity checks and qualification checks are also carried out in accordance with the DCSF guidance Safeguarding Children and Safer Recruitment in Education (2010).
- References are taken up and verified.
- Prohibition of Teaching checks are carried out.
- A central record of checks is maintained in each school and reviewed regularly by the Directors

Extended schools and lettings

Where services or activities are provided separately by another body using school premises, the School will seek written assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

Confidentiality and Record Keeping

Information Sharing

All staff across the Academy recognises that all matters relating to child protection are confidential.

The Child Protection Officer will disclose personal information about a student to other members of staff on a need to know basis only.

All staff must be aware that they cannot promise a student to keep secrets which might compromise the student's safety or well-being, or that of another student. If a student confides in a member of staff and requests that the information is kept secret, the member of staff must tell the student sensitively that s/he has a responsibility to refer cases relating to alleged abuse to the appropriate agencies for the student's sake. Within this context, the student should be assured that the matter will only be discussed with people who need to know about it and that they will treat the matter confidentially.

In cases where abuse is suspected or alleged, teachers and other members of staff must share this concern immediately with the Child Protection Officer.

The School will always undertake to share any intention to refer a child to Children's Social Services with their parents / carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

Monitoring and Record Keeping

It is essential that accurate records be kept where there are concerns about the welfare of a child. These records should then be kept in secure, confidential files, which are separate from the child's education records and have restricted access. It is important to recognise that there is no authorisation or requirement to disclose to parents any written information relating to Child Protection.

Staff must be aware and report issues relating to:

- Poor attendance and punctuality.
- Concerns about appearance, cleanliness and dress.
- Changed or unusual behaviour.
- Concerns about health and emotional well-being.
- Deterioration in educational progress.
- Discussions with parents about concerns relating to their child.
- Concerns about home conditions or situations.
- Concerns about pupil on pupil abuse (including serious bullying).

When there is suspicion of significant harm to a child and a referral is made as much information as possible should be given about the nature of the suspicions, the child and the family. Use of previous records (if available) may prove to be particularly useful in this respect.

Allegations against staff

All staff must take care not to place themselves in an inappropriate position with a student. Where possible, work with individual students should be conducted in the view of other adults.

All staff are referred to the staff code of conduct, with reference to professional boundaries.

If a student makes an allegation against a member of staff, the member of staff receiving the allegation will immediately inform the Head Teacher or the most senior member of staff if the Head Teacher is not present. Allegations will always involve a discussion with the Local Authority Designated Officer.

In all cases where the allegation or suspicion of child abuse involves the designated Child Protection Officer, other members of staff must share the concerns with the Head Teacher who will inform the Local Authority Designated Officer.

In all cases where the allegation or suspicion of child abuse involves the Head Teacher, the Designated Officer / Safeguarding Manager will inform the Chair of Governors and the Local Authority Designated Officer.

The Head Teacher will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the school and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

Supporting Vulnerable Children and Young People

All children and young people require safeguarding but it is recognised that certain groups are particularly vulnerable to harm including:

- Children with Special Educational Needs.
- Children with disabilities.
- Children who substance misuse.
- Young carers.
- Looked After Children/Child Protection Plan.
- Children who witness Domestic Abuse.
- Children of substance misusing parents

All staff recognises that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame. Their school may be the only stable, secure and predictable element of the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn. Some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.

The School will endeavour to support vulnerable students through:

- Delivering curriculum opportunities which may help them to understand personal circumstances and situations.
- Providing a positive ethos through which the student can be supported, feel secure and valued.

- The application of the behaviour and discipline policy, which is aimed at supporting vulnerable students. The School will ensure that the student knows that some behaviour is unacceptable but at the same time they are valued, and are not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the students for example Children's Social Services, Child and Adolescent Mental Health Service, Education Welfare Service and Educational Psychology.
- A commitment to develop productive and supportive relationships with parents whenever it is in a pupil's best interest to do so.
- Vigilantly monitoring children's welfare, keeping records and notifying pastoral staff and/or Children's Social Services **as soon as there is a recurrence of a concern.**

The School will therefore:

- Establish and maintain an ethos, which is understood by all staff, which enables students to feel secure and encourages them to talk knowing that they will be listened to.
- Ensure that all students know there is an adult in the School whom they can approach if they are worried or in difficulty.
- Provide opportunities across the curriculum, which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

Dealing with Disclosures of Abuse

If a child chooses to tell a member of staff about possible abuse there are a number of things that should be done to support the child:

- Stay calm and be available to listen.
- Listen with the utmost care to what the child is saying.
- Question normally without pressurising or asking leading questions.
- **Do not** put words into the child's mouth but note the main points carefully.
- Keep a full record – date, time what the child did, said (using their language)etc.
- Reassure the child and let them know they were right to inform us.
- Inform the child that this information will now have to be passed on.
- **Immediately** inform the Designated Person for Child Protection or when absent the Head Teacher.

Parental Involvement

It is important that all parents/carers understand the responsibilities placed on the School and staff for child protection, and in particular the need to:

- Safeguard and promote the welfare of children.
- Share information and work in partnership with other agencies when there are concerns about a child's welfare.

Each school sets out their obligations for child protection on their web pages. Information will be provided so that students and parents / carers will be made aware of how the child protection system works and with whom they can discuss any concerns. Information will also be made available about local and national telephone help-lines including the relevant local authority Duty Team.

In general the School will seek to discuss any concerns about a student's welfare with the family and, where possible, seek their agreement to making referral to Children's Social Services. **However this will only be done where it will not place a student at increased risk of significant harm.**

Monitoring, Evaluation and Review

The Safeguarding Manager will review this policy on a regular basis and ensure that school practice is in line with this policy by developing and implementing robust quality assurance processes.

Safeguarding Contacts

There are many people who may be able to help, including:

Stockton Borough Council

During office hours:

Tithebarn House
High Newham Road
Stockton-on-Tees
TS19 8RH
Tel: 01642 527764
Email: firstcontact@stockton.gov.uk

Out of hours:

Emergency Duty Team: Tel: 08702 402994

In an emergency contact the Police on:

Tel: 01642 326326

In an emergency:

Dial 999 or 101 and report the incident to the relevant services (police, fire and rescue or ambulance).

The Protection of Vulnerable People Unit 01642 326326.

Further information and guidance can be sought from Tees Local Safeguarding Board
<http://www.teescpp.org.uk>

Or via the Gov.uk website

Diocesan Safeguarding Team

Mr Mick Walker – *Safeguarding Co-ordinator*

Safeguarding Office,

Curial Offices,

50A The Avenue,

Linthorpe,

Middlesbrough

TS5 6QT

Telephone: 01642 850505 ext 237/243

E-mail: safeguarding@dioceseofmiddlesbrough.co.uk

Catholic Safeguarding Advisory Service (CSAS)

Telephone: 0121 237 3740

www.csas.uk.net

NSPCC Telephone: 0808 800 5000

www.nspcc.org.uk

Child Line Telephone: 0800 1111

www.childline.org.uk

Stop it Now Helpline Telephone: 0808 1000 900

www.stopitnow.org.uk

National Domestic Violence Helpline

Telephone: 0808 2000 247

www.womensaid.org.uk

<http://www.cedar.uk.net/>

Family Action Telephone: 020 7254 6251

<http://www.family-action.org.uk>

Headteacher:	M. Ryan	Date:	September 2018
Chair of Governing Body:		Date:	September 2018