



# **Safeguarding Children & Child Protection Policy**

Policy Implemented	June 2015
Date of Review	June 2016
Signed on behalf of the Governing Body	Dr. Christine Tyler

**Revised March 2015**

## Lansbury Bridge Safeguarding Children / Child Protection Policy

### CONTENTS

Section	Subject	Page No
1	Policy Aims	3
2	Introduction	3
3	What is safeguarding?	4
4	Key Principles	5
5	Roles & Responsibilities	6
6	Training	7
7	Dealing with General Concerns	8
8	Dealing with a specific Disclosure of Abuse or Neglect	8
9	Record Keeping	9
10	Professional Confidentiality	10
11	Communicating with Parents/Carers	10
12	Allegations Against Staff	11
13	Child Protection/Child Abuse	11
14	Physical Contact with Pupils' Restraint/Positive Handling	11
15	Abuse of Trust	12
16	Staff Recruitment	12
17	E-Safety, Data Protection & the use of Digital photographic Equipment	12
18	Monitoring Attendance	13
19	Complaints	13
20	Conclusion	13

### APPENDICIES

The following Appendices are on separate pages so that they can be copied for training / reference purposes and made easily available to all school staff, students and volunteers

<i>Appendix A</i>	Safeguarding Flyer
<i>Appendix B</i>	Vulnerable Pupil Groups
<i>Appendix C</i>	Current Legislation & Guidance
<i>Appendix D</i>	Keeping Children Safe In Education 2015 Guidance for Staff
<i>Appendix E</i>	Safe School Safe Staff
<i>Appendix F</i>	What to do if a Child Makes a Disclosure
<i>Appendix G</i>	Concern Sheet
<i>Appendix H</i>	Photographic Permission Letter
<i>Appendix I</i>	Safeguarding Information Leaflet for Parents/Carers

# Lansbury Bridge Safeguarding Children / Child Protection Policy Document

## 1 POLICY AIMS:

- 1.1 To ensure that staff and others are provided with clear direction about safeguarding and expected codes of behaviour in dealing with child protection issue
- 1.2 To make explicit the school's commitment to the development of good practice and sound internal school procedures so that child protection concerns and referrals may be handled sensitively, professionally and in ways which support the needs of the child
- 1.3 To ensure that the school's practice meets local and national guidance

## 2 INTRODUCTION:

- 2.1 Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.
- 2.2 Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment.
- 2.3 The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.'

### 2.4 Key Personnel:

**Head Teacher:** Mrs Jane Grecic

#### **Designated Person**

Jane Grecic                      Head Teacher

#### **Deputy Designated Persons**

Ruth Clarkson                      Assistant Headteacher (Primary Phase)  
Helen Birkinhead                      Assistant Headteacher (Secondary Phase)

**Designated Safeguarding Governor:** Mr Jonathan Battye

### 3 WHAT IS SAFEGUARDING?

- 3.1 Lansbury Bridge School has adopted the definition of safeguarding used in the DFE Statutory Guidance Document 'Keeping Children Safe in Education' April 2015:  
A child includes anyone under the age of 18.

#### **Safeguarding is:**

- ❖ protecting children from maltreatment
- ❖ preventing impairment of children's health or development
- ❖ ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- ❖ taking action to enable all children to have the best outcomes

It extends to the prevention of harm and the promotion of the wellbeing of all children and young people, can cover many aspects of school life and includes a wide range of other policies e.g. Anti-bullying, Behaviour, Intimate Care to name but a few **See Appendix A** - Safeguarding flyer

#### **Child Protection is:**

*'Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child.'*

- 3.2 **There are two key aspects to safeguarding and promoting the welfare of children. They are that arrangements are in place to take all:**

**a Reasonable measures to ensure that risks of harm to children's welfare are minimized**

- ❖ All Lansbury Bridge staff should have a good understanding of safeguarding concerns, including potential abuse and neglect of children and young people, which may come to light in the work place.
- ❖ staff should be alert to the fact that **a safeguarding incident could happen anywhere** and that possible concerns may be raised within this school i.e. 'it could happen here'

**b Appropriate actions to address concerns about the welfare of the child, or children, working to agreed local policies and procedures in full partnership with other local agencies**

- ❖ At whatever level we identify risks we will highlight them and seek to ensure that staff are aware of the appropriate steps to take to safeguard the children concerned.
- ❖ We will always follow St Helens LSCB policy in respect of the actions we take

#### 4. KEY PRINCIPLES:

- 4.1 The child's needs and welfare are paramount. All children have a right to be protected from abuse and neglect and have their welfare safeguarded
- 4.2 Children should be listened to and their views and wishes should inform any assessment and provision for them. Staff should always act in the interests of the child in order to protect them
- 4.3 The school recognises that scrutiny, challenge and supervision are key to safeguarding children
- 4.4 The school is committed to working with other agencies to provide early help for children before they become at risk of harm or require a 'child in need' statutory assessment. 'Early Help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years ' (DfE 2015)
- 4.5 All staff have equal responsibility to report their concerns about a child or the behaviour of any adult **without delay** to the Designated Safeguarding Lead. Whilst the Designated Safeguarding Lead will normally make referrals to Children's Services, **any** staff member can refer their concerns to children's social care directly: **First Response Team 01744 676663**
- 4.6 Everyone has responsibility to escalate their concerns and 'press for reconsideration' if they believe a child's needs remain unmet or if the child is failing to thrive and in need or if the child is at risk of harm. 'Concerns about a child should always lead to help for a child at some point.' (DfE 2014)
- 4.7 The school understands its responsibility to request a statutory assessment lead by a social worker for any child in need, as defined under the Children Act 1989, who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services
- 4.8 Keeping Children Safe in Education (DfE 2015) reminds us that all staff should maintain an attitude of "it could happen here" where safeguarding is concerned
- 4.9 The school will work in partnership with other agencies to promote the welfare of children and protect them from harm, including the need to share information about a child in order to safeguard them. 'Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.' Working Together to Safeguard Children (DfE 2013)
- 4.10 The school will work with other agencies to ensure any actions that are part of a multi-

agency coordinated plan are completed in a timely way.

- 4.11 The school will follow the Local Authority and St Helens Children's Safeguarding Board's procedures and provide them with information as required. ([www.sthelenslscb.org](http://www.sthelenslscb.org))
- 4.12 Staff, children and families will need support following child protection processes being followed.
- 4.13 Children have a right to learn ways to keep themselves safe from harm and exploitation
- 4.14 Some pupil groups are potentially more vulnerable than others – **See Appendix B**
- 4.15 Schools and Colleges must have regard to all the current relevant Legislation & Guidance – **See Appendix C**

## **5 ROLES AND RESPONSIBILITIES:**

### **5.1 The Designated Person:**

- ❖ The Designated Teachers for Child Protection will be released from school to attend specialised child protection training, which will be up-dated at least every two years.
- ❖ It is the Senior Designated Teacher for Child Protection's responsibility to ensure that **all** staff, teaching, support, ancillary, paid and volunteers know who is the Co-ordinator and that they **all** receive, on a regular basis, information which enables them to identify child protection matters and respond appropriately.

### **5.2 The Governing Body:**

- ❖ The governing body at Lansbury Bridge has a duty to ensure that the school has effective policies in place and that the school complies with them. The Community Committee of the governing body which has the remit for safeguarding will review policy and procedures on an annual basis.
- ❖ The governing body does not have a role in dealing with individual cases or the right to know details of specific cases, except in a disciplinary role in respect of allegations against a member of staff.
- ❖ Safer Recruitment – at least one governor on any recruitment and selection panel must have had training in *Safer Recruiting* and has the responsibility for ensuring that safer recruitment and selection procedures are carried out fully. Details of policy and procedures are covered within the Safer Recruitment Policy.

### **5.3 The Designated Governor for Safeguarding/Child Protection:**

- ❖ Will liaise with the Head teacher/senior teacher, to ensure that the school has a child protection and other safeguarding policies and procedures in place.
- ❖ Will ensure that an annual item is placed on the Governor's agenda to report on changes to child protection policy/procedures, training undertaken by the senior designated teacher and other staff, the number of incidents/cases (without details of names) and the place of child protection issues in the school curriculum.
- ❖ Will liaise (with due regard for issues of confidentiality) with the Head teacher/senior designated teacher regarding allegations of child abuse.
- ❖ Will oversee the procedures relating to liaison with the Education Department, Social Services Department and the police in relation to any allegations of child abuse made against the Head teacher, including attendance at strategy group meetings.

## 6 TRAINING:

- 6.1 Our school ensures that the Head teacher, other senior designated people and the governing body attend training relevant to their role. This includes training in procedures to follow, signs to note and appropriate record keeping. All designated senior staff will undergo Local Authority training bi annually.
- 6.2 All staff, whether paid or unpaid have access to regular appropriate in house / online training in order that they are able to react appropriately if an incident should occur. Refresher online training is available for all staff.
- 6.3 **All staff need to be aware of and understand:**
- that 'it can happen here' and that however rarely, the abuse of children may involve their colleagues
  - Types of abuse and neglect – **See Appendix D – Keeping Children Safe In Education**
  - Their role and responsibilities in safeguarding and promoting the welfare of children
  - That people who abuse children may tell lies or not disclose information
  - It is important to share information so that gaps and inconsistencies may be exposed
  - That appropriate action will be taken where there is any cause for concern regarding the behaviour of any adult in a position of trust
  - How to work in a safe manner to safeguard both themselves and pupils – **See Appendix E**
  - All staff may raise concerns directly with Children's Social Care services
- 6.4 The school has comprehensive induction procedures in place for anyone coming new to the school or undergoing a significant change to their role. It covers:
- Keeping children safe
  - Recognising signs and symptoms of abuse
  - Reporting concerns
  - Whistleblowing
  - School procedures if an allegation is made

## **7 DEALING WITH GENERAL CONCERNS:**

- 7.1 If at any time a member of staff has a general concern about a child they have a duty to share that concern with the Designated Person (or Deputy Designated Person if necessary) and should do so by completing a Safety & Welfare concern sheet so that all follow up actions can be tracked **See Appendix G**
- 7.2 The designated person has a duty to consider and take the appropriate action in line with the St Helens Safeguarding Children Procedures. However, it is important to remember that as all staff have a duty to protect the children in their care, they have a right to take action even if the Designated Person does not consider it appropriate
- 7.3 If the school has general concerns about a child's welfare the Designated person, Head Teacher / Deputy /Assistant Heads will contact the parents/carers at an early stage in an attempt to work together to remedy the situation. If concerns persist over a period of time, the Designated Persons /Head Teacher may consult with Social Care staff to discuss a way forward.
- 7.4 The designated person will also determine whether to make a referral to children's social care. Where it is considered that a child or family would benefit from co-ordinated support from more than one agency, and then a Child Action Meeting would be called and an interagency assessment undertaken using the Common Assessment Framework (CAF). This assessment should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. This early help assessment (CAF) should be undertaken by a lead professional who may be a teacher, GP, Family Support worker or School outreach worker

## **8 DEALING WITH A SPECIFIC DISCLOSURE OF ABUSE OR NEGLECT:**

- 8.1 If another adult such as a relative or neighbour voices concerns or reports suspected abuse of a child to you, take their name, date and write down their comments or refer them to the designated Child Protection person, who will follow the procedures laid out in the St Helens Framework for action.
- 8.2 There are occasions when a child shares information that raises a concern beyond a general 'welfare' concern. This should be treated with the utmost sensitivity **Appendix F** provides information for staff on how to deal with a situation where a child makes a disclosure.
- 8.3 It is understandable that this can be a very distressing situation for any adult to be in. Ensuring that everyone is familiar with the guidance and has had the opportunity to discuss the process is critical. It is really important that disclosures are managed carefully
- 8.4 This could be related to any of the categories of abuse – **See Appendix D**
- 8.5 In these circumstances Social Care staff may decide to begin a child protection investigation in which case their procedures will apply. In either case parents will be informed of what has happened at the earliest opportunity consistent with the child's best interests.

- 8.6 It is important to remember that a referral or consultation with Social Care staff is an expression of concern about a child's welfare. It is not an accusation or a presumption or responsibility about a parent/carer.
- 8.7 To avoid any misunderstandings parents of children who sustain accidental injuries which result in cuts, bruises or fractures are encouraged to inform school early as possible on the next working day. This information is provided in the school prospectus

**IF AT ANY POINT THERE IS A RISK OF IMMEDIATE SERIOUS HARM TO A CHILD A REFERRAL SHOULD BE MADE TO CHILDREN'S SOCIAL CARE IMMEDIATELY.**

***Anybody can make a referral:***

<b>Margaret Gribbin</b>	<b>01744 671271</b>
<b>Designated Officer Damien Fitzimmons Safeguarding Children Unit Manager</b>	<b>01744 671249</b>
<b>Contact Centre</b>	<b>01744 676600</b>
<b>First Response Team</b>	<b>01744 676663</b>

## **9 RECORD KEEPING:**

### **9.1 Recording concerns about the welfare or behaviour of a pupil:**

Any member of staff with a concern should log it on a concern sheet and immediately inform the designated person / head or member of the SLT **See Appendix G**

### **9.2 When it becomes apparent that there are child protection concerns:**

- Lansbury Bridge School will maintain confidential child protection records as necessary. Such files are **NOT** subject to the requirements of Data Protection legislation and are **NOT** open for inspection other than by relevant school staff
- All records must: be factual, and never confuse fact with opinion. Be signed and always include dates and times.
- The records will be kept by the Designated person and will be locked separately from a pupil's academic and other school files
- If a pupil moves to another school any child protection information will only be passed on to a named person at the new school, who will be informed in advance that such a file is on its way

- Where possible the Designated Person will contact a named person at the other school and take the files to them ensuring time to discuss the child face to face. However if this is not possible a covering summary will be enclosed with the file.

## 10 PROFESSIONAL CONFIDENTIALITY

- 10.1 The only purpose of confidentiality in this respect is to benefit the child. At Lansbury Bridge all staff should be familiar with the school policy on the access to, and use of pupil information, and be aware of the confidential nature of personal information and should maintain that confidentiality at all times. If abuse is suspected then information should only be given to the Headteacher or the member of the Leadership Team in charge of the child's MDM (Multi-Disciplinary Meeting)
- 10.2 Other members of staff only need to know enough to prepare them to act with sensitivity. The pupil should be aware of who knows, at all stages of procedures. Files containing information will be kept in a locked cabinet with controlled access. Electronic versions of files containing sensitive information are stored in a secure area within the schools network. Access is restricted to the headteacher and members of the leadership team
- 10.3 Dealing with child protection issues can be extremely challenging for staff, both on a personal and professional level. Staff may feel they need additional support for themselves. Because of the need for confidentiality this support should come from other members of the team. **Sandra Morris (governor)** is a trained counsellor and Lay Minister. She is also available to support staff in a highly confidential manner should the need arise and can be contacted via school.
- 10.4 Staff often feel that they are given inadequate information from social services or other agencies involved. This is often true of practical plans and arrangements for the child, but these agencies must respect the confidentiality of information they possess about families, where it does not directly affect a child's safety

## 11 COMMUNICATING WITH PARENTS/CARERS:

- 11.1 We, at Lansbury Bridge believe that the best outcomes for children are achieved generally when professionals can work effectively in partnership with parents/carers. This belief holds equally in relation to child protection and other concerns about children's safety or welfare
- 11.2 We also believe in open and honest communication and staff will always share with parents/carers any information or concerns that they have about their children at the earliest opportunity. The only exception to this would be where it was felt that such communication might compromise the child's safety
- 11.3 To avoid any misunderstandings parents of children who sustain accidental injuries which result in cuts/bruises/fractures should inform school as early as possible on the next working day

- 11.4 The school also has a statutory responsibility to share any concerns it might have about a child in need of protection with other agencies and in particular police, health and children's services. Schools are not able to investigate concerns but have a legal duty to refer them. In most instances the school will be able to inform the parents/carer of its need to make a referral. However, sometimes the school is advised by children's services or police that the parent/carer cannot be informed whilst they investigate the matter. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. The school follows legislation that aims to act in the interests of the child.
- 11.5 If a child is felt to be in need of protection and becomes the subject of a child protection plan, parents/carers should regard the school as a source of help and support.

## **12 ALLEGATIONS AGAINST STAFF:**

- 12.1 Regrettably, sometimes allegations of abuse may involve a member of school staff. On receipt of such an allegation **the Head Teacher** will contact the Local Authority's senior designated person, currently the Designated Officer (DO) report the matter to them and seek advice on the way forward. If the DO is unavailable a senior member of the Child Protection Unit will be contacted
- 12.2 If the allegation concerns the Head Teacher / Designated person, the member of staff receiving the allegation **MUST** speak immediately to the DO or, if unavailable, a senior member of the Child Protection Unit. Additionally, the Chair of Governors must be notified.

**Designated Officer : Margaret Gribbin Tel: 01744 671271**

## **13 CHILD/CHILD ABUSE:**

- 13.1 In the event of physical or emotional abuse of one child by another the matter will be taken seriously and dealt with through the school's anti-bullying policy
- 13.2 If it emerges that a sibling, who may not be a pupil, is bullying a child then school, in the first instance, will inform the children's parents of its concerns. If the problem persists and the pupil continues to be the victim of abuse then school will refer its concerns to Social Care staff
- 13.3 In all matters of suspected sexual abuse, either victimization or perpetration, school will refer its concerns to Social Care staff immediately

## **14 PHYSICAL CONTACT WITH PUPILS / RESTRAINT / POSITIVE HANDLING:**

- 14.1 It is not realistic to suggest that our staff should never touch pupils. Under section 550A of the Education Act 1996 teachers and other staff in schools have the right to use reasonable force to control or restrain pupils in certain circumstances
- 14.2 All classroom staff and members of the leadership team are trained to use Team Teach positive handling strategies. Staff should ensure that any physical contact with pupils is both

appropriate and proportionate to the circumstances. All use of physical intervention must be fully recorded on an Appendix 7 form available from the office

- 14.3 Staff must be mindful of their own vulnerability when dealing with pupils, particularly in a one to one situation, without letting undue anxiety get in the way of their normal practice
- 14.4 Any child who requires moving, handling, intimate care or physical intervention on a regular basis will have a written plan shared and agreed with parents/ carers. All escorting and guidance is covered by school policy on Behaviour and Physical Intervention.

## **15 ABUSE OF TRUST:**

- 15.1 All education staff need to know that inappropriate behaviour with or towards children is unacceptable. In particular, under the Sexual Offences Act 2003 it is an offence for a person e.g. teacher, youth worker to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual
- 15.2 This applies where the child is in full-time education and the person works in the same establishment as the child, even if he/she does not teach the child

## **16 STAFF RECRUITMENT:**

- 16.1 Staff recruitment practices reflect the changes inherent in “Keeping Children Safe in Education 2015 ‘this means that Lansbury Bridge will ensure that all persons, including volunteers, who come into direct contact with children, will have undergone a rigorous checking process. That process will:
- 16.2 Scrutinise applicants, verifying their identity and any academic or vocational qualifications, obtain professional and character references, check previous employment history and will ensure that a candidate has the health and physical capacity for the job
- 16.3 Ensure that a face to face interview will always be conducted
- 16.4 Ensure that mandatory checks of the Protection of Children Act (PoCA) list, Disbarring by Association checks, prohibition checks and DfES List 99 as well as an enhanced DSB Check will be undertaken

## **17 E-SAFETY, DATA PROTECTION AND THE USE OF DIGITAL PHOTOGRAPHIC EQUIPMENT**

- 17.1 The school’s E-safety/ Acceptable User policy clearly outlines the way in which the school uses technology and the measures in place to ensure safe and responsible use. This includes a clear code of conduct for using new technologies which all stakeholders are asked to adhere to. Alongside this the school’s data security policy and the policy related to the use of digital photographic equipment by staff, students and parents/carers identifies strategies to minimise risk. Schools should consider, in particular, Looked After Children (Children in Care) who might be put at risk by being included in publicity materials or school photographs. For photographic permission form **See Appendix H**

## **18 MONITORING ATTENDANCE**

- 18.1 A child missing from an education setting is a potential indicator of abuse or neglect. Local Authority guidance procedures will be followed for dealing with a child who is missing from education, particularly on repeated occasions. It is important to monitor the welfare of those children with attendance concerns, particularly those with chronic poor attendance or persistent absentees
- 18.2 Similarly the attendance of children who are vulnerable or with known welfare and safeguarding concerns such as children who have a CP Plan, a Child In Need, are CLA and/or SEN should be monitored on a weekly basis. Social care should be informed immediately when there are unexplained absences or attendance concerns. It is important that the school's attendance team, including the EWO, school nurse and Safer Schools Officer, are aware of any safeguarding concerns.
- 18.3 It is critical that when a child is not attending school their welfare is confirmed and best practice would be for an appropriate professional to visit the home and speak to the child away from their parents/carers, particularly if there are any safeguarding concerns.

## **19 COMPLAINTS**

- 19.1 Complaints about safeguarding should follow the school's complaints policy. The school and Local Authority also have whistle blowing procedures.

## **19 CONCLUSION**

- 20.1 The aim of these procedures is to ensure that all the children on the roll of Lansbury Bridge are safe and free from harm. If they are considered to be at risk of or to have suffered abuse or neglect the school will take the steps described to minimise the risk or protect them from further harm.
- 20.2 In order to monitor the effective safeguarding of the pupils of the school, the Governing Body will require the Head teacher to submit a termly report on child protection issues within the school and the category / numbers of meetings attended. This report will **not** reveal details of any individual children or families.
- 20.3 In all its work to safeguard children, the school will need to work in partnership **with** other agencies and with parents/carers
- 20.4 The adequacy of these procedures will be reviewed and the procedures formally adopted Annually by the Governing Body.

**Further information can be found:**     [www.NSPCC.org.uk/](http://www.NSPCC.org.uk/)

[www.sthelenslscb.org.uk](http://www.sthelenslscb.org.uk)