



## **Safeguarding / Child Protection Policy**

### **Policy statement on equality and diversity**

The School will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of disability, gender, race, age, religion or belief, and sexual orientation.

Equality and diversity are integral to the School's priorities and objectives. We will support inter-faith and inter-cultural understanding and engage all students in playing a full and active role in wider engagement with society.

AGREED : September 2015  
The Mosslands School GOVERNING BODY

Policy to be reviewed: September 2016

## **1. Introduction**

The Mosslands School is committed to Safeguarding and Promoting the Welfare of all of its students. The Chair of Governors and staff of each School fully recognise the contribution it makes to safeguarding children. The School recognises that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff, governors and trustees believe that our academies should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.

This policy should be read in conjunction with Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges, 2014 and any supplementary guidance in addition to Working Together to Safeguard Children, 2013.

The aims of this policy are:

- ☐ To support a child's development in ways that will foster security, confidence and independence.
- ☐ To raise the awareness of both teaching and support staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- ☐ To provide a systematic means of monitoring children known or thought to be at risk of harm.
- ☐ To emphasise the need for good levels of communication between all members of staff.
- ☐ To develop a structured procedure within the School which will be followed by all members of our academies' communities in cases of suspected abuse.
- ☐ To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
- ☐ To ensure that all adults who have access to children have been checked as to their suitability.

## **2. Commitment**

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse. We also recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way and whilst at the School, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all of our students.

Safeguarding relates to:

- ☐ Staff Conduct
- ☐ Curriculum
- ☐ Managing allegations against staff
- ☐ Attendance
- ☐ Safe recruitment and selection
- ☐ Whistle blowing

- ❑ Health and safety
- ❑ Behaviour management
- ❑ Managing building design
- ❑ Child Protection
- ❑ Educational visits
- ❑ E-Safety
- ❑ Anti-Bullying

*Note: This list is not exhaustive.*

We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children make good educational progress.

Child abuse can take a variety of forms:

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

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

**Sexual abuse involves:** forcing or enticing a child into sexual activities whether or not the child is aware of what is happening. This includes non contact situations such as viewing child abuse images.

**Emotional abuse involves:** persistent emotional ill treatment of children, such as frightening them, or putting them in situations of danger. It is also an abuse to convey to children the feeling they are worthless or unloved.

**Neglect:** and acts of omission are also a form of abuse. This could involve failure to provide an adequate level of care (e.g. food, warmth and failure to access medical care or services).

**Child Sexual Exploitation (CSE):** Child sexual exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.

**Female Genital Mutilation (FGM):** professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

### 3. Procedures

The School's procedures for safeguarding children will be in line with the London Child Protection Procedures (endorsed by the Local Safeguarding Children's Board-LSCB)

We will ensure that:

- ❑ Each School will have a designated member of staff with responsibility for Safeguarding and Child Protection on the Senior Leadership Team who is the “Designated Safeguarding Lead” or “DSL”. The DSL will work in line with Working together to Safeguard Children, 2013. The DSL will undertake appropriate training every two years.
- ❑ The Headteacher and all staff members should undergo child protection training which is updated regularly in line with Local Safeguarding Children Board (LSCB) requirements.
- ❑ Each School will also have a member of staff who will act as the Child Protection Officer (or “CPO”) on a daily basis: he/she will also undertake appropriate training.
- ❑ All members of staff develop their understanding of the signs and indicators of abuse and have training at least every three years.
- ❑ All members of staff know how to respond to a child/young person who discloses abuse.
- ❑ All parents/carers are made aware of the responsibilities of staff members with regards to child protection procedures and the policy is made available to them.
- ❑ **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.**

All new members of staff will be given a copy of the Schools Child Protection and Safeguarding Procedures as part of their induction into the School.

#### **4. Safe Practice**

The School will comply with the current Safe Practice guidance.

Safe working practice ensures that students are safe and that all staff:

- ❑ Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- ❑ Work in an open and transparent way;
- ❑ Work with other colleagues where possible in situations open to question
- ❑ Discuss and/or take advice from School’s management over any incident which may give rise to concern;
- ❑ Record any incidents or decisions made;
- ❑ Apply the same professional standards regardless of gender or sexuality;
- ❑ Be aware of confidentiality practice
- ❑ Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

#### **5. Responsibilities**

The DSP and the CPO are responsible for:

- ❑ Adhering to LA and School's procedures with regard to referring a child if there are concerns about possible abuse.
- ❑ Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- ❑ Ensuring that all such records are kept confidentially and securely and are separate from student records.
- ❑ Ensuring that any student currently on the child protection register who is absent without explanation is referred to *Children's Social Care*.

#### Taking Action to Ensure that Children are Safe at School and at Home

The School will ensure that:

- ❑ Each School has the School's Child Protection and Safeguarding Policy in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- ❑ Each School operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken the Local Authority's or equivalent Safer Recruitment Training.
- ❑ Each School has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- ❑ A senior member of the School's leadership team is designated as the Nominated Person for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies.
- ❑ The School reviews annually the workload for the Nominated Person Child Protection by requesting a report detailing related child protection work undertaken.
- ❑ Staff including the Headteacher undertake appropriate child protection training which is updated annually
- ❑ They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- ❑ A Chair of Governors / member of SLT Team is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Headteacher.

- ❑ Where services or activities are provided on the School premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the School on these matters where appropriate.
- ❑ They review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.

The Governing Body will also support:

- ❑ The monitoring and evaluation of the child protection training that staff receive.
- ❑ School reviews relating to all aspects of safeguarding children/working practices and any further developments that are required.

The Headteacher will ensure that:

- ❑ The Governing Body receives yearly awareness raising in respect of their roles and responsibilities in regard to Child Protection/Safeguarding.
- ❑ The Governing Body adopts appropriate policies and procedures to safeguard children in the School..
- ❑ Policies and procedures are implemented by staff.
- ❑ Parents/carers are made aware each autumn term of the safeguarding policies that are in place and who is the Nominated Person for Child Protection.
- ❑ Sufficient resources and time are allocated to carry out Safeguarding Children/Child Protection effectively.
- ❑ There is a Nominated Person Child Protection for the School who has received appropriate training for this important role.
- ❑ All staff and adults working in the School understand their safeguarding children responsibilities and are able to voice their concern if they feel a child is vulnerable or at risk.
- ❑ Staff are aware of the „whistle blowing“ protocol and understand they must voice their concern of any individual working practices that are deemed unsafe and unprofessional.
- ❑ The School develops effective working partnerships with relevant agencies and cooperates as required in regard to safeguarding children matters, including attendance at child protection conferences and other related meetings.
- ❑ The School provides appropriate reports for child protection meetings.
- ❑ All information and records are kept confidentially and securely.
- ❑ Recruitment and vetting procedures are followed in all appointments of staff including those working in the School's in a voluntary/unpaid capacity.
- ❑ Site security is in place with all visitors required to identify themselves, then sign in and sign out when leaving the School.

## **Role of the designated safeguarding lead**

Governing bodies and proprietors should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

The broad areas of responsibility for the designated safeguarding lead are:

### **Managing referrals**

- ❑ Refer all cases of suspected abuse to the local authority children's social care and:
- ❑ The local authority designated officer (LADO) for child protection concerns (all cases which concern a staff member);
- ❑ Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- ❑ Police (cases where a crime may have been committed).
- ❑ Liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- ❑ Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

### **Training**

- ❑ The designated safeguarding lead should receive appropriate training carried out every two years in order to:
- ❑ Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- ❑ Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- ❑ Ensure each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff
- ❑ Be alert to the specific needs of children in need,<sup>49</sup> those with special educational needs and young carers
- ❑ Be able to keep detailed, accurate, secure written records of concerns and referrals
- ❑ Obtain access to resources and attend any relevant or refresher training courses

- ❑ Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them

### **Raising Awareness**

- ❑ The designated safeguarding lead should ensure the school or college's policies are known and used appropriately:
- ❑ Ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- ❑ Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this
- ❑ Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- ❑ Where children leave the school or college ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file

## **6. Safeguarding Information for Students**

All students in our School are aware of a number of staff who they can talk to. The School is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have a senior member of staff with responsibility for child protection and know who this is. We inform students of whom they might talk to, both in and out of the School, their right to be listened to and heard and what steps can be taken to protect them from harm. There are lessons taught to students that are designed to help keep students safe.

Our School will ensure that students are made aware that information can be found on the school website and via the SLT Lead (Mrs S Coates). The School's arrangements for consulting with and listening to students are through the Student Council. We make students aware of these arrangements through our pastoral system.

## **7. Supporting Children**

The School will recognise that a child who is abused or witnessed violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.

The School recognises that it may provide the only stability in the lives of children who have been abused or who are at risk of harm.

The School accepts that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal, to aggressive or withdrawn.

The School will support all students by:



- ❑ Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
- ❑ Promoting a caring, safe and positive environment within the School.
- ❑ Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- ❑ Notifying Children's Social Care as soon as there is a significant concern.
- ❑ Providing continuing support to a student about whom there have been concerns who leaves the School by ensuring that appropriate information is forwarded under confidential cover to the student's new school (as soon as possible).

## **8. Confidentiality**

The School recognises that all matters relating to Safeguarding and Child Protection are confidential.

The Child DSP / CPO will disclose any information about a student to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

## **9. Supporting Staff**

The School recognises that staff working in the School who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

The School will support such staff by providing an opportunity to talk through their anxieties with the Child Protection Officer and to seek further support as appropriate.

## **10. Allegations Against Staff**

It is possible that a student 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 Headteacher.

The Principal, on all such occasions, will discuss the content of all allegations with the Local Authority Designated Officer (LADO) in the Safeguarding and Service Standards Unit.

If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Local Authority Designated Officer (LADO) in the Safeguarding and Service Standards Unit.

The School will follow the School's procedures for Allegations of Abuse against Staff, a copy of which will be readily available in the School. The copy is on the school computer and contained within the Human Resources Department.

## **11. Partnership with Parents**

The School shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. Parents are made aware of who to contact if they have concerns regarding the Safeguarding of their or any other child.

We are committed to working with parents positively, openly and honestly. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

We will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with the Nominated Person for Child Protection. Parents are made aware of our policy via the School prospectus and newsletters. Parents are also made aware that they can view this policy on request.

## **12. Partnerships with Others**

The School recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Local Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## **13. Whistleblowing**

The School recognises that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. There is a separate Whistle Blowing Policy for this purpose.

## **14. Physical Intervention**

Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **15. Prevention**

The School recognises that it plays a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The School community will therefore:

- ☐ Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

- ❑ Ensure that all children know where there is an adult in the School whom they can approach if they are worried or in difficulty.
- ❑ Include in the curriculum opportunities for PSHE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

#### **16. Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout each School.