

Child Protection Policy

(see also PHSE/ SRE, Health, Safety and Welfare Policy, E-safety policy)

Queensbridge Primary School is a culturally rich and diverse community where all voices are heard. We are all valued. We encourage a healthy attitude towards life and learning.

Keeping Children Safe in Education July 2015 statutory guidance for schools and colleges

Main Document: **Keeping Children Safe in Education July 2015** statutory guidance for schools and colleges

1 Introduction

Abuse takes a variety of forms:

- Physical abuse involves the hitting, shaking or other treatment of a child that can cause actual bodily harm.
- Sexual abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware about what is happening. This includes non-contact situations, such as showing children pornography.
- Verbal (being told they are stupid constantly affects self esteem)/ Emotional abuse is the persistent emotional ill-treatment of children, such as frightening them, or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless or unloved.
- Children are abused also if they are neglected. This could involve failure to provide proper food and warmth, but it might also be failure to see to the emotional well-being of the child.

- 1.2** The health, safety and well-being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.
- 1.3** In our school we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.
- 1.4** We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children make good educational progress.
- 1.5** Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children, and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.
- 1.6** This policy is based on **Keeping Children Safe in Education July 2015**
- 1.7** **Potential children missing from Education:** Children who are absent from school have a call on the first morning if we have not heard anything from our pastoral support team. We would not leave it until 10 days before contacting HLT. We would initiate finding out where they are before this time. We would make a home visit and report to our attendance officer. We monitor all unauthorised absences.
- 1.8** All staff have had **PREVENT** training and updates -all certificates are held on a central file so that all staff complete the Prevent course. It is aimed at enhancing awareness with regard to anti-terrorism (January 2016). http://course.ncalt.com/Channel_General_Awareness/01/index.html
Every PDS covers safeguarding updates re **Keeping Children Safe in Education July 2015** statutory guidance for schools and colleges. Regular updates are also made for FGM. Governors were trained in 2015- FGM/ DV and Prevent. Named Governor: **Dipti Morjaria**

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2 Aims

Queensbridge Primary School is committed to providing a safe and secure environment for children, staff and visitors and to promoting a climate where children and adults will feel confident about sharing any concerns, which they may have about their own safety, or the well being of others

2.1 The purpose of this policy is to ensure that all our staff are clear about the actions necessary with regard to a child protection issue. Our aims are for people to take responsibility and act immediately for child protection issues:

- to raise the awareness of all staff, and to identify responsibility for reporting possible cases of abuse;
- to ensure effective communication between all staff on child protection issues;
- to set down the correct procedures for those who encounter an issue of child protection.

3 Procedures

All adults working in this school (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Senior Teacher with responsibility for child protection.

The designated senior teacher is Sarah Bailey Head Teacher

The deputy designated person is Tracy Cullen (SMT/ Business Manager)/ Lydia Stober AHT/ Nick Mallender DH

The designated teachers are the focal point for school staff who have concerns about an individual child's safety and the first point of contact for external agencies who are pursuing CP investigations. The Designated teacher also coordinates the school's representation at CP conferences and the submission of written reports for conferences. The HT must always be informed. When an individual concern/incident is brought to the notice of the Designated Teacher, they will be responsible for deciding upon whether or not this should be reported to the Social Services Department. Where there is any doubt as to the seriousness of this concern or disagreement between the Designated Teacher and the member of staff reporting the concern, advice will be sought from the Head teacher and/or the TLT's CP coordinator (the Education Welfare Officer). In the EWO's absence contact will be made with the Deputy EWO.

In circumstances where a child has a suspicious injury, which requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency medical assistance. If the pupil is thought to be at immediate risk (because of parental violence or intoxication, for example) urgent Police intervention will be requested. Particular vigilance will be exercised in respect of pupils who are included on the Child Protection Register and any incidents or concerns involving these children will be reported immediately to Social Services (and confirmed in writing).

Where it is suspected that a child might be at risk of significant harm, nothing will be said to the child's parent/carer without the approval of the Designated Teacher.

In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the school, parents will be notified of this as soon as possible.

As well as informing the CP officer we record the incident in writing, date, sign and file in the child's profile including any photocopies of work (written, art, etc) that the child has produced that has raised alarm bells. We inform the next teacher of any issues from the previous year or alert them to child profiles they should read in order to have a better knowledge of a certain children's history.

3.1 There is always a named person in our school who is the Child Protection Coordinator. This is normally the head teacher, but s/he may delegate this responsibility in some circumstances. The coordinator is guided by two principles:

- In accordance with the Children Act, the welfare of the child is always paramount.

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- Confidentiality should be respected as far as possible.

A key role of the Co-ordinator is to be fully conversant with the procedures of the Area Child Protection Committee (ACPC) and to ensure that the school takes action to support any child who may be at risk. The coordinator must also make sure that all staff, both teaching and non-teaching, are aware of their responsibilities in relation to child protection.

- 3.2** If teachers suspect that a child in their class may be a victim of abuse, they should not try to investigate, but should immediately inform the named person (see 3.1) about their concerns. Abuse can be of a physical, sexual or emotional nature. It can also be the result of neglect. Staff must not keep to themselves any information about abuse which a child gives them; they are required by law to pass this information on.
- 3.3** Any action that the named person takes when dealing with an issue of child protection must be in accordance with the procedures outlined in the LEA Child Protection guidelines.
- 3.4** The school's named coordinator works closely with the Social Services department and the Area Child Protection Committee (ACPC) when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but remembering that the interest of the child is of paramount importance.
- 3.5** If a child alleges abuse, the school usually makes a referral without communicating with parents first. In some circumstances we inform parents first.
- 3.6** If a child protection referral is made, a case conference is held within eight working days of the decision. The case conference offers the opportunity to share information and formulate a plan of action. Staff are expected to attend and participate in all case conferences and meetings held under the LEA guidelines.
- 3.7** We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.
- 3.8** We inform the child at all stages of who is involved, and what information we have given them.
- 3.9** We require all adults seeking employment at this school to have their application vetted by the police, in order to ensure that there is no evidence of offences involving the abuse of children.
- 3.10** There may be times when adults in our school, in the course of their duty, use physical intervention to restrain children. The head teacher requires the adult involved in any such incident to report this to him/her immediately, and to record it in the interventions book.
- 3.11** All adults in the school receive regular training to raise their awareness of abuse and their knowledge of the child protection procedures that have been agreed locally.
- 3.12** All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset by any investigation, will accept that the school acted in the child's best interests.

4 Confidentiality

- 4.1** We comply with the government statutory requirements set out in **Keeping Children Safe in Education** July 2015 and the **Prevent Strategy** and by the LEA with regard to confidentiality. The files we keep on children are open to parents. Information from third parties will not be disclosed without their prior consent. Access to these files may be withheld in certain prescribed cases where there are instances of actual or alleged abuse. Working notes are not subject to disclosure, but will be summarised and then kept on file. These

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guidelines of ours are in line with the safeguards on disclosure of information set out in the Education (school records) Regulations 1989.

5 Staff Training, Monitoring and Review

- 5.1 The governing body regularly monitors and reviews any incidents detailed in the interventions book. A named governor participates in the school's training with regard to child protection procedures. This policy is reviewed annually by the governing body.
- 5.2 Whole school in service training on CP issues will be organised on a yearly basis. All newly recruited staff and Governors are encouraged to attend the CP session of the relevant induction programme. The Designated Teacher will attend the LEA's dedicated training course and be encouraged to attend seminars and inter-agency training organised by the Hackney ACPC. NQT's have training provided by TLT. The school ensures (see PDS sessions) that all adults receive up to date, high quality, appropriate training, guidance, support and supervision to undertake the effective safeguarding of all pupils
- 5.3 A Link Governor annually audits the schools CP procedures as part of a safeguarding audit (last carried out 3/3/10)

6 Safer Recruitment/ Single Central Record of CRBs/ Safeguarding

- 6.1.1 All staff recruited by the school will be subject to two references and DBS checks prior to their appointment. This school will only use employment agencies which positively vet their supply staff and have provided identity badges. Staff joining the school on a permanent or temporary basis will be appraised about the CP policy. Pre- appointment checks on all staff: UK residency or permission to work in the UK/ identity. Full employment history required
- 6.1.2 The Head Teacher holds NCSL Safer Recruitment Training Certificates in her personnel folders
- 6.1.3 DBS records (not the original- TLT copies) are held centrally on a single central record and demonstrate each persons suitability for having unsupervised contact with children on the premises- records include the number and date of issue of the enhanced DBS Disclosure

7 VOLUNTEERS

Any parent or other person employed by the school to work in a voluntary capacity with pupils will be subject to reasonable DBS vetting procedures. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the school. Volunteers will at no time be given responsibility for the personal care of pupils or left alone with them. They will all work in line with the guidance **Keeping Children Safe in Education July 2015**.

8 RECORDING/ Updating staff training on CP ISSUES

- 8.1 Brief and accurate written notes will be kept of all incidents or CP concerns relating to individual pupils. Child protection records are not available to pupils or parents. CP records are securely kept by the Designated Teacher, in a locked HT filing cabinet, separately from educational records, and can only be accessed by the Head teacher, their deputy and the senior managers of the school. Referrals made to Social Services under the ACPC procedures will be recorded on the appropriate confirmation form, with copies sent, under confidential cover, to Social Services, and the Principal EWO. All faxes sent to social services are verified by receipt where possible.
- 8.2.1 Staff room- incident monitoring sheets- use child's initials. Regular reminders in briefings/ meetings (staff have a responsibility to read minutes of all meetings they are absent from)

9 STAFF CODE OF CONDUCT

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- 9.1 All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions, or rewards are allowed outside those detailed in the school's behaviour management policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or where it becomes necessary to physically restrain a pupil for their own or other's safety, this will be appropriately recorded and reported to the Head teacher and parents
- 9.2 At all times children must be treated with respect. A calm and restorative approach must be adhered to by all staff/ visitors to the school site. Reprimands, as per our staff handbook, must where possible be given in private so as to not humiliate the child. No child should be degraded or humiliated in any way. The Stay on Green behaviour policy should be followed by all visitors/ staff in the school. Thus promoting our positive, restorative approach to behaviour management.
- 9.3 First aid will only be administered by qualified first aiders and, if it is necessary for the child to remove clothing for this treatment, there will wherever possible be another adult present. If a child needs help with toileting, nappy changing, or washing after soiling themselves, another adult will be present or within earshot. If a male member of staff is providing any form of intimate care, a female colleague will be present. All first aid treatment and non-routine changing or personal care will be recorded
- 9.4 For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations, musical instrument tuition, for example, the door to the room in which the counselling or meeting is taking place should be left open. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting
- 9.5 School staff would also be alert to the possible risks, which might arise from contact with pupils out of school. Home visits to pupils or contact with pupils out of school should only take place with the knowledge and approval of the Head teacher.

10 COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF

- 10.1 Queensbridge takes seriously all complaints made against members of staff. Mechanisms are in place for children, parents, and staff to share any concern that they may have about the actions of any member of the school staff. All such complaints will be brought immediately to the attention of the Head teacher (or Deputy Head) in order that they may activate the appropriate procedures.
- 10.2 If the complaint concerns alleged abuse by the Headteacher, this should be brought to the attention of the Designated Teacher (unless this is the Head teacher in which case the Deputy Head will be contacted) who will seek advice from the Nominated Governor and TLT designated Officer (March 2016).

The nominated Governor with CP responsibility is **Dipti Morjaria**, Parent Governor

The HLTs CP Coordinator is Paul Kelly, 020 8820 7551. Denise Howard is our Attendance Officer.

- 10.3.1 Staff who are formally disciplined for the abuse of pupils (or who resign before disciplinary action can be instigated), will be notified to the LEA and the Department of Education and Employment, for possible inclusion on the consultative index – List 99/ DBS
- 10.4 The school encourages pupils to report any concerns/ complaints about poor/abusive practices

11 OTHER SAFETY IN SCHOOL/ MONITORING OF VISITORS ON PREMISES DURING SCHOOL TIME

- 11.1 For the protection of staff and pupils, glass panels are fitted to the doors of all classrooms in the school. No internal doors to classrooms will be locked whilst pupils are present in these areas. Staff instructed not

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to cover these areas (3/9/12)- fire and CP protection - class teachers can get out immediately but visitors would need to swipe into a classroom to gain access - all DBS checked staff have a swipe card.

- 11.2 Entry to school premises will be controlled by doors, which are secured physically, or by constant staff supervision. Authorised visitors to the school will be logged in and out of the premises and will be asked to wear a 'visitor' badge with their name on. Unidentified visitors will be challenged by staff or reported to the Headteacher or the school office. In September 2012 the new secure entrance was completed and swipe cards are now used by all staff on payroll to enter/ leave the building.
- 11.3 E safety awareness- training by Sophie Kern ICT coordinator/ CAS Sophie Wood
- 11.4 A comprehensive system of risk assessment is in place to ensure pupils feel safe and adopt safe practices (taking responsibility, keeping themselves safe, knowing who they can talk to about worries and concerns...)
- 11.5 NSPCC regular talks and community officer visits including road safety, gangs and peer pressure- speak out, stay safe

12 CURRICULUM

- 12.1 Queensbridge acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our pupils for the responsibilities of adult life. It is expected that all curriculum co-ordinators will consider the opportunities which exist in their area of responsibility for addressing personal safety and other CP related issues.

Signed:

Signed Chair of Governors _____ April 2016/ FGM Ratified 25/10/15

Head Teacher _____ April 2016 INSET