

# Child Protection Policy

2016/2017

<b>School</b> <b>Townville Infants</b>
<b>Head Teacher</b> <b>A Towler</b>

Named personnel with designated responsibility for Safeguarding

<b>Academic year</b>	<b>Designated Senior Lead</b>	<b>Deputy Designated Senior Lead</b>	<b>Nominated Governor</b>	<b>Chair of Governors</b>
2013/2014	C Cranton	A Towler	A Latham	A Latham
2014/2015	C Cranton	A Towler	A Latham	A Latham
2015/2016	C Cranton	A Towler	A Latham	A Latham
2016/2017	C Cranton	A Towler	A Latham	A Latham

Policy review dates

<b>Review Date</b>	<b>Changes Made</b>	<b>By whom</b>	<b>Date shared</b>
September 2013	Yes	A Towler	September 2013
September 2014	Yes	C Cranton	September 2014
June 2015	Yes	C Cranton	June 2015
September 2015	Yes	C Cranton	September 2015
September 2016	Yes	C Cranton	September 2016

## **Introduction**

This policy represents a commitment by Townville Infants School (Staff, Volunteers and Governing Body) to the safeguarding and protection of students/pupils throughout the school. It applies to all adults, including volunteers, working in or on behalf of the school.

Everyone working in our school shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn and develop in our school setting, and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting.

This policy is in line with and complies with the following legislation, statutory guidance, and local safeguarding children board's procedures. These are as follows:-

### ***Education Act 2002***

Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

Section 157 of the same act and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.

### ***Counter Terrorism and Security Act 2015***

Section 26 Applies to schools and other providers;

To have due regard to the need to prevent people being drawn into terrorism.

### ***Working Together to Safeguard Children 2015***

Covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of Children. It also provides the framework for Local Safeguarding Children Boards (LSCB's) to monitor the effectiveness of local services, including safeguarding arrangements in schools.

### ***Keeping Children Safe in Education 2016***

Issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) (England) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011.

Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children.

Unless otherwise stated, 'school' in this guidance means all schools, whether maintained, non-maintained or independent, including academies and free schools, alternative provision academies, pupil referral units and maintained nursery schools

College means further education and sixth form colleges under the further and higher education act 1992 and relates to under 18's, but excludes 16-19 academies and free schools.

### ***Prevent Duty Guidance England and Wales 2016***

Covers the duty of schools and other providers in section 29 Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people being drawn into terrorism.

### ***Teaching Standards 2012***

The Teacher Standards 2012 state that teachers, including head teachers should safeguarding children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

There are three main elements underpinning this safeguarding policy.

#### **Prevention**

This applies to a positive atmosphere in the school, the curriculum and awareness raising for children, young people and their parents/carers.

#### **Protection**

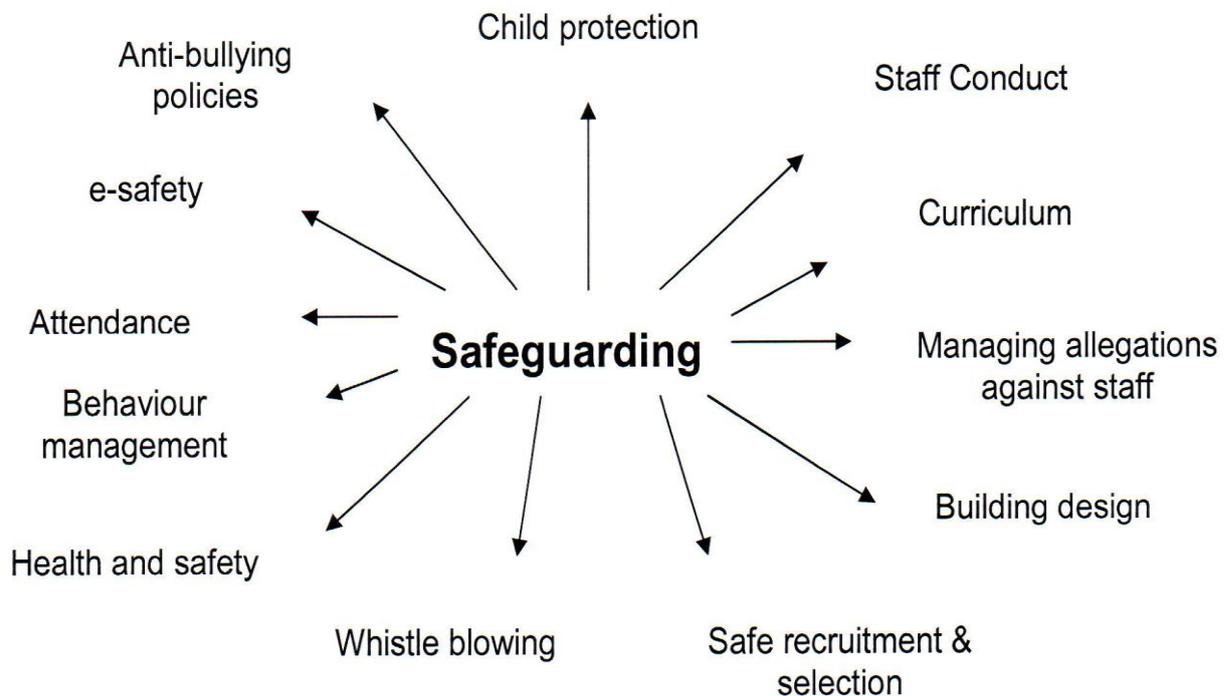
By following agreed procedures, ensuring the recruitment and selection of staff is thorough and appropriate and staff are trained and supported to respond appropriately and sensitively to child protection concerns.

#### **Support**

This applies to the effective supervision and management of staff and the support given to staff, children, young people, and parents in situations of abuse.

#### **School Commitment**

Townville Infant School is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance, and we recognise some children may be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth, to view the world in a positive way and present a barrier to their learning. Whilst at school, their behaviour may be challenging. We recognise some children who have experienced abuse may harm others. We will always undertake a considered and sensitive approach so that we can support all our pupils. We will establish an ethos where children feel secure and are encouraged to talk and are listened to.



### **Safer Recruitment and Selection**

Our school endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Keeping Children Safe in Education (2016) together with WDSCB and the school's individual procedures.

Recruitment, selection and pre-employment vetting is carried out in accordance with Keeping Children Safe in Education 2016. Including;

- Verifying identity
- Enhanced DBS (disclosure and barring service) check for those in regulated activity
- Verification on mental and physical fitness
- Right to work in UK
- Professional qualifications.

References will be sought before interview so any concerns can be explored.

At least one member of each recruitment panel will have attended safer recruitment training.

The Single Central Record is maintained in accordance with Keeping Children Safe in Education 2016.

We will obtain written confirmation from supply agencies that agency and third party staff have been appropriately checked.

**Volunteers**

Volunteers, including governors will undergo checks commensurate with their work in the school and contact with pupils i.e. if they are in regulated activity or not.

**Contractors**

We will check the identity of all contractors working on site and requests checks where they work in regulated activity or unsupervised.

**Visitors**

Schools do not have the power to ask for DBS checks or see the certificate. The Headteacher will use their professional judgement regarding escorting visitors in the school. All visitors will be asked to wear a badge identifying them as a visitor.

**Safe Practice**

To meet and maintain our responsibilities towards pupils we need to agree standards of good practice which form a code of conduct for all staff. Good practice includes:

- treating all pupils with respect
- being alert to changes in pupils' behaviour and to signs of abuse and neglect
- recognising that challenging behaviour may be an indicator of abuse
- setting a good example by conducting ourselves appropriately, including online.
- involving pupils in decisions that affect them
- encouraging positive, respectful and safe behaviour among pupils including challenging inappropriate or discriminatory language or behaviour.
- avoiding behaviour or language which could be seen as favouring pupils.
- avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with pupils.
- reading and understanding the school's child protection policy and guidance documents on wider safeguarding issues, for example bullying, behaviour, and appropriate IT/social media use.
- asking the pupil's permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid
- maintaining appropriate standards of conversation and interaction with and between pupils. Avoiding the use of sexualised or derogatory language, even in joke.
- being clear on professional boundaries and conduct with other staff when pupils present.
- being aware that the personal, family circumstances and lifestyles of some pupils lead to an increased risk of abuse
- applying the use of reasonable force only as a last resort and in compliance with school procedures
- dealing with student infatuations in an open and transparent way e.g. informing the correct managers and managing the situation in a way which is sensitive to the feelings of the student.
- referring all concerns about a pupil's safety and welfare to the DSL, or, if necessary directly to police or children's social care
- following the school's rules with regard to communication with pupils and use of social media and online networking

- avoiding unnecessary time alone with pupils and risk manage any time alone or 1:1 working.
- avoiding sharing excessive personal information with pupils.

### **Safeguarding Information for Pupils**

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring the pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. This includes on line exploitation. PSHE materials are a means of helping students learn how to keep safe.

### **Helping Children to Keep Themselves Safe**

Children are taught to understand relationships, promote British values and respond to and calculate risk through our personal, social, health and economic (PSHE) Sex and Relationships (SRE) education lessons and in all aspects of school life.

Our approach is designed to help children to think about risks they may encounter and have help to work out how those risks might be overcome and the support available to them. Discussions about relationships and risk are empowering and enabling for all children and promote sensible behaviour rather than fear or anxiety. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are also reminded regularly about e-safety and tackling bullying procedures including the legalities and consequences.

The school continually promotes an ethos of respect for children and the emotional health and wellbeing of our students is important to us. Pupils are encouraged to speak to a member of staff in confidence about any worries they may have.

However all our pupils are aware that if they disclose that they are being harmed or that they have, or intend, to harm another that this cannot be kept secret and that information will need to be shared.

### **Partnership with Parents**

Our school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity, and courtesy. We respect parent's right to privacy and confidentiality and will not share sensitive

information unless we have a permission to do so or it is necessary to do so in order to protect a child.

Townville Infant School 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 Headteacher.

We make parents aware of our policy through the school prospectus and news letters.

### **Partnership with others.**

Our school recognises it is essential to establish positive and effective working relationships with other agencies who are partners of the Wakefield and District Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

### **School Training and Staff Induction**

The school's senior member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, and refresher training at two yearly intervals.

The Head Teacher and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at three yearly intervals.

A register is kept of when individuals have undertaken the training.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

### **Support, Advice and Guidance for Staff**

Advice is available from Social Care Direct, School's representative in the safeguarding unit, and the Safeguarding Co-ordinator.

### **Support for those involved in a child protection issue**

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support pupils, their families, and staff by:

- taking all suspicions and disclosures seriously
- nominating a link person who will keep all parties informed and be the central point of contact

- where a member of staff is the subject of an allegation made by a pupil, separate link people will be nominated to avoid any conflict of interest
- responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- maintaining and storing records securely
- offering details of helplines, counselling or other avenues of external support
- following the procedures laid down in our whistleblowing, complaints and disciplinary procedures
- cooperating fully with relevant statutory agencies.

### **Related School Policies**

‘Townville Infants safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying and a range of other issues, for example, arrangements for meeting the medical needs of children ..... providing first aid, school security, drugs and substance misuse, positive behaviour etc. See other related policies.

*Keeping Children Safe in Education March 2016*

### **Children Missing from Education**

The school follows the West Yorkshire Consortium Safeguarding Children Procedures “Children who may be missing/lost from Education” and Wakefield’s “Guidance for schools on Children Missing Education”

### **Confidentiality**

The school has regard to “Information Sharing: Practitioner’s guide” HM Government, 2006

“Where there is a concern that a child may be suffering or is at risk of suffering significant harm, the child’s safety and welfare must be overriding consideration”.

### **Pupil Information**

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives

- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant Court Orders in place including those which affect any person's contact with the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc)
- If the child is subject to a child protection plan, child in need plan, previously on the child protection register
- If the child has been assessed under CAF and is subject to a CAF plan
- Name and contact details of GP
- Any other factors which may impact on the safety and welfare of the child

The school will collated, store and agree access to this information

### **Site security**

Visitors to the school are asked to sign in and are given a badge, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in. All visitors are expected to enter through one entrance and observe the school's safeguarding and health and safety regulations to ensure children in school are kept safe. The Headteacher will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site.

### **Extended school and off-site arrangements**

Where extended school activities are provided by and managed by the school, our own child protection policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures and clarify whose procedure is to be followed if there are concerns. There will be clear communication channels to ensure the DSL is kept appropriately informed.

When our pupils attend off-site activities, including day and residential visits and work related activities, we will check that effective child protection arrangements are in place and clarify who's procedures are to be followed, with the DSL kept appropriately informed.

If alternative providers are used we will ensure they have effective safeguarding in place, with the DSL kept appropriately informed.

## Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

To protect pupils we will:

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- seek parental consent
- not use pupils full name with an image
- ensure pupils are appropriately dressed
- ensure that personal data is not shared.
- store images appropriately, securely and for no longer than necessary.
- only use school equipment, i.e. not personal devices.
- encourage pupils to tell us if they are worried about any photographs that are taken of them.

## Physical intervention and use of reasonable force

All staff are encouraged to use de-escalation techniques and creative alternative strategies that are specific to the child. Restraint will only be used as a last resort and all incidents of this are reviewed, recorded and monitored. Reasonable force will be used in accordance with government guidance.

## Intimate Care

If a child requires regular intimate care on site this is likely to be written into a care plan which staff will adhere to. If an accident occurs and a child needs assistance with intimate care this will be risk managed to afford dignity to the child as well as security to the staff member. Staff will behave in an open and transparent way by informing another member of staff and having the child's consent to help. Parents will be informed and incidents recorded.

## E-Safety

Our pupils increasingly use mobile phones, tablets and computers on a daily basis. They are a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive communications, to enticing children to engage in sexually harmful conversations, webcam photography, encouraging radicalisation or face-to-face meetings. The school's **e-safety policy** explains how we aim to keep pupils safe in school. Cyberbullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and in the absence of a child protection concern will be managed through our anti-bullying and confiscation procedures.

Chatrooms and some social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are not allowed to access

these sites in school. Some pupils will undoubtedly be 'chatting' outside school and are informed of the risks of this through PSHE/SRE. Parents are encouraged to consider measures to keep their children safe when using social media.

Acceptable IT use for staff, pupils will be enforced and parents are also informed of expectations.

### **Looked after Children**

The most common reason for children becoming looked after is as a result of abuse or neglect. The school ensures that appropriate staff have information about a child's looked after status and care arrangements including contact. The designated teacher for Looked After Children and the DSL have details of the child's social worker and the name and contact details of the local authority's virtual head for children in care.

### **Supporting Pupils in school with medical conditions**

Section 100 of the Children and Families Act 2014 places a duty on schools to make arrangements for supporting pupils at their school with medical conditions. Individual Health care Plans may need to be drawn up and multi-agency communication will be essential. Staff will be appropriately trained and responsibilities will be carried on in accordance with government guidance Sept 2014.

## **Roles and Responsibilities**

### **Our Governing Body will ensure that:**

- The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is reviewed on an annual basis. The policy is made available to parents on request.
- The school operated safe recruitment procedures, with the appropriate staff trained to undertake recruitment and makes sure all appropriate checks are carried out on staff and volunteers who work with children.
- The school has procedures for dealing with allegations of abuse against staff and volunteers that comply with the West Yorkshire Consortium Safeguarding Children Procedures, and statutory guidance.
- A senior member of the school's senior leadership team is designated to take lead responsibility for child protection.
- Staff undertake appropriate child protection training.
- They put right, any deficiencies or weaknesses regarding child protection procedures
- A governor is nominated to be responsible for liaising with the Local Authority and/or partner agencies in the event of allegations of abuse being made against the Head Teacher.

- 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.

**Our Head Teacher will ensure that:**

- The policies and procedures adopted by the Governing Body are fully implemented, and followed by staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

**Senior Member of Staff with Designated Responsibility for Child Protection will:**

**Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies
- Act as a source of support, advice, and expertise with the educational establishment
- Liaise with the Head Teacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

**Training**

- Recognise how to identify signs of abuse and when it is appropriate to make a referral
- Have a working knowledge of the how Wakefield and District Safeguarding Children Board operate, the conduct of a child protection case conference and be able to attend and contribute to these.
- Ensure that all staff have access to and understand the school's child protection policy.

- Ensure that all staff have induction training
- Keep detailed accurate secure written records and/or concerns
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

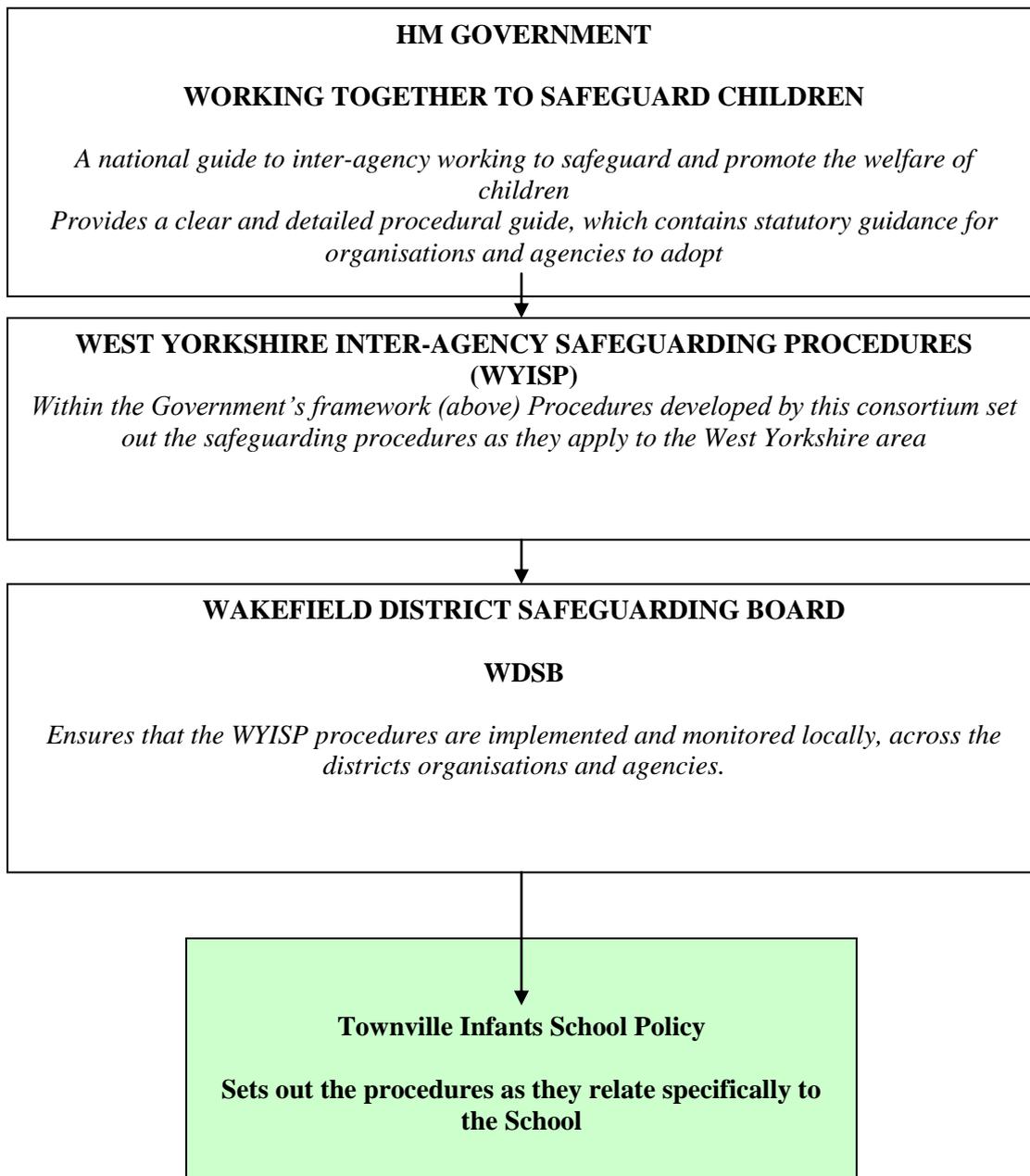
### **Raising Awareness**

- Ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this.
- Ensure parents are made aware of the child protection policy which alerts them to the fact referrals may be made and the role of the establishment in this to avoid conflict later.
- Where a child leaves the school, ensure the child protection file is copied for the new school, and transferred separately from the main file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and forwarded to the Education Welfare Service.
- Where the parents inform school that they wish to “parentally educate” their child, the school follows Wakefield’s procedures for Elective Home Education  
Contact: Tim Armstrong 07818450101

### **All staff and volunteers will:**

- Fully comply with the school’s policies and procedures
- Attend appropriate training
- Inform the designated person of any concerns.

# FRAMEWORK - SAFEGUARDING FLOWCHART



## Some Current Issues(Copied into Guidelines Document)

There are many issues of concern affecting children today and not all can be listed here. We will have a consistent approach of following our procedures and consulting with other agencies if there are any concerns with any of our pupils.

### **Domestic Abuse**

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have

been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

### **Missing Children**

A child going missing from education, which includes within the school day, is a potential indicator of abuse and neglect, including sexual exploitation.

Unauthorised absences will be monitored and followed up in line with procedures, particularly where children go missing on repeated occasions. All staff will be aware of the signs of risk and individual triggers including travelling to conflict zones, FGM and forced marriage.

All pupils will be placed on admission and attendance registers as required by law.

We will inform the local authority of any child removed from our admission register. We will inform the local authority of any pupil who fails to attend for a continuous period of 10 days or more in line with local Wakefield procedures.

Missing Officer – details in appendix.

### **Child Sexual Exploitation CSE**

Involves exploitative situations where a child, male or female, receives something from an adult as a result of engaging in sexual activity. This can be seemingly 'consensual' relationships to serious organised crime gangs. There will be an imbalance of power where the perpetrator holds power over the victim. This is a serious crime. Local CSE procedures in Wakefield – details in the appendix. The police team can be contacted for extra support and information. NB they do not take the place of your usual reporting procedures.

### **Female Genital Mutilation FGM**

This is illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. Staff will be aware of the signs and indicators of this and their duty to report.

### **Preventing Radicalisation**

This is part of our wider safeguarding duty. We will intervene where possible to prevent vulnerable children being radicalised. The internet has become a major factor in radicalisation and recruitment.

As with all other forms of abuse, staff should be confident in identifying pupils at risk and act proportionately.

We will work with other partners including the Channel Panel.

The DSL is appropriately trained and be able to offer advice, support and information to other staff.

We will ensure safe internet filters are in place and ensure our pupils are educated in online safety.

Prevent police officer in Wakefield

**Private Fostering**

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. (\*Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.)

The school will follow requirements of reporting as set out by WDSCB.