

## St John & St James Church of England Primary School



### Safeguarding Policy

Document Information			
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Signature (FGB)		Signature (Head)	

## Introduction

This School Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the school and is an over-arching document which demonstrates how everyone working in or for our school service, shares an objective to help keep children safe from harm and abuse. We follow the definition of 'Safeguarding' adopted by Ofsted which they summarize as follows:

- protecting children and learners from maltreatment
- preventing impairment of children's and learners' health or development
- ensuring that children and learners are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable those children and learners to have optimum life chances and to enter adulthood successfully

We aim:

- to ensure that children within our school feel safe at all times
- to ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions
- to ensure that all adults who have contact with children in school have been properly vetted and cleared as suitable to work and support children in our care/charge
- to ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively

**See Appendix 1 for further details regarding procedures, definitions and indicators.**

**See Appendix 2 for useful contacts.**

**See Appendix 3 for Sexting in schools and Colleges UKCCIS 2016**

## 1. Introduction

- 1.1 Our safeguarding policy cannot be separated from the general ethos of the school, which is to ensure that pupils/students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

- 1.2 The governors and staff of St John & St James CE Primary School fully recognise the contribution it makes to safeguarding children. We recognise that all members of staff, including volunteers, have a full and active part to play in protecting our pupils from harm.
- 1.3 All staff and Governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

## **2. The aims of this policy are:**

- 2.1 To support the child's development in ways that will foster security, confidence and independence.
- 2.2 To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 2.3 To provide a systematic means of monitoring children known or thought to be at risk of harm.
- 2.4 To emphasise the need for good levels of communication between all members of staff.
- 2.5 To maintain a structured procedure which is followed by all members of the school community where abuse is suspected.
- 2.6 To continue to promote effective working relationships with other agencies, especially the Police and Children's Social Services.
- 2.7 To ensure that all adults within our school, who have contact with children, have been checked as to their suitability as part of the recruitment and selection process.

## **3. Procedures**

Our school procedures for safeguarding children will comply with the Enfield Safeguarding Children Board (ESCB) procedures. The ESCB has adopted and follow the London Child Protection Procedures (5<sup>th</sup> edition)

We will ensure that:

- 3.1 We have 3 designated members of staff who undertake regular training every two years:  
Heather Knightley (Designated safeguarding Lead)  
Christine Geohagen (Deputy Designated safeguarding Lead)  
Patsy Cuncarr Designated safeguarding Lead)

Sandra Palmer (Safeguarding Governor)

- 3.2 All members of staff develop their understanding of the signs and indicators of abuse and refresh their training at least annually. Questionnaires monitor staff understanding.
- 3.3 All members of staff know how to respond to a pupil who discloses abuse.
- 3.4 All staff understand the difference between a “concern” and “immediate danger or at risk of harm”.
- 3.5 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- 3.6 All staff will have read Part 1 of the Government Guidance *Keeping children safe in education* (September 2016). This guidance refers to specific safeguarding issues and provides links to further information as well as providing further information on: child sexual exploitation, honour based violence including female genital mutilation, peer on peer abuse, understanding the additional vulnerabilities of learners with SEN and disabilities, sexting and preventing radicalisation.
- 3.7 All staff will have read the school safeguarding and child protection policy.
- 3.8 Our procedures will be regularly reviewed and up-dated.
- 3.9 All new members of staff will be given a copy of our child protection procedures and of the Government Guidance *Keeping children safe in education* September 2016 part 1 as part other induction into the school. Information sheets are stored in the office and given to supply teachers, visitors etc.
- 3.10 Any member of staff can refer a child directly to social care (020 8379 5555) or dial 999.

#### **4. Responsibilities**

The designated teacher is responsible for:

- 4.1 Adhering to the ECSB and school procedures with regard to referring a child if there are concerns about possible abuse. Early Help forms are completed as appropriate.
- 4.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.

- 4.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- 4.4 Ensuring that an indication of further record-keeping is marked on the pupil records.
- 4.5 Ensuring that any pupil currently the subject of a child protection plan who is absent without explanation for two days is referred to Children's Social Care.
- 4.6 **All** members of staff (paid and unpaid) have the statutory responsibility to safeguard and promote the welfare of children

## **5. Supporting Children**

- 5.1 We recognise that a child who is abused or witnesses 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.
- 5.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 5.3 We accept 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.
- 5.4 Our school will support all pupils by:
  - 5.4.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying. Staff are aware that peer on peer abuse is a form of abuse and this will be dealt with through the Behaviour Policy and Anti Bullying Policy.
  - 5.4.2 Promoting a caring, safe and positive environment within the school.
  - 5.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 5.4.4 Notifying Children's Social Services as soon as there is a significant concern.
  - 5.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.
  - 5.4.6 See Appendix 1 for Definitions of Abuse and Signs and symptoms. These can also be found: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect>

## **6. Confidentiality**

- 6.1 We recognise that all matters relating to Child Protection are confidential.
- 6.2 The Headteacher or Designated Teacher will disclose any information about a pupil to other members of staff on a 'need to know' basis only.
- 6.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 6.4 All staff must be aware that they cannot promise a child to keep secrets.

## **7. Supporting Staff**

- 7.1 We recognise 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.
- 7.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated staff and to seek further support as appropriate.

## **8. Allegations against staff and Volunteers**

- 8.1 We understand that a pupil may make an allegation against a member of staff and volunteers.
- 8.2 If such an allegation is made, the member of staff or volunteer receiving the allegation will immediately inform the Headteacher.
- 8.3 The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO), Maria Anastasi - Telephone number: 02083792746/2850.
- 8.4 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 Enfield's Lead Officer for Safeguarding and Child Protection.
- 8.5 The school will follow the All London Child Protection Procedures for managing allegations against staff.

## **9. Whistleblowing**

- 9.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 9.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

NSPCC Whistle Blowing Advice Line: 0800 0280285

## **10. Physical Intervention**

- 10.1 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. Five members of staff are Approach trained.
- 10.2 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.

## **11. Behavioural Policy**

- 11.1 Our Behavioural policy is set out in a separate policy and acknowledges that to allow or condone bullying including online bullying may lead consideration under child protection procedures.

## **12. Racist Incidents**

- 12.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

## **13. Prevention and Early Help**

- 13.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 13.2 The school community will therefore:
  - 13.2.1 Ensure and maintain an ethos where children feel secure and are encouraged to talk and are always listened to. The Early Help process will involve identifying children, communicating with parents (when appropriate) and referring to appropriate agencies. Staff understand that learners with SEN and disabilities can be particularly vulnerable and are duly vigilant.
  - 13.2.2 Ensure that all children know there are adults in the school whom they can approach if they are worried or in difficulty.

- 13.2.3 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.

#### **14. Radicalisation**

- 14.1 The current threat of radicalisation in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The school is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.
- 14.2 All pupils and teachers have the right to speak freely and voice their opinions. However, free speech is not an unqualified privilege but is subject to laws and policies governing equality, human rights, community safety and community cohesion.
- 14.3 We seek to protect children against the messages of all violent extremism. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak to the designated teacher. Staff use their judgement in identifying children who may be at risk of radicalisation. If there is a concern a referral will be made to the Channel Programme via Children Social Care 0208379 2507 or Prevent Officer in Enfield Sujevan Ponnampalam 0208379 6137

#### **15. Specific Safeguarding Issues : Child Sexual Exploitation and Trafficking, Forced Marriage, Female Genital Mutilation, sexting, peer on peer abuse**

- 15.1 The school keeps itself up-to-date with the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.
- 15.2 The school follows the guidance 'Sexting in Schools and Colleges' published by UKCCIS in July 2016 (See Appendix 3)
- 15.3 Our staff are supported to recognise warning signs and indicators in relation to specific issues, including such issues in an age-appropriate way in their curriculum.
- 15.4 The school works with and engages our families and communities to talk about such issues.
- 15.5 Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.
- 15.6 Our designated Child Protection Team will seek and obtain specific advice and guidance as necessary.



15.7 If an act of Female Genital Mutilation appears to have been carried out or there are suspicions it may happen, this must be reported to the police immediately.

15.8 The school will engage experts and uses specialist material to support the safeguarding preventative work we do.

15.9 Our policy through the school's values, ethos and behaviour policies provide the basic platform to ensure children are given the support to respect themselves and others, stand up for themselves and protect each other.

## 16. Health & Safety

16.1 Our Health & Safety policy, set out in a separate document reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

## 17. Children Missing in Education

17.1 The latest version of KCSIE (September 2016) now sets out guidance to schools when pupils arrive at the school.

17.2 When children are added to the admissions register, we **must** record the expected start date of the pupil. If the young person does not arrive on the start date, we will contact the local authority at the earliest opportunity.

17.3 For admissions to the school, apart from at the "start of the school's youngest year", schools are required to notify the local authority "**within five days** when a pupil's name is added to the admission register and provide all the information held within the admission register about the pupil".

### *17.4 Pupils whose name is deleted from the school roll*

When a pupil leaves the school, the admission register must also record:

- the name of the pupil's new school; and
- the expected start date at the new school

The school must inform the local authority and supply the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- if applicable, the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the grounds under which the pupil's name is to be deleted from the admission register

## **18. Safer recruitment**

The Governing Body and Head Teacher will ensure that all the procedures are followed by the staff and they are responsible that the school has sufficient senior staff trained in Safer recruitment.

## **19. E-Safety ( On-line Safety)**

19.1 Our e-Safety policy is a separate document which recognises the need to have strategies to protect children in the digital world.

Children are encouraged to use the internet as much as is possible but at all times in a safe way. Parents, pupils and staff must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If staff know of misuse, either by a teacher, staff member, volunteer or child, the issue must be reported to the Headteacher without delay.