

Robinsfield Infant School



Safeguarding and Child Protection Policy

Reviewed by: Naomi Leaver – Designated
Safeguarding Lead

Date: January 2016

Review due: January 2017

The role of the school and its members of staff in the area of Safeguarding and protecting Children

- **Designated Staff:** Naomi Leaver – Head teacher (Designated Safeguarding Lead), Lorraine Hardy (Deputy Designated Safeguarding Lead)
- Michael Matthews (Safeguarding Governor)
- Hilary Shaw (Safeguarding and Child Protection Officer – Schools and Education) 07817 365519
- Westminster Safeguarding and Child Protection – 0207641 6264
- Prevent Programme Manager WCC 0207641 6032
- Local Authority Designated Officer (LADO) Jane Foster 0207641 6108
jfooster@westminster.gov.uk

This policy is linked to the annual Child Protection and Safeguarding refresher training that all Robinsfield staff attend.*

This policy is also linked to Robinsfield safety policy, Health and Safety Policy, Anti – Bullying, Behaviour, Equality of Access Policy.

Introduction

Safeguarding is defined as:

- 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 life chances

The Governing Body and School staff are committed to ensuring that all members of Robinsfield's community are aware of the school's responsibilities and procedures in this area. All members of our school community have active roles in protecting children from harm and promoting their welfare.

Robinsfield fulfil their safeguarding responsibilities as laid out in the following

- DfE Statutory Guidance 'Keeping Children Safe in Education' 2014
- Children Act 1989 and 2004
- Working Together to Safeguard Children 2013
- London Child Protection Procedures 2013
- Westminster Local Safeguarding Children Board (Naomi Leaver DSL is the Head teacher Representative on this Board)

Prevent Duty*

Anti radicalisation and anti extremism duties for schools and colleges. If a member of staff suspects that a child and or their family are at risk of radicalisation they should

follow the same processes as any other safeguarding or child protection concerns laid out in this policy.

The Designated Safeguarding Lead will liaise with/ make referrals to the WCC Prevent Team manager, Mark Calmers. (contact details at the beginning of this policy)

The staff team have all had Prevent 'Channel' training on 1st December 2015.

CSE – Child Sexual Exploitation*

Child sexual exploitation (CSE) is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity.

www.stop-cse.org/saysomething

The Role of the Designated Safeguarding Lead in School

- A consultation role for all school staff including de-briefing for staff following referral, if necessary
- Ensuring that written referral is completed and any other written accounts are collated, completed and forwarded to CSF Safeguarding and the LA Lead Officer for Child Protection
- Ensure the completion and correct storage of high quality Child Protection files
- Communicate with feeder schools and transfer schools to ascertain if there are CP concerns but sending confidential request forms
- Overview of all children with CP concerns, responsibility for referral and shared liaison with CSF Safeguarding children on individual cases
- Dissemination of policy and good practice to all staff
- Follow procedures in cases where there are allegations made against staff
- Ensure that sufficient staff and governors including the Designated Lead have up to qualifications in Safer Recruitment Practices
- Deliver or organise annual Child Protection training for all staff including the Prevent Duty and CSE
- Regularly attend Designated Safeguarding Lead refresher training
- Review the Child Protection Policy annually

The Referral Process

- If any member of staff has any reason to suspect that a child is seriously neglected, is being either physically, emotionally or sexually abused or is likely to experience significant harm, the Designated Teacher should be consulted immediately or as soon as possible. If the Designated Teacher is not available either the Head or Deputy should be informed.
- It is important not to investigate or begin an assessment of the matter within school itself. THIS IS THE RESPONSIBILITY OF CSF SAFEGUARDING CHILDREN AND THE POLICE. Inappropriate investigation can lead to vital evidence being considered inadmissible in court.

- Only CSF Safeguarding Children or the police should arrange a medical examination unless there is a serious injury needing urgent attention, in which case medical intervention should be sought.

Guidelines for Adults Who are Responding to a Disclosure of Abuse

For some children a teacher or a member of support staff maybe the only 'responsible' adult they trust, so they may be the recipient of crucial information before anyone else. This may come in a way that is unexpected. When a child approaches a member of staff it is helpful to find a quiet place to talk and listen. the child should be listened to and what they say treated seriously. If it is not possible to seek help immediately without silencing the child or damaging their trust the following principles should be applied: -

- The child should not be closely questioned about the details of abuse. This should be left to a later investigation. Any questions should be kept as open ended as possible e.g. " Tell me what happened?" It is important not to put words into the child's mouth.
- Take into account knowledge of the child's family.
- The child should be given the freedom to talk **no promise should be given to keep the information a secret.** Explain that the Designated Teacher will have to be told as may other adults. The child needs to be told that although advice will be sought they will not be left unsupported.
- Afterwards careful notes must be made recording what the child said, the questions you asked and the context or setting where the disclosure occurred. This should happen as soon as possible. Any concerns that the child may have about going home or fears about what will happen as a result of making a disclosure should be included.
- **DISCUSS THE INFORMATION WITH THE DESIGNATED TEACHER**

Allegations against a member of the staff team

- Please alert the designated Teacher for Child Protection immediately following the procedures above
- At all times please adhere to the principles and best practice outlined in this policy

Allegations against the Head teacher/Designated Teacher for Child Protection

- Please alert the Safeguarding Governor Michael Matthews immediately on 07411 941605 and/or Debbie Raymond Head of Safeguarding and Quality on 020 7641 6264 draymond@westminster.gov.uk and/ or Hilary Shaw Safeguarding and Child Protection Officer – Schools and Education 07817 365519
- At all times please adhere to the principles and best practice outlined in this policy

Confidentiality

- Within Robinsfield school and other mainstream settings, the Designated Teacher, Head, Deputy, the class teacher and **other relevant staff** will know the name/s of the children on the Child Protection Register on a **need to know basis**. This will be necessary for children to be monitored
- Detailed information about the children on the Child Protection Register and their families should only be disclosed to the Designated Teacher, Head and Deputy, Social Services and the police as appropriate.
- Child Protection Records should not be kept with the child's education file or records. **THEY NEED TO BE KEPT IN A SECURE PLACE**. At Robinsfield this is a locked filing cabinet in the Head's and Deputy's office.
- Basic details on every child in the school will be attached to the child's education and welfare record which is kept locked in the school office. These will cover the child's name and address, date of birth, parent/carer details and contact numbers, name and address of family GP, name of Key Workers from other agencies involved, and child protection status.

Monitoring

Where there are concerns of neglect or emotional abuse occurring over time, with no resolution, formal monitoring needs to be considered. This must also happen for a child subject to a Child Protection Plan. The LA monitoring forms are designed to fit with the multi-agency referral form and can be included when sending a referral to CSF Safeguarding Children. Monitoring forms should be completed once a week over a period of 4-6 weeks prior to a referral being made to CSF Safeguarding Children.

Prior to formal monitoring staff can also record incidents and patterns of behaviour and lateness etc on Robinsfield School's own 'Confidential Information' forms. This should be done in consultation with the Designated Teacher. This can provide evidence and a wider view prior to formal monitoring.

Governing Body Safeguarding Link to meet safeguarding lead on a termly basis, including scrutiny of the SCR (Single Central Record)

Recording and Referral

- Any substantive allegation, giving rise to Child Protection concerns must be passed on to CSF Safeguarding Children, initially by telephone and then followed up with the multi-agency referral form. A copy must be sent to the LA Designated Officer for CP. Recording needs to be objective, factual and as specific as possible.

- Names of children subject to a Child Protection Plan or CIN (Child in Need) are to be kept centrally and securely in the school and separately from children's education records. Child Protection information and records should be kept in a locked cabinet and marked CONFIDENTIAL.

Allegations against another pupil

- Please alert the designated Teacher for Child Protection immediately following the procedures above
- At all times please adhere to the principles and best practice outlined in this policy

MobileTelephone and camera use

- Mobile telephones must not be used by staff or volunteers unless they are on a designated break and away from children
- Mobile telephones should be stored safely at all times during the hours of the school day or not brought in to school at all
- Staff will not use personal equipment for taking photographs of the children within the setting
- Photographs of injuries (accidental or non accidental) should never be taken
- Staff will not use their personal mobile telephones to contact parents and carers
- If any of the above points are found to be happening then the member of staff may face disciplinary action which could result in dismissal
- Photographs will be included in the children's records and displayed in the setting provided permission has been given and filed
- The use of mobile telephones, cameras or recording devices by parents/ carers or visitors is prohibited on site (There are separate guidelines for performances)
- A school mobile telephone will be made available to be taken on educational visits. The visit leader will usually carry the mobile telephone in case of emergencies during such visits
- Staff, volunteers, students should be vigilant and report any concerns the Designated Teach Safeguarding Lead/ Head – Naomi and in her absence Lorraine the Deputy. All concerns will be taken seriously and investigated
- The Head teacher or member of the Senior Leadership Team reserves the right to check images on any device that a staff/student/ volunteer has if there are concerns raised of inappropriate use or images. The Designated Teacher for Child Protection will be informed and take the necessary action

The school provides cameras and ipads for use in the classrooms and on school trips. The images from these should not be taken off site. They may be used for our website but these will be seen by the Head teacher first

Inter-Agency Working

- The Designated Safeguarding Lead, in implementing this policy, acts in the best interests of the child at all times, particularly in relation to liaison with CSF Safeguarding Children and other agencies.
- Where possible the Designated Teacher for Child Protection should attend Strategy Meetings, Case Conferences and Reviews. A member of the school staff must be part of a nominated Child Protection Core Group for Child Protection Planning
- Liaison with CSF Safeguarding Children and other relevant agencies for ongoing work with children and their families should be maintained at all times.

Reviewed: January 2016

Date of next review: January 2017