



Sir Thomas Abney Primary School

SAFEGUARDING POLICY

April 2015

At Sir Thomas Abney we are committed to creating and maintaining a safe and secure environment for children, staff, volunteers and visitors. We promote 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.

Our policy draws on all relevant publications including, 'Safeguarding Children: Safer Recruitment and Selection in Education Settings' and 'Safeguarding Children in Education: Dealing with Accusations of Abuse against Teachers and Other Staff'. Other policies which should be read alongside this policy are the school's Health and Safety Policy, Behaviour Policy, E Safety and Whistle-Blowing Policy.

INTRODUCTION

We believe that Sir Thomas Abney provides a safe, positive and caring environment in which children can grow in their social, physical and moral development. We recognise the vital contribution our school can make in safeguarding children from harm and we carry out our responsibilities actively and enthusiastically in liaison with all other concerned parties.

The four main elements to this policy are:

- **Prevention** through the curriculum and pastoral support offered to children and their families
- School's child protection **infrastructure and procedures** for identifying and reporting cases (or suspected cases) of abuse or other child protection concerns
- **Support** for children who may have suffered significant harm, and their families
- **Staff recruitment, management and support systems** which protect children

Our policy applies to all staff, volunteers and governors working in the school. Concerned parents/carers may also contact school governors or the named member of staff for child protection.

We recognise the need to be alerted to the risks posed by strangers who may wish to harm children in school or travelling to and from school and their homes.

AIMS OF THE POLICY

- To support the development of the whole child as an individual by promoting security, confidence and independence
- To raise awareness of all staff to their responsibilities in identifying and reporting possible causes of abuse
- To ensure that staff concerned with particular children in need are aware of their role in safeguarding
- To use a clear system of monitoring children who are known to be or considered as likely to be at risk of harm
- To ensure that good communication between all members of staff is fostered
- To develop and promote effective working relationships with other agencies, especially Social Services and the Safer School Partnership officers of the Metropolitan Police
- To ensure all adults working within the school with access to children have an up to date Disclosure Barring Service (DBS) check in order to establish their suitability for working with children

PREVENTION

We recognise that developing the necessary qualities within both the children themselves and the school as a whole can help prevention.

The school will therefore:

- establish and maintain an ethos where children feel secure, are encouraged to talk and are listened to
- ensure children know that there are adults in the school who they can approach if they are worried or in difficulty
- include in the curriculum activities and opportunities which equip children with the skills they need to stay safe from abuse and ensure that they know who to turn to for help, mainly through whole school assemblies, PSHE and the wider curriculum
- include in the curriculum, materials which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to the care of children
- include in the curriculum the opportunity for children to explore the issue of diversity and understand Britain as a multi-cultural society. Providing a safe learning environment in which

children can raise controversial questions and concerns without fear of reprimand or ridicule and explore boundaries of what's acceptable will engender an open attitude to multi cultural and race issues. This is based on the principle that people should treat everyone with respect whatever their race, gender, sexual orientation, religious belief, special need or disability.

INFRASTRUCTURE AND PROCEDURES

The procedures for safeguarding children will be in line with the London Child Protection Procedures (endorsed by the Area Child Protection Committee (ACPC)).

At Sir Thomas Abney we will ensure that:

- We have two designated staff members for Child Protection who will receive regular inter-agency training and refresher training every 2 years
- During the designated staff absence another member of staff will act on their behalf having received the appropriate training
- Every member of staff and every governor knows:
 - the name of the designated and deputy designated teachers and their roles
 - that they have an individual statutory responsibility for referring child protection concerns to the designated staff as soon as can reasonably be considered possible
- All members of staff receive inter agency training every 3 years which covers:
 - their personal responsibilities in relation to child protection
 - the school's child protection procedures
 - how to support a child who tells of abuse
 - appropriate legislation related to child protection
- All members of staff receive yearly refresher training and termly updates delivered by the DSL
- All matters relating to child protection are confidential. Information about a child will only be disclosed to members of staff on a need to know basis
- All staff are aware of their professional responsibility to share information with the DSL and other agencies in order to safeguard children. This includes promptly sharing their concerns in writing with the DSL. Written concerns need to be placed in a sealed envelope and

delivered to the secure office of the DSL. The DSL is alerted to a concern either in person or via email.

- All staff are aware that they should never promise a child that they can keep secrets for them
- All members of staff recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse
- Parents/carers are aware of the responsibilities of staff with regard to child protection and understand the role they play in child protection and that good communication between parents/carers and the school is vital to this
- Copies of this policy are available on request to parents/carers
- All new members of staff are given a copy of our Child Protection procedures during their induction
- The Child Protection Policy is reviewed and updated annually
- Entry to school premises is controlled by doors, electronically controlled gates and CCTV and that authorised visitors will be logged into and out of the premises

The Designated Child Protection Officer is responsible for:

- Ensuring that he/she works closely with the Deputy Designated teachers such that he/she can act effectively in their absence
- Adhering to the London Child Protection Procedures by referring children to Social Services in the child's home borough if there are concerns about their safety or well being
- Ensuring that in the case of a referral to social services, the parents/carers are informed immediately, unless doing so would put the child concerned at risk of further harm
- Ensuring that written records are kept about any child about whom there are concerns of possible abuse or neglect
- Storing such records confidentially in a secure locked
- Checking the attendance of children on the Child Protection register and notifying the local social services team if:
 - a child on the child protection register is excluded either for a fixed term or permanently
 - there is an unexplained absence of a children on the child protection register of more than two days duration from school (or one day following a weekend)
- Attendance at initial case conferences, core groups and child protection review conferences
- Submitting written reports to Social Services on request within the agreed time limits
- Liaising with other agencies to safeguard children

- Notifying parents/carers as soon as possible if a child sustains an injury or are affected by an incident whilst they are the responsibility of the school
- Ensuring that a photocopy of all child protection records is forwarded, under confidential cover, to a child's new school following a transfer
- Retain copies of all Child Protection files including those for children no longer on roll until the child is 25
- Ensuring all staff receive current training on the relevant signs of Female Genital Mutilation (FGM) and Child Sexual Exploitation (CSE) and their responsibilities in reporting any concerns to the DSL (see attached material)
- Ensuring the curriculum content and delivery supports Community Cohesion and prevents radicalization

SUPPORT

We recognise that when children are the victims of abuse or are witnessing domestic violence their self-esteem and sense of self-worth will be adversely affected. This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn. All staff are encouraged to consider the underlying causes for children's behaviour.

We understand that our role is to help children combat the feelings of helplessness and self-blame they may experience in these situations. We can do this by maintaining a positive school ethos where children feel valued, safe and secure and are encouraged to talk and are always listened to.

The school will endeavour to support children with difficulties through:

- continued monitoring of their development coordinated by the designated child protection officer in collaboration with other staff working directly with those children
- keeping records and notifying social services as soon as there is a recurrence of a concern
- continued close collaboration with parents/carers
- liaison with a wide range of appropriate and trustworthy statutory and voluntary agencies who may be able to support the student
- the school's behaviour policy

STAFF RECRUITMENT, MANAGEMENT AND SUPPORT SYSTEMS

Recruitment

Sir Thomas Abney will use the safer recruitment practices issued by Hackney Learning Trust.

All new staff and volunteers will receive Safeguarding training as part of their induction.

SUPPORTING STAFF

We recognise that staff who have been involved with a child who has been abused or appears at risk of harm, may find the situation very stressful and upsetting. Support will be given to staff by providing an opportunity to talk about their anxieties and reflect on possible outcomes with a designated member of staff and to seek further external as appropriate.

ALLEGATIONS AGAINST STAFF

We recognise that children may make an allegation against a member of staff. In such a case the member of staff will be informed immediately by the Headteacher.

If the allegation made to a member of staff involves the Headteacher, the member of staff will immediately inform the Chair of Governors, who will consult the LADO. The school will follow The Hackney Learning Trust's guidelines for managing allegations against members of staff. A copy of these guidelines is available in school.

WHISTLE-BLOWING

We recognise 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 about the attitude or actions of colleagues.

STAFF CODE OF CONDUCT

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with children and their families. Children will be treated with respect and dignity.

Whilst it would be unrealistic to prohibit 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 and misrepresentation.

If it becomes necessary to physically restrain a child for their own or others' safety, this should be in line with the school's policy for restraint, a record will be made of the incident and the Headteacher informed on the same day.

First aid will only be administered by qualified first aiders. All first aid and routine hygiene care will be appropriately recorded. If it is necessary for the child to remove clothing for this treatment, there should be an adult of the same gender as the child present.

Following DfE guidance, photography of a child, for the purpose of recording their progress is permitted only on a school camera. It is not permitted for staff to take photographs using their own camera as a means of protecting the child.

School staff should also be alert to the possible risks which might arise from contact with children outside the school. Home visits to children should only take place with the knowledge and approval of the Headteacher.

The designated member of staff with responsibility for Safeguarding is:

- **Lynn Willis (Deputy Headteacher)**
- **Geraldine Fitzmaurice (Headteacher)**

The nominated governor with responsibility for Safeguarding is:

- **Leonie Allistair (Chair of Governors)**

First Access and Screening Team (FAST) – Hackney Children's Social Care

020 8356 4844/5500

Useful links

- Safeguarding policy
- Behaviour policy
- Photography letter to parents
- www.thinkuknow.co.uk
- www.ceop.police.co.uk
- www.childline.org.uk
- www.kidscape.org.uk

Appendices

- Part One of Keeping Children Safe in Education (2015)
- What to do if you are worried a child is being abused (2015)

Policy to be reviewed April 2016