



## William Levick Primary School

### Child protection and safeguarding policy and procedures

#### Policy Statement

William Levick Primary School recognises and fully accepts its responsibilities for child protection and safeguarding. The school understands its pastoral duty towards all children and will place their care firmly at the centre of its work. The school seeks to support children's development in ways which foster security, confidence and independence and encourage a positive self-image.

Our policy, which is reviewed and approved by the governing body annually, applies to all staff, governors and volunteers working in the school. There are six main elements to our policy:

- A. Raising awareness of child protection issues with staff and equipping children with the skills needed to keep them safe.
- B. Ensuring that we practice safer recruitment by checking the suitability of prospective staff and volunteers to work with children.
- C. Training and supporting our staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may be in need of safeguarding.
- D. Implement and review regularly, in the light of experience, our procedures for identifying and reporting cases of actual or suspected abuse.
- E. Supporting pupils who have been abused in accordance with his/her child protection plan.
- F. Establishing a safe environment in which children can learn and develop.

#### Internal Procedures

We will follow the procedures set out in the latest Local Safeguarding Children Board manual which is available electronically at [www.derbyshirescb.org.uk](http://www.derbyshirescb.org.uk) and take account of guidance issued by the Department for Education, in particular, ***“Keeping Children Safe In Education” (2015)***, ***“Working Together to safeguard children” (2015)***, ***“What To Do If You’re Worried A Child Is Being Abused” (2015)*** and ***DfE advice on “The Prevent Duty” (2015)***

The school will carry out an annual audit of its safeguarding provision and sends a copy to the Local Authority as required by the guidance “Safeguarding and Safer Recruitment para 2.19” 2007. The latest copy of this audit is attached as an appendix 1.

**A. Raising awareness of child protection issues with staff and equipping children with the skills needed to keep them safe.**

We recognise that because of their day to day contact with children, the school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to. This will happen through the development of our whole school values, through assemblies, circle time and the social and emotional curriculum.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the Life Skills curriculum (PSHE) for children to develop the skills they need to recognise and stay safe from abuse.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus and on the school website.

The current prospectus states: ***As a school we have a legal responsibility to take action to ensure the safety of all our children. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, we have to follow Derbyshire County Council's Policy and procedures for Child Protection and Safeguarding.***

***If you have any concerns they should be addressed to the Mr Winson, the school's Child Protection Designated Person.***

**B. Ensuring that we practice safer recruitment by checking the suitability of prospective staff and volunteers to work with children.**

We will ensure Safer Recruitment practices are always followed. Every interview panel will have at least one member who has a current certificate in Safer Recruitment. We will check on the identity of candidates, follow up references with referees and scrutinise applications for gaps in employment. We will ensure that safeguarding considerations are at the centre of each stage of the recruitment process.

We will ensure that all staff are aware of the government guidance document ***“Working Together to Safeguard children”*** (2015) and ensure that its recommendations are followed. The guidance on the use of new technology is particularly important. This includes advice on safe use of mobile phones and

guidance on personal and professional boundaries in emailing, messaging and social networking environments.

We will follow the advice and guidance from the Local Authority on Managing Allegations Against Staff (alongside that which is included in Safeguarding and Safer Recruitment in Education Chapter 5), where an allegation is made concerning the conduct of a member of staff or a volunteer. This will include in the first instance seeking advice from the Local Authority Designated Officer (LADO) but in their absence from the authorised departmental manager or an HR manager. Where the allegation is made against the Headteacher the Chair of Governors must be informed who will then seek advice from the same sources.

**C. Training and supporting our staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may be in need of safeguarding.**

We will ensure that we have a Designated Safeguarding Lead for child protection who has received appropriate training and support for this role. They will access safeguarding training at least every two years and carry out the role in accordance with the roles and responsibilities as detailed in Appendix 2. Currently the DSL is Matthew Winson. Mrs Abigail Thorlby is also trained to carry out this role in Mr Winson's absence.

We will ensure that we have a nominated Governor responsible for child protection and safeguarding and ensure they have access to appropriate training. Currently this is Mrs Maria Clark. The Headteacher will report to the governing body annually on school safeguarding activity over the past year.

We will ensure that every member of staff (including temporary, supply, contracted staff and volunteers) and the governing body knows the names of the DSL and their deputy and understand their role in managing concerns. The induction process includes this policy being made available to staff and any supply staff or volunteers will also have a robust safeguarding induction with all key policies to read and ensure they understand.

We will ensure that all staff and volunteers understand their responsibilities by being alert to the signs of abuse and their need to refer any concerns to the DSL or the deputy without delay.

All members of staff will receive training at least every three years and an attendance record kept at the school.

**D. Implement and review regularly, in the light of experience, our procedures for identifying and reporting cases of actual or suspected abuse.**

In the event of a member of staff having a safeguarding concern about a child they will immediately inform the DSL. A Child of Concern sheet or Child Protection Form (blue form) will be completed to record specific details of the concerns raised. Any personal accounts or observations should be recorded accurately on these sheets.

The DSL will:

Notify the appropriate Children's Social Care department immediately if there is an unexplained absence of a pupil who is the subject of a child protection plan.

Ensure the school and its staff develop effective skills with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at case conferences and core groups and the provision of relevant and timely reports.

Ensure we maintain links with relevant agencies when children and families are seeking support and help under the Common Assessment Framework process (CAF) or under child in need planning.

Maintain and securely store written records of concerns about children, even where it is decided that there is no need to refer the matter immediately. These records will be kept separately from the young person's education record. They will be securely locked in the Headteacher's office filing cabinet.

Ensure that when making a referral the school completes the form required, retain a copy and send the original to the Children's Social Care Department once it is clear who will be dealing with the young person. The Flowchart in Appendix 1 illustrates the in-school process.

**E. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school seeks to reduce the potential impact of this through:

1. The content of the curriculum.
2. The school ethos which supports a positive, supportive and secure environment for young people and gives them a sense of being valued.

3. The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse that has occurred.

4. Liaison with other agencies that support the young person such as Children's Social Care, Child and Adolescent Mental Health (CAMHs), MAT, Primary Health Care services, education welfare and the education psychology service.

5. Ensuring that, where a pupil who is the subject of a child protection plan leaves the school, their information is transferred to the new school immediately and that their social worker is informed. Child protection information will be transferred securely and separately from the child's education file. If the new school is unknown then the file will be sent to the relevant education office without delay.

#### **F. Establishing a safe environment in which children can learn and develop.**

The school will keep up to date the Single Central Record in line with the DCSF guidance "Safeguarding Children and Safer Recruitment in Education." To ensure that identity checks have been carried out, that DBS checks have been completed as appropriate and the date recorded. Required qualifications are also recorded alongside any professional registration details.

In creating a safe environment for children and young people the school has a well circulated anti-bullying policy, including anti-cyberbullying and E-Safety Policy. This states the seriousness with which this is viewed, whether taking place in or out of school. Bullying reports are reviewed regularly to ensure effective action and positive outcomes.

Processes for young people or adults to report concerns or make complaints about others are clearly communicated to both young people and parents. This is done by means of parents' information evenings at the start of the year, termly class newsletters and the complaints procedure is posted on the school's website. Each classroom has an appropriate system in place to indicate that a child wishes to speak to an adult or that they can express a concern/issue or incident. This is mostly through the use of the 'What's on your mind' box.

The use of Physical Intervention with young people will only be used when, in the judgement of staff, circumstances require it in order to prevent harm to the child, to other young people or to an adult. Additionally if the young person is disrupting the learning of others this may also be a reason to intervene. In all cases the level of intervention must be appropriate to the level of perceived

risk, only last as long as is required to reduce this risk and minimise any possible harm to the child. Only staff who have received training should be approved to intervene. In emergency situations any staff member present should act in the best interests of the child or children. Any use of physical intervention will be reported to the headteacher without delay and the relevant report form completed including accident forms if appropriate. Parents will be advised of the action taken.

Security within the school is carefully managed and reviewed annually. All visitors to the school must sign in, show any official identification they are carrying and be accompanied by an adult at all times while on site. A lower level of supervision will be required where the school is satisfied that the visitor has had the relevant checks carried out by their employer.

The school is fully aware of the relevant Health and Safety legislation and complies with all aspects of this in order to keep both pupils and staff safe. Risk assessments are undertaken when required and advice sought from the Local Authority Health and Safety team when necessary.

Access to the internet in school is restricted by the County firewall. However, children's internet access should be monitored closely. If any member of staff knows of staff or child misuse they will report it immediately to the Headteacher. The Headteacher has direct access to all e-mail addresses and passwords provided by the DCC school's system. There is also a policy on The Acceptable Use Of IT In Schools that all staff are aware of and have read

In line with the County's policy on confidential reporting; If members of staff have concerns about people working with children, paid or unpaid, they have a professional duty to inform the DSL immediately. This can be done verbally or in writing however, the staff must be prepared to discuss issues.

This policy has been reviewed and approved by the governing body.

Date: November 2015

Chair of Governors' signature:

Headteacher's signature:

Date of next review: November 2016