



Silverhill Primary School
Policy for Safeguarding

Safeguarding

Issue date
September 2018

Review date
September 2019

INTRODUCTION

This policy is to be implemented in conjunction with the Child Protection Policy which outlines and defines the symptoms of abuse and the procedures that need to be followed should a member of the staff have any concerns. This policy is in line with documents identified below and is available in the staffroom, on the school school server and the school website.

- Working Together to Safeguard Children” (July 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf
- What to do if you are worried a child is being Abused: Advice for Practitioners (March 2015)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_us_being_abused.pdf
- Keeping Children Safe in Education (September 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/737289/Keeping_Children_Safe_in_Education_Sept_2018.pdf
- Information Sharing: Advice for Practitioners providing Safeguarding Services to Children, young People, Parents and Carers (July 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf
- Guidance for safer working practice for those pupils working with children and young people in education settings (September 2015)
- <http://www.rrecruitment.com/wp-content/uploads/2016/04/Guidance-for-Safer-Working-Practice-October-2015.pdf>
- Prevent Duty - Counter Terrorism and Security Act 2015
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Pr_event_Duty_Guidance_England_Wales_V2-Interactive.pdf
- Silverhill Child Protection Policy 2018

These documents which are readily available and all members of staff are expected to be familiar with and understand the documents in order **to create a culture of vigilance within our community**. The policy is updated annually and known to everyone working in the school including the Governing Board and ensures that our policies, procedures and culture work in the best interests of the child. It will be available to parents on request and via the school web site. Everyone working in or for our school service 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.

Named persons with designated responsibility for Safeguarding

- **Andrew Gallagher** – Headteacher (Designated Safeguarding Lead)
- Steve Burley - Deputy Headteacher (Designated Safeguarding Lead)
- Louise Nevin – Learning Mentor (Designated Safeguarding Lead)
- All Governors are trained in Safeguarding and take equal responsibility to ensure the school community is safe
- Claire Hunter – Chair of Governors (Designated governor responsible for monitoring safeguarding procedures)

Derby City Children and Young People’s Services – Reception Team, Ashtree House - 01332 -642203

Safeguarding Officers – Derby Safeguarding Children Board / Derby City Childrens and Young Peoples department, Eastmead, Duffield Road, Derby – 01332 641172

SCHOOL COMMITMENT TO CREATE A CULTURE OF VIGIANCE AND SAFETY

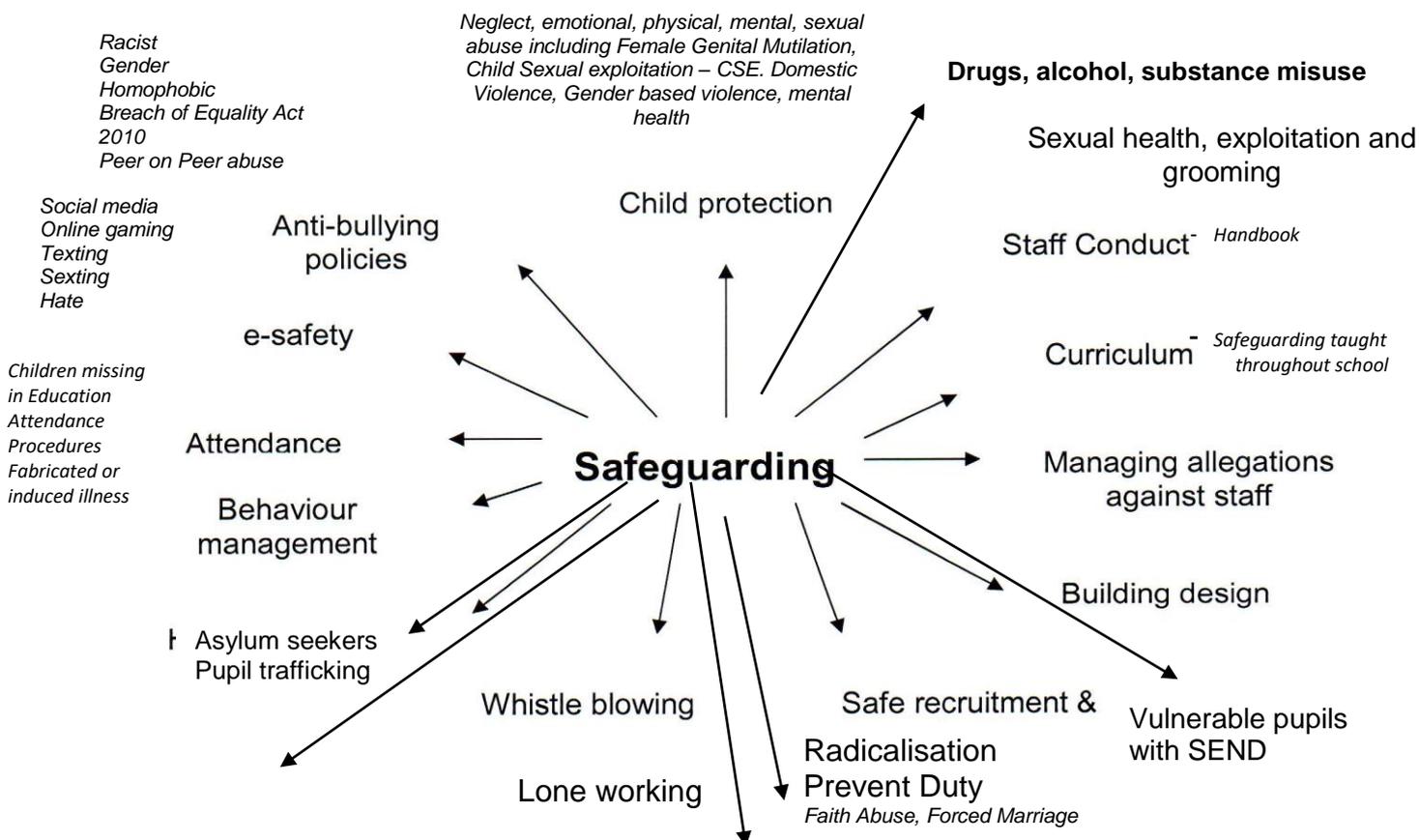
Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children’s health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Silverhill Primary School is committed to Safeguarding and Promoting the Welfare of our school community. The welfare of every pupil and adult is of paramount importance and it is the responsibility of every member of our school community to ensure that safeguarding procedures are understood and practiced effectively.

Safeguarding is the overarching term for ensuring that considered, effective practices are carried out for the safety and wellbeing of our school community. The areas encompassed are wide ranging and are outlined below.



PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT TO CREATE A CULTURE OF VIGILANCE

1. Safer Recruitment and Selection

The school pays full regard to Keeping Children Safe in Education - September 2018

We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Closing and Disbarring checks (DBS).

In line with statutory changes, underpinned by regulations, the following will apply:

- a CRB Enhanced Disclosure is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll, and employees to be registered with the Independent Safeguarding Authority;
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff ;
- teachers must be registered, have QTS status and are vetted;
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate;
- Disqualification by Association checks will be undertaken by all staff;
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy;
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA;
- Members of the Leadership team have undertaken the Safer Recruitment training and are involved in all staff and volunteer appointments and arrangements. *For greater detail please refer to the Safer Recruitment Policy.*
- At least one person involved in a recruitment process must have safer recruitment training.

2. Safe Practice and Vigilant Culture

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of faith (or no faith), race, ethnicity, gender(including gender reassignment), age, disability or sexual orientation;
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

3. Safeguarding Information for pupils in a vigilant culture

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have senior members of staff with responsibility for child protection and know who this is. 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. P.H.S.E and e-safety materials we use to help pupils learn how to keep safe are available on the staff server and through the website.

Our school will ensure that pupils are made aware that if they have worries or concerns that they do not wish to share in school help can be sought through Childline and posters are displayed prominently throughout school. The School Council, class discussions, and several focus groups eg.Eco Committee give a variety of forums for consulting with and listening to pupils concerns.

4. Partnership with Parents to create a vigilant culture

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. Parents are kept informed through newsletters, consultation evenings and text messages. Further information is available on the websites www.nspcc.org.uk; www.ceop.gov.uk and the school works closely with the LA Child Protection Team

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 parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child. Silverhill Primary 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 Mr Gallagher. We make parents aware of our policy through our school prospectus; website and regular newsletters and parents are made aware that they can view this policy on our website.

5. Partnerships with others to create a vigilant culture

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Derby City Safeguarding Children Board. We work closely with the Social Care, the Child Protection Team, the Educational Psychologist Police, Health, Child line in Partnership with schools, NSPCC. . There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

6. School Training and Staff Induction to create a vigilant culture

The Designated Safeguarding Staff for child protection undertake L3 child protection training and training in inter-agency working, (that is provided by the Derby City Safeguarding Children Board) and the training is continually updated through out the year through L3 courses. All other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection and safeguarding procedures effectively, which is kept up to date by annual training.

All staff (including temporary staff and volunteers) are provided with the school's safeguarding policies and informed of procedures on induction.

7. Support, Advice and Guidance for Staff to create a vigilant culture

All staff who have concerns regarding any aspect of safeguarding will be fully supported by senior staff and relevant agencies.

8. Related School Policies to create a vigilant culture

Guidance for safer working practice for those pupils working with children and young people in education settings (September 2015) provides helpful advice for all adults working in our school to enable all pupils to flourish in a safe environment.

The following policies are considered relevant to promoting a safe culture in our school.

- Administration of Medicines
- Anti-bullying Policy
- Behaviour Management Policy
- Child Protection Policy
- Confidentiality Policy
- Drugs
- E safety including social media and mobile phone use
- Equal Opportunity Policy and Statement
- Emergency Evacuation
- Fire Safety
- First Aid
- Harrassment and Discrimination
- Health and Safety Policy
- Induction Policy
- Intimate Care
- Lone working - risk assessment
- Mutual Respect, harassment and Discrimination
- Pupil Personal Safety Policy
- Safeguarding Guidelines
- Safer Recruitment Policy
- Self Harm-Derby City practice guidance
- Special Educational Needs and Disability
- Staff Code of Conduct including
- Sun-safety Policy
- Whistleblowing Policy

9. Pupil Information to create a vigilant culture

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 access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information.
All information is locked securely in the school office.

10. Roles and Responsibilities to create a vigilant culture

Our Governing Board 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 made available to parents on request;
- the school operates safe recruitment procedures and makes sure that 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 guidance from the local authority and locally agreed inter-agency procedures;

- a senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy);
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- the Chair of Governors is nominated to be responsible for liaising with the LA 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.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

Our Headteacher will ensure that:

- the policies and procedures adopted by the Governing Board are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- 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.
- Alternative Provision settings will provide written confirmation that they have completed all the vetting and barring checks necessary on their staff.

Members of Staff with Designated Responsibility for Child Protection (Mr Gallagher/ Mr Burley/ Miss Nevin) will:

- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- act as a source of support , advice and expertise within the educational establishment;
- liaise with relevant staff to inform them of any issues and ongoing investigations and ensure there is always cover for this role.
- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how Derby City 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.
- ensure the child protection policy is updated and reviewed annually and work with the Governing Board regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that 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 and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.
- where the parents inform school that they wish to 'parentally educate' their child, the EWO endeavours to undertake a home visit to discuss this with the parents and the information is then passed to EARS service who monitors ' Parentally Educated Children' (PECS).

All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

Confidentiality

School has regard to “Information Sharing: Practitioner’s guide” HM Government, 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

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

The School has a clear and explicit Confidentiality Policy which dictates:

- When information must be shared with police and Social Care where the child/ young person is / may be at risk of significant harm
- When the pupil’s and/or parent’s confidentiality must not be breached
- That information is shared on a need to know basis

DEFINITIONS OF ABUSE

CATEGORIES AND SIGNS AND SYMPTOMS

Physical abuse – involves physical injury to a child, including deliberate poisoning, where there is definite knowledge or a reasonable suspicion, that the injury was inflicted or knowingly not prevented. It may involve hitting, shaking, throwing, poisoning burning or scalding, drowning, suffocating or otherwise causing physical harm to a child, including by fabricating the symptoms of or deliberately causing, ill health to a child.

Typical signs of physical abuse are:

Bruises and abrasions especially about the face, head, genitals or other parts of the body where they would not be expected to occur given the age of the child. Some types of bruising are particularly characteristic of a non-accidental injury especially when the child’s explanation does not match the nature of injury or when it appears frequently.

- Unexplained bruising, marks or injuries to any part of the body
- Slap marks may be visible on any part of the body.
- Damage to the mouth such as bruised or cut lips or torn skin where the upper lip joins the mouth
- Human bite marks
- Fractures
- Poisoning or other misuse of drugs such as over use of sedatives
- Burns and scalds with upward splash marks
- Multiple burns with a clearly demarcated edge
- (a body map is available to assist with recording – appendix 6)

Sexual abuse – involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include involving children in looking at, or in the production of pornographic material or encouraging children to behave in sexually inappropriate ways.

Typical signs of sexual abuse are:

- A detailed sexual knowledge inappropriate to the age and developmental stage of the child
- Sexually explicit language
- Increased frequency of visits to the toilet
- Pain or itching in the genital area
- Stomach pains
- Vaginal discharge or infection
- Discomfort when sitting down
- Sexually transmitted disease

- Use of inappropriate sexual language
- Behaviour that is excessively affectionate or sexual towards other children or adults
- A fear of medical examinations or of being alone
- Sudden loss of appetite, compulsive eating, anorexia nervosa or bulimia nervosa
- Excessive masturbation
- Nightmares/ lack of sleep
- Bedwetting
- Eating problems such as over or under eating
- Sexual approaches or assaults on other children or adults
- Urinary tract infections, sexually transmitted diseases
- Bruising to the buttocks, lower abdomen thighs, and genitals and other rectal areas bruises may be confined to grip marks where a child has been held so that abuse can take place
- Drawing or pornographic or sexually explicit images/material or writing.

Emotional abuse – emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effect on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued on insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Signs may include;

- Neurotic behavior eg. Sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Sudden speech disorders
- Self harm
- Fear of parent being approached about their behaviour
- Developmental delay in terms of emotional progress

Neglect - neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs. Signs may include;

- Being constantly dirty or ‘smelly’
- Constant hunger sometimes stealing food from other children
- Losing weight, or being constantly under weight
- Inappropriate or dirty clothing

Reporting Concerns

All Staff, Governors and Volunteers have responsibility for the following:

Being aware of the Derby and Derbyshire Safeguarding Procedures,

<http://derbyshirescbs.proceduresonline.com/index.htm> and ensuring these procedures are followed.

Listening to, and seeking out, the views, wishes and feelings of children and young people, ensuring in this that the child’s voice is heard and referred to.

Knowing who the School Designated Teacher(s) for Safeguarding are and the relevant links for

CIC (Child in Care/Looked After Children) **Mr Gallagher**, Mr Burley, Miss Nevin

SEND - Mrs Freeston

Anti- Bullying – Mrs Hardy

School link Governor for Child Protection and Safeguarding – Mrs Hunter

Being alert to the signs of abuse, including specific issues in Safeguarding and their need to refer any concerns to the Safeguarding Designated Lead(s) in the School.

Allegations against the Headteacher

To be aware of the 'Allegations Against Professionals' (Local Authority Designated officer) LADO procedures and feel confident in been able to use them including how to report concerns about other staff and the setting.
LADO contact - 01332 642376

<http://www.derbyscb.org.uk/>

That any concerns any staff have about a Headteacher should be referred to the Chair of Governors.

IF YOU HAVE ANY CONCERNS NO MATTER HOW SMALL IT IS YOUR RESPONSIBILITY TO SHARE THE INFORMATION WITH A SAFEGAURDING LEAD TO DISCUSS THE ISSUES AND TAKE THE APPROPRIATE ACTIONS.

Always record any incident within 24 hours