

St John's RC Primary School



# Child Protection & Safeguarding Policy September 2016

# St. John's Catholic Primary Child Protection & Safeguarding Policy

## 1. Introduction

- 1.1 St. John's Catholic Primary aims to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. Our school adheres to the principles and procedures outlined in 'Keeping Children Safe in Education – statutory guidelines for schools and colleges' (DfE July 2016) St John's Catholic Primary implements policies, practices and procedures which promote safeguarding and the emotional and physical wellbeing of children, young people and staff.
- 1.2 The school is committed to supporting the delivery of effective early help through multi – agency working, a consistent application of thresholds and the use of a single agency assessment. The Manchester Common Assessment Framework is embedded into everyday practice and procedures when responding to children's needs and signposts children and families to appropriate preventative services. The children have access to appropriate curriculum opportunities, including emotional health and wellbeing, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.
- 1.3 This policy has been developed to ensure that all adults in St. John's Catholic Primary are working together to safeguard and promote the welfare of children and young people. **The policy is regularly reviewed and revised to reflect the introduction of new statutory guidance and MSCB recommendations. This policy reflects the requirements and duties in Working Together to Safeguard Children (DfE 2015); Keeping Children Safe in Education (DfE 2016); Prevent Duty Guidance for England & Wales (HMGovt 2015); Disqualification under the Childcare Act 2006 (DfE 2015); Supervision of Activity with Children (DfE 2012).**
- 1.4 This policy describes the management systems and arrangements, in place and under review, to create and maintain a safe learning environment for all our children, young people and staff. It identifies actions that should be taken to address any concerns about child safety and welfare including protecting pupils and staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and the ethos of the school will be vigorously challenged. St John's will exercise diligence and prevent any organisation or speaker from using the school's facilities to disseminate extremist views or radicalise pupils or staff.
- 1.5 The head teacher Mrs Coyle or, in her absence, the authorised member of staff- Designated Person (DP)- Mr Smithers, has the ultimate responsibility for safeguarding and promoting the welfare of children and young people. The safeguarding team also comprises Miss O'Connor and Mrs Marsden who are also responsible for safeguarding and promoting the welfare of children and young people. Mrs A Potter is the designated governor for safeguarding. As a safeguarding team, we review and monitor the implementation of our policies and procedures.

- 1.6 Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities and functions of St. John's Catholic Primary. This policy complements and supports other relevant policies or parts thereof, (Appendix A).
- 1.7 Under the Education Act 2002 schools/settings have a duty to safeguard and promote the welfare of their pupils and, in accordance with statutory guidance set out in **'Keeping Children Safe in Education – statutory guidelines for schools and colleges'** (DfE July 2016), St. John's Catholic Primary School will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them.
- 1.8 A Safeguarding handbook based on this Policy and a copy of classroom safeguarding posters are also available for new staff, supply staff, students, visitors and voluntary workers.

## **2. The Curriculum**

- 2.1 All children have access to an appropriate curriculum, differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.
- 2.2 Access to cross-curricular activities will provide opportunities to develop self-esteem and self-motivation and to help pupils respect the rights of others, particularly those groups who may be considered a minority.
- 2.3 Children are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities, which promote the fundamental British values of tolerance, respect understanding and empathy for others. There is access to a range of extra-curricular activities, information and materials from a diversity of sources which not only promotes these values but supports the social, spiritual and moral well-being and physical and mental health of the pupils.
- 2.4 Personal Health and Social Education, Citizenship and Religious Knowledge lessons will provide opportunities for children and young people to discuss and debate a range of subjects.
- 2.5 St John's takes account of the latest advice and guidance provided to help address specific vulnerabilities and forms of exploitation eg Child sexual exploitation (CSE), Radicalisation and Extremism, and 'honour-based violence', including forced marriage and Female Genital Mutilation (FGM).
- 2.6 All pupils will know that there are adults in the school whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

### **3. Attendance & Exclusions**

- 3.1 St. John's Catholic Primary School views attendance as a safeguarding issue and in accordance with the St. John's Catholic Primary Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care.
- 3.3 The Attendance Policy identifies how individual cases are managed and how we work proactively with parents to ensure that they understand why attendance is important. In certain cases this may form part of a Manchester Common Assessment Framework (MCAF) or a Parenting Contract. We would, if necessary, implement the statutory requirements in terms of monitoring and reporting children missing from education (CME) and children removed from the school roll. We understand how important this practice is in safeguarding children and young people.
- 3.4 The school will only place young people in alternative educational provision which have been quality assured by the Local Authority. Young people who require access to alternative provision will have a personalised learning plan designed to meet their needs. Their attendance will be monitored by St. John's Catholic Primary in accordance with the School Register Regulations.
- 3.5 The designated person will be informed when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. Where it is felt that a child or young person is likely to be permanently excluded a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

### **4. Keeping Records**

- 4.1 St. John's Catholic Primary will keep and maintain up to date information on children including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The school record will also include a chronology of any other significant events in a child's life.
- 4.2 All information of a child-protection nature is kept securely locked away and treated confidentially.

### **5. Roles & Responsibilities**

- 5.1 The Head teacher of St. John's Catholic Primary will ensure that:
- The policies and procedures adopted by the Governing Body to safeguard and

- promote the welfare of pupils are fully implemented and followed by all staff.
- Safe recruitment and selection of staff and volunteers is practiced.
- A Designated Senior Member of staff (DP) for child protection is identified and receives appropriate on-going training, support and supervision.
- Sufficient time and resources are made available to enable the Designated Member of staff to discharge their responsibilities, including attending inter-agency meetings, contributing to the assessment of children and young people, supporting colleagues and delivering training as appropriate.
- All staff and volunteers undertake Level 1 Safeguarding training which is renewed every 3 years. Additionally, they receive annual updates. The safeguarding team and Headteacher receive training through MSCB, which is renewed every 2 years. Both the safeguarding team and Headteacher receive annual updates.
- All temporary staff and volunteers are made aware of the school's safeguarding policy and arrangements.
- All staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively.
- Parents/carers are aware of and have an understanding of the school's responsibilities to promote the safety and welfare of its pupils by making its obligations clear in the school/setting prospectus and any other relevant information.
- Ensure that the Safeguarding and child protection policy is available on the school's website.
- Ensure that the school co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities eg CSE and radicalisation and extremism

## 5.2 The Governing Body of the school will ensure that:

- A member of the Governing Body is identified as the designated governor for Safeguarding and receives appropriate training. The identified governor will provide the governing body with appropriate information about safeguarding and will liaise with the Designated Member of staff.
- There is a senior member of the school's leadership team who is designated to take lead responsibility for safeguarding within the school.
- The school's safeguarding policy is regularly reviewed and updated and the school complies with local safeguarding procedures.
- The school operates safe recruitment and selection practices including appropriate use of references and checks on new staff and volunteers.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with Local Authority procedures. 'Allegations of abuse made against staff' policy.
- All staff including temporary staff and volunteers who have regular contact with children and young people receive appropriate training and information about the school's safeguarding processes as part of induction, and this is up-dated by refresher training every 3 years.
- Ensure that the school co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities eg CSE and radicalisation and extremism.

5.3 The Designated Senior Member of Staff for Child Protection has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people registered in the school. The Designated Person will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend up-dated training every two years in addition to annual updates.
- Provide information to the LA on how the school carries out its safeguarding duties.
- Provide annual support and training for staff and volunteers and make sure that the school receives MCSB approved refresher training every three years.
- Ensure that the schools actions are in line with the MCSB Safeguarding Inter-Agency Procedures. Guidance on these procedures may be found on MSCB website at manchesterscb.org.uk
- Support staff to make effective referrals to the Children and Families Service and any other agencies where there are concerns about the welfare of a child.
- Provide a safeguarding handbook for all adults who have responsibility of working with children at St John's. A copy can be obtained from the school office.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children receive level 2 and above training.
- Manage and keep secure the school's safeguarding records.
- Ensure that all staff and volunteers understand and are aware of the school's reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Liaise with the head teacher about any safeguarding issues.
- Ensure that the Safeguarding Policy is regularly reviewed and up-dated.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DCSF concerning Safeguarding.
- Send a pupil's child protection or safeguarding file separately from the main file to a new establishment if a pupil leaves the school. Keep a copy of the file.

## **6. Safe Recruitment & Selection of Staff**

6.1 St John's Catholic Primary's recruitment and selection policies and processes adhere to the DfE 2016 statutory guidance: 'Keeping Children Safe in Education.'

## **7. Working with Other Agencies**

7.1 St. John's Catholic Primary has developed effective links with other relevant agencies for example the Local Authority, Children's Social Care, Channel, GMP, NHS and the MSCB and co-operates as required with any enquiries regarding child protection issues. The school will notify the Children's Services District Team if:

- A child subject to a child protection plan is about to be excluded.
- There is an unexplained absence of a pupil who is subject to a child protection plan of more than two days from school.
- Or as agreed as part of any child protection plan or core group plan.

## **8. Early Help**

- 8.1 Early help means identifying needs within a family early and providing preventative support and intervention before problems become complex and entrenched. This preventative support is a holistic approach which looks at all aspects of family life with the aim of identifying what works well for the family and areas that may need support. The school works collaboratively with the family, and other agencies, to develop a clear and outcome focussed action plan that promotes and supports the needs of the family.

## **9. Confidentiality & Information Sharing**

- 9.1 Staff ensure that confidentiality protocols are followed and information is shared appropriately. The Head teacher or Designated Member of Staff discloses any information about a pupil to other members of staff on a need to know basis only.
- 9.2 All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff and volunteers must be clear with children that they cannot promise to keep secrets.

## **10. Training and Induction for Staff and Volunteers**

- 10.1 In accordance with the statutory guidance Keeping Children Safe in Education (DfE 2016) all staff will receive training at induction. All staff will be required to read at least Part One of the statutory guidance 'Keeping Children Safe in Education' (DfE 2016). All staff and volunteers who are in regular contact with children will receive basic Level 1 safeguarding training every 3 years. Staff with, 'particular responsibilities' for safeguarding will receive further training at Level 2 and above, accessed through the Manchester Safeguarding Children Board menu or from other appropriate providers.
- 10.2 The Designated Person for safeguarding will receive DSL training every two years. All staff will receive appropriate child protection training which is regularly updated. Training will include: basic safeguarding information about the school's policies and procedures; signs and symptoms of abuse; indicators of vulnerability to radicalisation; how to manage a disclosure from a child as well as when and

how to record a concern about the welfare of a child.

10.3 All staff will receive additional training or briefings on particular safeguarding issues as considered appropriate by the head teacher and the safeguarding team. This may include Guns and Gangs, Forced marriage, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation, Trafficking and Radicalisation and Extremism.

10.4 All staff will be given a copy of the school's Safeguarding Handbook, which will include Part One of the statutory guidance 'Keeping Children Safe in Education (DfE 2016).

## 11 **Recording and Reporting Concern**

11.1 All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously (Appendix B). If a concern arises all staff, volunteers and visitors must:

- Speak to the Designated Person or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using the school's safeguarding recording system – a safeguarding incident record form, which is then passed to the Designated Person.

## 12 **Informing Parents/Carers**

12.1 Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.

12.2 Parents and carers will be informed if a referral is to be made to Children's Social Care Services or any other agency.

12.3 Parents/carers will not be informed if it is believed that doing so would put the child at risk of harm. In such cases the Designated Person or Head teacher will seek advice from the Manchester contact centre.

## 13 **Domestic Abuse**

- 13.1 The school is aware that children and young people’s development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and this is a safeguarding issue.
- 13.2 Children and young people react to domestic abuse in similar ways to other types of abuse and trauma.
- 13.3 Information about domestic abuse and its effect upon children and young people will be incorporated into staff Safeguarding and Child Protection training and briefings and the school’s Safeguarding and Child Protection’s Policies and Procedures will be used to protect children and young people exposed to, and at risk from domestic abuse.

## **14 Forced Marriage**

- 14.1 The school is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. The school understands that forced marriage is a form of child, adult and domestic abuse and child abuse cannot be condoned for religious or cultural reasons. The school response to issues of forced marriage will be in accordance with statutory guidance and MSCB procedures.

## **15. Female Genital Mutilation**

- 15.1 Female Genital Mutilation (FGM) is illegal in the United Kingdom and is a violation of human rights of girls and women. Information on FGM will be incorporated into staff Safeguarding and Child Protection training and briefings.
- 15.2 Any concerns that a child may be at risk of FGM will be reported and referred to the appropriate safeguarding agencies in accordance with MSCB procedures. “The Mandatory reporting duty in relation to FGM will commence in October 2015. Once introduced, teachers must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school’s designated safeguarding lead and involve children’s social care as appropriate.” (Keeping Children Safe in Education, DfE 2016)

## **16. Preventing Radicalisation and Violent Extremism**

- 16.1 St John's Catholic Primary values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society.  
However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated.  
St John's Catholic Primary seeks to protect its students and staff from all messages and forms of violent extremism and ideologies.
- 16.2 St Johns is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

## **17. Peer on Peer Abuse**

- 17.1 All staff should be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. (See Appendix B)

## **18. E-Safety**

- 18.1 St Johns has an E-Safety Policy which recognises that E-safety is a safeguarding issue, not an ICT issue. The purpose of internet use in school is to help raise educational standards, promote pupil achievement and support the professional work of staff as well as enhance the school's management information and business administration.
- 18.2 The internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction and St John's has a duty to provide children and young people with quality access as part of their learning experience.
- 18.3 It is the duty of St John's to ensure that every child and young person in its care is safe and this applies equally to the 'virtual' or digital world.
- 18.4 St John's will ensure that appropriate filtering methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

## **19. Children with SEN/D (Special educational needs and disabilities)**

- 19.1 Children with SEN/D are monitored in accordance with our safeguarding procedures and as part of their ongoing assessment their emotional and social well-being is tracked and intervention put into place when necessary. In addition, our school family liaison officer liaises with the SENCO on a weekly basis and any potential safeguarding issues are discussed and acted upon where necessary.

## **20. Child Protection Conferences and Core Group Meetings**

- 20.1 Members of staff are likely to be asked to attend a child protection conference or other relevant core group meetings about an individual pupil and will need to have as much relevant updated information about the child as possible. A child protection conference will be held if it is considered that the child/children are suffering or at risk of significant harm.
- 20.2 All reports for a child protection conference should be prepared in advance of the meeting and will include information about the child's physical, emotional, intellectual development and wellbeing as well as relevant family related issues. This information will be shared with the parents/carers.

## **21. Managing Allegations and Concerns Against Staff and Volunteers**

- 21.1 The school follows the statutory guidance – 'Keeping Children Safe in Education' (DfE 2016) when dealing with allegations made against staff and volunteers.
- 21.2 All allegations made against a member of staff and volunteers, including contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made. See St John's R.C Primary policy: 'Allegations of abuse made against teachers and other staff'.

## **22. Complaints or Concerns by Pupils, Staff or Volunteers**

- 22.1 Any concern or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.
- 22.2 We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also about

the length of time required to resolve the complaint. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.

- 22.3 Should a person wish to remain anonymous, when making a complaint or raising a concern, then they can contact the NSPCC whistle blowing helpline number 0800 028 0285. (Please see ` Whistle blowing policy'.)

## **23. Serious Case Review**

- 23.1 The Manchester Safeguarding Children Board will always undertake a serious case review when a child or young person dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the serious case review is to:
- 23.2 Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people.
- 23.3 Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
- 23.4 Improve inter-agency working to better safeguard and promote the welfare of children and young people.
- 23.5 If required St. John's Catholic Primary will provide an individual management report for a serious case review and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

## **24. Visitors & Bookings**

- 24.1 All visitors, including visiting speakers, are subject to the school's safeguarding protocols while on site.
- 24.2 St John's operates a responsible booking protocol and will carry out appropriate checks and will exercise due diligence to prevent an organisation or speaker from using the school's facilities to disseminate extremist views or radicalize pupils or staff.

**Further Information on Safeguarding and Safeguarding Policies can be found  
on the:  
MSCB Website  
[www.manchesterscb.org.uk](http://www.manchesterscb.org.uk)**

This policy was ratified by the Governing Body at its meeting in **September 2016**. The policy will be reviewed again in **September 2017**.

## **Appendix A**

### **Other St John's policies that relate to this Child protection policy.**

- Behaviour and Anti-bullying,
- Staff Conduct Policy
- Allegations of abuse made against teachers and other staff
- Looked After Child policy
- Toileting and intimate care policy
- Attendance,
- Health and Safety
- Administration of Medicines and First Aid,
- Behaviour Management,
- Whistle Blowing policy.)
- Special Educational Needs,
- Sex and Relationships Education,
- Equal Opportunities,
- Extended school activities policy (aftercare provision)
- ICT and Access to the Internet.
- Missing child policy
- Dignity at work policy
- Equality statement
- Community Cohesion policy
- Drugs policy
- E-safety policy
- Induction policy
- Scheme of delegation policy
- Staff attendance policy

We also adhere to MSCB Policies (on MSCB website @ [www.mscb.org.uk](http://www.mscb.org.uk))

- Managing Allegations and Concerns Against Staff and Volunteers
- Forced Marriage
- Domestic Abuse
- Missing from Home and Care
- Private Fostering
- Child Sexual Exploitation
- Guns and Gangs
- E-Safety Policy
- Safe Staffing and Recruitment

## Appendix B

### Definitions taken from Statutory Guidance 'Keeping Children Safe in Education' (DfE July 2016)

#### Types of abuse and neglect

**All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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 maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

