



Oxenhope C.E Primary School
Safeguarding and Child Protection Policy

If you are concerned about the safety of a child, act!

Useful phone numbers:

School – 01535 642271
Social Services Initial Contact Point 01274 437500
NSPCC – 0808 800 5000
West Yorkshire Police – 101 or 999

Purpose

The purpose of this policy is to promote good practice by:

- Providing children with appropriate safety and protection whilst in the care of the school
- Allowing all staff and volunteers to make informed and confident responses to child protection issues.
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.

Definition of abuse

Oxenhope C.E Primary School takes it's definition of abuse from *Working Together to Safeguard Children (2015)* which summaries abuse as :

"...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 another child or children."

Aim

Oxenhope C.E. Primary School will endeavour to support all pupils through:

- Ensuring the content of the curriculum includes social and emotional aspects of learning.
- Ensuring that child protection is included in the curriculum to help children recognise when they don't feel safe and to identify who they should tell.
- Promoting a positive, supportive and secure environment where pupils can develop a sense of being valued.
- 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 they are valued and not to be blamed for any abuse which has occurred.

Where to go if you have concerns

Reference must be made to the Child Protection Flow Chart (attached).

The 'Designated Lead' for Child Protection in our school is John Parkin (Acting Head teacher). The 'Deputy Designated Leads' are Alice Jones (Acting Deputy Head teacher) and Gillian Dyson (Pastoral Learning mentor) and Maryanne Loiacono (Explorers Before and After school club manager). Sarah Haigh and Jackie Ellis are the 'Named Governor' for Child Protection within our school.

Safe Working Practice

Our school will comply with the current Guidance for *Safer Working Practice for those who work with Children and Young People in educational settings (October 2015)* and ensure that information in this guidance regarding conduct is known to all staff, visitors and volunteers who come into the school. 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 that could be open to question discuss and/or take advice from school management over any incident which may give rise for concern;

Record any incidents or decisions made;

Apply the same professional standards regardless of diversity issues;

Be aware of information-sharing and confidentiality policies;

Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

The school's 'Code of Practice' offers guidance to staff on the way they should behave when working with children.

Infrastructure and Procedures

The procedures for safeguarding children will be in line with Bradford Safeguarding Children's Board and Safer Recruitment.

Oxenhope C.E. Primary School pays full regard to the statutory guidance for schools and colleges; *Keeping Children Safe in Education (2016)* and *Working together to safeguard children (2015)*. We ensure that all appropriate measures are applied in relation to everyone who works in our school and who is therefore likely to be perceived by the children as a safe and trustworthy adult. This includes volunteers, supervised 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 checks with the Disclosure and Barring Service (DBS).

School Training and Staff Induction

The school's Designated Safeguarding Lead, Deputy Safeguarding Lead and governor with designated responsibility for safeguarding will undertake child protection training for staff and governors and undertake refresher training at two yearly intervals.

All other school staff, including non-teaching staff, will undertake appropriate induction training and safeguarding/child protection training to enable them to carry out their responsibilities for safeguarding effectively, which will be updated regularly. All staff will be given Section 1 of *Keeping Children Safe in Education (2016)* and will be asked to sign to agree that they have read **and** understood the document.

All staff (including temporary staff, volunteers, supervised volunteers and staff employed by contractors) are provided with our safeguarding policy and informed of the school's safeguarding arrangements on induction

Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. The school recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and will complete and submit a Child Protection Form (Appendix 4). Staff will not investigate but will, wherever possible, listen, record and pass on information to the

designated safeguarding lead in order that s/he can make an informed decision of what to do next. Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm
- Clarify the information
- Make a written record of what the child has said
- Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' 'Explain to me...' rather than 'Did x hit you?'
- Try not to show signs of shock, horror or surprise
- Not express feelings or judgements regarding any person alleged to have harmed the child
- Explain sensitively to the person that they have a responsibility to refer the information to the designated safeguarding lead
- Reassure and support the person as far as possible
- Explain that only those who 'need to know' will be told
- Explain what will happen next and that the person will be involved as appropriate

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only.

Record Keeping

In order to keep children safe and provide appropriate care for them, our 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 subject to a child protection or 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 child protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This child protection file will be locked away and only accessible to the head teacher and the Designated Safeguarding Lead. These records will be transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection and a receipt obtained.

Working with other agencies

Schools are not investigating agencies and it is essential that child protection issues are addressed through agreed procedures. However, schools continue to play a role after referral and needs to develop strong links with partner agencies particularly social care. Oxenhope C.E. Primary School recognises the importance of multi agency working and will ensure that staff are able to attend all relevant meetings including case conferences, core groups and strategy meetings.

Partnership with Parents

Our school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. 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. We will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Bradford's Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's safeguarding policy is available on request.

The school's 'Early Help Offer' is available to parents upon request. This document details support parents can access through school and outlines different organisations which could be helpful to them.

Children Who Harm Others

Our School recognises that the harm caused to children by the harmful and bullying behaviour of other children can be significant. Children who harm others should be held responsible for their harmful behaviour and the school staff alerted to the fact that they are likely to pose a risk to other children in the school, home and community. Where this harm involves sexual abuse, serious physical or serious emotional abuse, the safeguarding procedures set out in this policy will be applied. Our school recognise that children who harm others are likely to have considerable needs themselves and may have experienced or be experiencing significant harm themselves.

Radicalisation and Extremism

There is no place for extremist views of any kind in our school, whether from internal, sources – pupils, staff or governors, or external sources – school community, external agencies or individuals. Our pupils see our school as a safe place where they can explore controversial issues safely and where our teachers encourage and facilitate this – we

have a duty to ensure this happens. As a school we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for pupils and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views we are failing to protect our pupils. We will closely follow any locally agreed procedure as set out by the Local Authority and criteria for safeguarding individuals vulnerable to extremism and radicalisation. All teaching staff will take part in the Government e-learning programme about PREVENT and CHANNEL.

Information about Safeguarding for Pupils

Through personal, social, health and economic (PSHE) education lessons and other curriculum opportunities, pupils are taught to understand and manage risks they may encounter during school life and work out with staff how these risks may be overcome; taking into account their wishes and feelings. They are regularly reminded about e-safety and bullying procedures and also taught how to conduct themselves and behave in a responsible manner. All pupils know there is designated safeguarding lead responsible for safeguarding and who this is; that they have a right to speak to this member of staff in confidence. They are reminded that confidentiality cannot be guaranteed, but that they will be listened to, heard and informed of what steps can be taken to protect them from harm and that feedback will be sought, so that their views about actions are known.

Allegations against members of staff

Oxenhope C.E. Primary School recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously.

The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult. Concerns should be reported to the Headteacher. If the concern is about the Headteacher this should be reported to the Chair of Governors.

Reference should be made to the guidance from the Bradford Safeguarding Children Board in the flowchart 'Allegations against Staff, Carers and Volunteers' which is available in the schools 'Safeguarding file' .

Managing Allegations: for schools

All enquiries should be made to Suzanne Ellis by email (suzanne.ellis@bradford.gcsx.gov.uk) or telephone (01274 437043). If you are unable to contact Suzanne then enquiries can be made to the Duty Safeguarding Coordinator/LADO (01274 435600).

Contact: Suzanne Ellis - Lead Officer - Education Safeguarding Team

Address:

City of Bradford MDC Department of Children's Services Margaret McMillan Tower
Princes Way Bradford BD1 1NN

Tel: 01274 437043

Mob. 07582100916 Email: suzanne.ellis@bradford.gcsx.gov.uk

When a school has information or a concern which suggests that an adult working with, or on behalf of children, has;

- * Behaved in a way that has harmed, or may have harmed a child
- * Possibly committed a criminal offence against, or related to a child
- * Behaved towards a child in a way that indicates s/he is unsuitable to work with children

The headteacher or another member of school management must seek the advice of Suzanne Ellis or one of the Child Protection Coordinators (01274 434343) and must not attempt to carry out any investigation before receiving advice. It includes historic as well as current allegations.

Please complete the LADO Referral Form, which can be found on the Bradford Safeguarding Children Board's website, and send for Suzanne's attention by protected email.

Extended School and Off-Site Arrangements

Where extended school activities are provided by and managed by the school, our own safeguarding policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures. When our pupils attend off-site activities, including day and residential visits and work related activities, we will check that effective safeguarding arrangements are in place. The school will operate with regard to the government document *Information Sharing: Guidance for practitioners and managers (2015)*, and have a clear and explicit confidentiality policy. "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. "

Oxenhope Explorers before and after school club

Oxenhope Explorers before and after school club is run for the benefit of children and families of children on the school roll at Oxenhope CE Primary School.

All staff are employees of the school and therefore access the same induction and training in relation to Child Protection as all school staff.

It is the responsibility of the manager of the club to ensure that there is a member of staff who has accessed recent enhanced Child Protection training present in all sessions. Additionally, all other staff will be trained annually in whole school procedures including how to report any issue of child protection that they observe or how to manage a disclosure.

In the first instance staff will report to the club manager who will then take responsibility for ensuring that the school procedures are followed and that the schools 'named persons' are informed of the issue.

All staff will be made aware of who the schools 'named persons' are and the 'Child Protection Procedures flowchart' which will be displayed at all times in the club.

If any member of staff does not feel that the disclosure has been adequately dealt with they will be made aware that they can contact the Children's Safeguarding and Reviewing Unit Consultation Service (01274) 434343 at any time.

Cross reference to other school policies

Oxenhope C.E. Primary School recognises that a number of other policies and procedures developed and operated by the Governing Body form part of the wider agenda of Safeguarding and Promoting Children's Welfare and this policy should be read in conjunction with the policies listed below:

- Peer to Peer abuse policy
- Health and safety policy
- Procedures for accessing risk (e.g. for school trips)
- Safer recruitment procedures
- Induction and Code of conduct for staff
- Positive behaviour policy
- Physical Intervention policy
- Intimate care
- Policies that recognise specific vulnerable groups and SEND
- Attendance and Punctuality policy
- Online Safety policy
- Whistle Blowing policy
- Children Missing from School and Education
- Photography and Images

Governor responsibilities

The role of the named Governor for Child Protection is to ensure the school has an effective policy in place. Meetings between the named governor (Jackie Ellis and Sarah Haigh) and Designated Safeguarding Lead for child protection (John Parkin) should take place termly. A termly report should also be given to the Governing Body for presentation at a main meeting.

It is the role of the Governing Body and the School Senior Leadership Team to ensure the Designated Safeguarding Lead for child protection is properly supported (both strategically and emotionally), trained and given time to carry out tasks. It is also the role of the Governing Body and the Schools Senior Leadership Team to recognise that staff working with an abused child may be emotionally affected by disclosures and therefore offer support and guidance throughout any investigation.

The School Senior Leadership Team will ensure the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead attends the required training and that they refresh their training every two years. All other staff and the named governor must be offered an appropriate level of training.

Policy Review

The Governing Body is responsible for ensuring the annual review of this policy and monitoring and evaluating its impact.

Revised by: Alice Jones

Revision Date: 14.2.17

Next Review: February 2018

This policy will be reviewed annually.