



South Gloucestershire Council

Longwell Green Primary School

FGB

CHILD PROTECTION POLICY

'Inspiring learning'

Date of policy: Rewritten February 2019

Responsibility: Designated Safeguarding Lead (DSL) Darren Brown
Deputy Safeguarding Lead (Dep DSL) Simon Brown
Designated Governor Pam Blakcmore

Date of 2nd review:

Date of review:

1 RATIONALE

"The welfare of the child is paramount" Children Act 1989.

Longwell Green Primary School takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care.

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South Gloucestershire Area Child Protection Procedural Manual.

Everyone working in school has a "duty of care" and regular training and discussion are vital if we are to be effective in ensuring Child Protection within our school.

2 AIMS

We recognise that for children high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult help prevent the chances of them being abused. As part of the ethos of the school, the staff and governors are committed to:

- Encouraging and supporting parents/carers and working in partnership with them;
- Listening to and valuing the pupils;
- Ensuring all staff, both teaching and support, are aware of signs and symptoms of abuse, know the correct procedure for referring concerns or allegations and receive appropriate training to enable them to carry out these requirements;
- Maintaining a safe school environment for all pupils;
- Exercising their duty to work in partnership with other agencies and to share information with them.

We recognise that staff, because of their contact with and knowledge of the children or young people in their care, are well placed to identify abuse and offer support to children in need.

Our policy aims to be one which provides clear direction to staff and others about expected behaviour when dealing with child protection issues. It makes explicit the school's commitment to the development of good practice and sound procedures. This way, we ensure that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

We understand that all pupils have a right to be protected, and that some groups of children bring additional concerns as highlighted by KCSiE (Keeping Children Safe in Education) sometimes that, for children with SEN and disabilities, that their SEN or disability needs could be seen first, and the potential for abuse second. As a school we are mindful that if children are behaving in particular ways or they're looking distressed or their behaviour or demeanour is different from in the past, staff should think about that being a sign of the potential for abuse, and not simply see it as part of their disability or their special educational needs and take appropriate actions in line with the policy.

As part of ongoing training, we ensure that staff understand the types of abuse and neglect: Abuse (which can include online and peer to peer), Physical abuse, Emotional abuse, Sexual abuse and Neglect. We also note that Peer-on-peer abuse is on the rise nationally, so as a school we stay vigilant to minimise the risk of peer-on-peer abuse. We acknowledge the different forms peer abuse can take, such as sexting and physical abuse and are mindful of this in our vigilance. If such events did occur we would record, investigate and deal with allegations of such abuse in line with our policies and this would include supporting the victims and perpetrators of peer abuse, and any other children affected by it and fundamentally all abuse including peer on peer abuse is unacceptable and will be taken seriously.

The school recognises it is an agent of referral and not of investigation.

Designated member of staff

The designated senior member of staff (DSL or DSL) for child protection in this school is:

Mr Darren Brown (Headteacher)

In their absence, these matters will be dealt with by (Dep DSL):

Mr Simon Brown (Deputy Headteacher)
Or Charlotte Lock Senior Teacher, fully trained and SENCo.

The DSL is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

Designated governor

The Designated Governor/S for Child Protection and Safeguarding are:

Pam Blackmore

3 GUIDELINES

In order to fulfil our commitment to safeguard and promote the welfare of all pupils we will follow the following guidelines:

- The school has a DSL and a deputy DSL for child protection. All staff and governors are aware of who these people are. At time of writing they are: the Headteacher and the Deputy Headteacher.
- The DSL has received appropriate child protection training and undertakes refresher safeguarding training every two years.
- There are nominated governors for Child Protection and Safeguarding who report to the full governing body that all aspects of responsibilities and practice are in place.
- The governor responsible for safeguarding also reports to governors on the results of pupil surveys and conferences.
- All staff and the nominated governors for child protection receive child protection training every three years.
- All staff/volunteers are given a copy of the South Gloucestershire leaflet 'Safeguarding Guidance for Staff Working with Children and Young People' which aims to safeguard and reduce the risk of staff/volunteers being accused of improper or unprofessional conduct. This leaflet is included in the staff and governor induction pack. (See appendix 4)
- All staff and volunteers sign and date a register confirming that they are aware of child protection procedures and have received the above leaflet. (List contained within the Safeguarding Policy and Procedure document.)
- Procedures contained within South Gloucestershire guidance on 'Arrangements for managing allegations of abuse against people who work with children or those who are in a position of trust' are reviewed annually by governors along with the Safeguarding Policy, and are contained in full within this policy.
- Our school believes in the importance of early identification of issues for children and young people. We fully endorse the principles of multi-agency working and will engage in the SAF (Single Assessment Framework) process for any child in our school for whom we feel this is appropriate.
- Staff and adults in school are trained in how to respond to a disclosure of abuse of any kind including where a member of the teaching or non-teaching staff, or the headteacher, is implicated as the abuser. In the case of staff, this is done by informing the head. In the case of the headteacher being implicated, this is done by consulting the Local Authority Designated Officer (LADO), who can be reached on 01454 868924. Alternatively, the Access and Response Team (ART) 01454 866000.
- These procedures for part of initial induction, are shared with adults on entering the site and reviewed yearly with all adults. These are also displayed in prominent places around school to remind staff and pupils of their rights and of appropriate actions.

4 PROCEDURES

As part of induction, procedures and expectations are made clear to all staff, visitors and helpers. Procedures and expectations are regularly shared with the aforementioned groups as reminders and updates.

The Child Protection Policy is to be understood and implemented by all staff.

Action to be taken if CP is a concern

Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the DSL for Child Protection (**Darren Brown**) or if unavailable to the deputy DSL (**Simon Brown**), this includes self-abuse such as in the case of self-harm. In the absence of either of the above the matter should be brought to the attention of the most senior member of staff.

Adults must be aware that they can be held individually responsible for any record and/or files that they make or

keep on a child or young person, including for the security of these files. In order to ensure their protection the following rules must be followed.

1/ Where ever possible, **refer to the DSL for Child Protection** (Headteacher), deputy or line manager if the previous two are unavailable.

2/ The Above mentioned will follow Local Authority protocol.

3/ **If a child is making a disclosure**, this procedure must be followed:

A/ Listen. They are trusting and possibly sharing something difficult with you.

B/ Explain that you cannot keep certain information confidential, although you will be tactful. Remind them you are here to help them.

C/ Make a clear and honest record of what you are being told / have seen.

D/ Do not make any value / subjective judgments, you must purely record the facts as told to you or seen.

E/ Do not make promises of actions you or other groups could take. Only speak in facts to make sure that you are not misleading the young person, or contaminating what they are sharing with your own interpretations.

F/ Record clearly everything you are able to. You will need to transfer these at a later date to **CPOMs or the existing paper safeguarding concerns record as appropriate and time sensitively applicable**. When transferring, this is for legibility and clarity only. Please do not change, embellish, fill out or otherwise add to this information given to you / seen by you. **During induction, staff are made aware of all procedures and why this safeguards them as well as the process and are reminded regularly as to what must be included and why.**

G/ As soon as you are able to speak with the DSL, the deputy or line manager, you must do so, the format of the record, for example, does not matter at this stage, speed of action does.

H/ Confidentiality is key. Information must be shared as quickly as possible and written records in whichever form should also be share with speed with the DSL (**Darren Brown**) who will store in accordance with guidance. Information should then be kept secure, which dictates that no copies should be passed around, no information should be discussed, unless in line with the LA procedures as to whom and when. This applies to all people who receives a disclosure of abuse or suspects that abuse may have occurred, irrespective of role or post.

ALL records must clearly identify the originator and as on the whole we no longer use paper, we take the email address as signature if this is applicable (CPOMs negates this), the time and full date of the record and any discussions in every case. The use of initials, first names and similar is insufficient without at least one indication of that individual's full name and designation in the document.

LISTENING AND RESPONDING TO A YOUNG PERSON

This section is taken from the CP Training Pack, Listening and Responding.

Do ...

Be accessible and receptive.

Listen carefully and ask open questions to clarify (e.g. who, what, how).

Take it seriously (e.g. “this is very serious”; “I’m glad you told me”; “that was the right thing to do”).

Reassure the child it was not their fault.

Prepare them for the fact that you must involve others, such as Social Services.

Explain that you cannot personally protect them – but will support them in telling the right people.

Report all suspicions or disclosures immediately.

Make careful records of what was said – using the child’s own words and including questions you asked – keep your handwritten notes which should be dated and signed. Wherever possible, these should be on a concern form from the office but the most important thing is to record them immediately after the disclosure.

Do Not ...

Jump to conclusions.

Try to force the child to disclose – let the child talk, ask only the questions you need to know to clarify immediate safety. The child should not be repeatedly interviewed and the Police/Social Services interview will form the basis of evidence needed to protect the child.

Speculate or accuse anybody.

Ask any leading questions whatsoever, e.g. “was it daddy/mummy”, or any questions requiring a yes/no answer.

Make promises you cannot keep – it is important to remember that the child has chosen you, as a trusted adult, as a person to confide in. She or he will expect your support.

Remember ... It is the role of the Police and Social Services to investigate, not yours.

5 Procedures for referral

All action is taken in line with the most up to date guidance:

- Guidance from South Gloucestershire strategy & Quality: Safeguarding team,
- <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children/latest>
- the above including “Keeping children safe in education”
- Working Together to Safeguard Children
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Child abuse concerns: guide for practitioners
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

The DSL will inform Social Services by telephone 01454 86 6000

The Local Authority Designated Officer (LADO) can be contacted on – 01454 868508
tina.wilson@southglos.gov.uk

South West Safeguarding Procedures, including those of South Gloucestershire that we follow, can be found at – <http://www.proceduresonline.com/swcpp/>

Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

6 Alleged abuse by staff

We follow South Gloucestershire policies without change or amendment in any way. These can be found at http://www.proceduresonline.com/swcpp/southglos/p_alleg_against_staff.html

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm

- Behaved in a way that calls into question their suitability to work with children the allegation will be dealt with in accordance with national guidance and agreements, as implemented by the Local Authority, South Gloucestershire.

The Headteacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the Headteacher, when the chair of governors will handle the school's response.

The head teacher (or chair of governors or appointed nominee) will gather information about the allegation, and report these without delay to the Local Authority.

The school will follow the procedure as set out by the Local Authority and this is shared with staff via this policy, (See [appendix 3](#) and the following flow chart).

School will contact the Principal Education Welfare Officer or Education Personnel Manager for consultation. The Designated Officer contacted will record a note of the consultation and will advise of the appropriate action that needs to be taken, which could include a referral to Social Services.

Where the allegation is against the DSL or the Head Teacher then the Chair of Governors needs to take on the responsible role. The LA Designated Officer for Child Protection should be contacted for advice on how to proceed.

01454 86 6000

The Local Authority Designated Officer (LADO) can be contacted on – 01454 868508
tina.wilson@southglos.gov.uk

7 Whistleblowing

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. If necessary they should speak to the nominated safeguarding governor, the Headteacher, deputy or LA.

All staff are given and regularly reminded of the Whistleblowing policy of South Gloucestershire. This policy is also displayed in the staff room.

8 Record keeping (see [appendix 2](#))

Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.

Staff need to transfer this information at a later date to **CPOMs** as per training, those not trained in CPOMs to continue to use the paper based system. When transferring, this is for legibility and clarity only. They must not change, embellish, fill out or otherwise add to this information given to you / seen by you.

Discuss with the DSL (or their deputy if unavailable) regarding possible action immediately.

All records relating to Child Protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and are not required to be disclosed to parents/carers except by agreement.

Staff will be made aware of any CP / safeguarding or other concerns as part of their induction and hand up.

9 Parental involvement

The school is committed to helping parents/carers understand its responsibility for the welfare of all pupils.

Parents/carers will be made aware of the school's Child Protection Policy via the school website and initial meetings with parents of new pupils.

Where possible, concerns should be discussed with parents/carers and the DSL should seek agreement to making referrals, unless to do so would place the pupil at increased risk of significant harm.

School will take advice from ART or Social Services as to how to proceed with each individual case and there will be times where informing the parents is not recommended by the above; Longwell Green will always follow the given advice.

10 Training

The DSL and his/her deputy will attend appropriate training organised by the Area Child Protection Committee or the LA, and to update their training every 2 years.

All staff, both teaching and support, shall have access to appropriate training on signs and symptoms, school procedures and responding to CP concerns on a regular basis. Their formal training will be undertaken every 3 years and there will be yearly additional training, induction training and updates (the latter in addition to the others as is needed).

This training includes updates from national agencies including from the Working Together to Safeguard Children 2018.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf

CP training is included in induction training for all staff.

11 The role of the Governing Body

The Governors will receive reports on changes to Child Protection Policy or procedures; training undertaken by the DSL, other staff and governors; the number of child protection incidents/cases (without detail or name); and the place of child protection issues in the curriculum.

The designated governor for child protection and safeguarding, in liaison with the DSL, will ensure that the school has a Child Protection Policy and procedures in place, and that these are known to all members of staff.

As a matter of good practice, the DSL and designated governor meet approximately once a term to review any changes. These conversations do not break any data protection guidance and are anonymous. Throughout the year the designated governor will also check the Single Central Record to ensure compliance.

12 Safe school – safe staff

This school takes Child Protection seriously and will endeavour to keep Child Protection issues in mind throughout the recruitment process. All adults who are employed by the school undergo a DBS check. Please also refer to Safeguarding Policy for further information regarding safer recruitment.

13 Review

This policy will be reviewed (and updated if appropriate) on an annual basis or more frequently if needed.

14 Conclusion

This school fully recognises the contribution it can make to protecting and safeguarding children.

This will take place through 3 main elements:

- Prevention by creating a positive school atmosphere, teaching and pastoral support to pupils.
- Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns.
- Offering support to pupils and to staff who may have been abused.

15 CONTACT DETAILS

In school: DSL Darren Brown, Headteacher

Additional support: Access and Response Team (ART) 01454 866000
Local Authority Designated Officer (LADO) 01454 868924

Further Contact Details for ART:

Fax: 01454 86 4380

Email: accessandresponse@southglos.gov.uk

South Glos Safeguarding Website

<http://sites.southglos.gov.uk/safeguarding/>

Appendix 1

<https://www.longwellgreenprimaryschool.co.uk/policies/> safeguarding and child protection policies can be found here.

Appendix 2

When completing confidential record of child protection concern (either CPOMs or paper) - use this guidance to ensure you are gathering all required information.

DO NOT ASK LEADING QUESTIONS. ONLY RECORD WHAT IS VOLUNTEERED. DO NOT PROMISE CONFIDENTIALITY.

Any member of staff receiving a disclosure of abuse, noticing possible abuse or having concerns about a child's welfare must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.

Name of child:

Name of person reporting:

Date:

Time:

Location:

What was said or seen – put the event into context –Who? What? Where? When? Remember to be factual.

Action taken:

Allegations Against Those Who Work With C&YP Summary Flowchart

- 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



