



Safeguarding and Child Protection Policy

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Key Contacts	
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As a UNISEF Rights Respecting School we uphold the articles from the United Nations Convention on the Rights of the Child. Many of these articles underpin our Safeguarding policy:

Article 3 (best interests of the child) The best interests of the child must be a top priority in all things that affect children.

Article 4 (protection of rights) Governments must do all they can to make sure every child can enjoy their rights

Article 9 (separation from parents) Children must not be separated from their parents unless it is in the best interests of the child (for example, if a parent is hurting a child). Children whose parents have separated have the right to stay in contact with both parents, unless this might hurt the child.

Article 10 (family reunification) Governments must respond quickly and sympathetically if a child or their parents apply to live together in the same country. If a child’s parents live apart in different countries, the child has the right to visit both of them.

Article 11 (kidnapping and trafficking) Governments must do everything they can to stop children being taken out of their own country illegally or being prevented from returning.

Article 17 (access to information from mass media) Every child has the right to reliable information from the media. This should be information that children can understand. Governments must help protect children from materials that could harm them.

Article 19 (protection from all forms of violence) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Article 34 (sexual exploitation) Governments must protect children from sexual abuse and exploitation.

Article 36 (other forms of exploitation) Governments must protect children from all other forms of bad treatment.

Article 39 (rehabilitation of child victims)

Children neglected, abused, exploited, tortured or who are victims of war must receive special help to help them recover their health, dignity and self-respect.

Article 42 (knowledge of rights) Governments must make the Convention known to children and adults.

Introduction – Safeguarding Children

All staff have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect at an early stage. We are guided by

- 'Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2016 DfE
- Working Together to Safeguard Children 2017 DfE
- London Safeguarding Children Board Procedures
- HM Prevent Duty Guidance 2015
- Statutory framework for Early Years foundation stage 2017 DfE
- Child sexual exploitation
- Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation February 2017 DfE

This places a statutory responsibility on the Governing Body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

Staff and Governors at Havelock Primary are aware that many children are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives – including domestic violence, substance misuse, bullying, mental health and radicalisation. We also acknowledge that safeguarding incidents could happen anywhere and staff should be alert to possible concerns arising.

Aims

- The aims of this policy are:
- To support the child's development in ways that will foster security, confidence and independence
- To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To give special consideration to those pupils with Special Educational Needs and disabilities, recognising that additional barriers can exist for this group of children.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- To minimise risk of peer on peer abuse.

- To develop and promote effective working relationships with other agencies, especially the Police and
- To ensure that all adults within our school who have access to children have been checked as to their suitability.
- To liaise effectively with Social Service

The Designated Safeguarding Lead (designated child protection teacher).

The Designated Safeguarding Lead is **Hardeep Rupra**. The Deputy Designated Safeguarding Lead is **Helen Rundall**.

Those named above and all members of the Leadership Team have received child protection training and will liaise in accordance with London Child Protection Procedures, and LA Personnel Procedures.

Procedures and Responsibilities

We will follow the procedures set out by the Local Safeguarding Children Board (LSCB) and take account of guidance issued by the DfE to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and the governing body knows the name of the designated person responsible for child protection and their role.
- Ensure staff induction includes the school's Child Protection and Safeguarding Policy, Ealing Code of Conduct and details of the Designated Safeguarding Lead.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated safeguarding lead.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out our obligations on the web site.
- Notify social care if there is an unexplained absence of more than one day of a pupil who is subject to a child protection plan.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at case conferences
- Keep records of concerns about children, even where there is no need to refer the matter immediately
- Ensure all records are kept securely.
- Adopt and follow procedures where an allegation is made against a member of staff or volunteer and report to the Local Authority Designated Officer (LADO), as appropriate, within 24 hours.
- Ensure safe recruitment practices are always followed by having at least one person on each interview panel who has completed the Safer Recruitment training, following stringent pre- employment vetting checks, ensuring staff are DBS checked at the appropriate level and entered on the Single Central Record (SCR) and references are taken up and kept on file.
- Ensure volunteers have appropriate checks and supervision.

The role of the Head Teacher

- To promote child protection and safeguarding as a priority.
- To support the designated safeguarding lead in logging and reporting child protection concerns, ensuring they are able to attend conferences and core group meetings.
- To support the Governing Body in their child protection and safeguarding role.
- To ensure all recruitment is carried out appropriately.
- To ensure the single central record is maintained and up to date.
- To deal with allegations of abuse which are made against staff or volunteers.

The role of the Designated Safeguarding Lead (DSL)

- To raise the awareness of both teaching, support staff and student teachers, of the need for child protection and of their responsibilities in identifying and reporting possible cases of abuse, including child sexual exploitation, female genital mutilation and radicalisation.
- Ensure all staff they have signed that they have read the summary of 'Keeping Children Safe in Education'.
- Ensure staff induction includes the school's Child Protection and Safeguarding Policy, Ealing Code of Conduct.
- To provide a systematic means of monitoring children thought to be at risk.
- To emphasise the need for good levels of communication between all staff.
- To develop a structured internal procedure to be followed by all members of the school community in cases of suspected abuse.
- To promote understanding and build relationships with other agencies in order to work together more effectively.
- To work with the PSHE Leader to promote children's personal, social and health development in ways which foster security, confidence and independence and to work with the Computing Leader to promote e-safety.
- To develop a network of support which would be made known to staff or parents:- e.g. details of parent support groups; parent networks; relevant telephone numbers.
- To seek advice from and report cases to social care
- To attend training at least every two years, and update knowledge annually by keep up to date with changes in legislation.
- To display the name and role of the DSL clearly around the school to inform parents, staff, volunteers and agency workers.

The Role of the Governing Body:

- To have a named governor responsible for Looked After Children and children subject to a child protection plan. (Bal Garcha)
- To track child protection data presented at termly governing body meetings.
- To review and monitor the Safeguarding policy annually
- To participate in training at least every two years

Keeping Adults informed:

i. Staff

All staff, including supply teachers, student teachers and other visiting staff and those supporting school trips, are informed of the Designated Safeguarding Lead's name and the school's policy for the protection of children:

- During their first induction to the school
- Through the provision of a copy of this policy
- Through the 'Safeguarding Advice for Volunteers and Visitors' booklet
- Information on relevant notice boards
- Whole staff training or briefing meetings
- Reminders at the beginning of each year

ii. Volunteers

As part of their induction volunteers will be provided with a copy of "Safeguarding Advice for Volunteers and Visitors" (**Appendix E**). They will be informed of who the Designated Safeguarding Lead is and will be given a copy of the Safeguarding Code of Conduct. They will be asked to sign to say they have received and read the information. All volunteers engaged in regulated activity will be required to have an Enhanced DBS and Barred list check.

Response to allegations or suspicions of abuse

All staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, as soon as possible, that day to the Designated Safeguarding Lead or a member of the SLT. If in any doubt they should consult with the Designated Safeguarding Lead.

If a child makes a disclosure to a teacher or other member of staff that gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, **the member of staff must act promptly. He/she should not investigate** - this is a matter for the Social Services – but should report these concerns immediately to the Designated Safeguarding Lead, discuss the matter with her, and make full notes. See flow chart, **Appendix A**.

Early Help and Inter-agency working

The school is committed to identifying and working with families who may benefit from 'early help'. We do this in the following ways:

- Inter-agency assessment using the Ealing's Early Help Assessment (EHAP)
- Referrals to the Ealing SAFE (Supportive Action for Families in Ealing) team
- Child and Adult Mental Health Service (CAMHS),
- Education Welfare service and Educational Psychology service.
- Where there is a concern (whether it requires contact with a social worker or not), dated incidents will be recorded and kept confidential. Other agencies will be consulted as appropriate (eg ESW, SENS team, School Nurse etc).

Confidentiality

Staff have the professional responsibility to share relevant information about the protection of children with other professionals particularly investigating agencies. If a pupil confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he/she have a responsibility to refer for the child's own sake. Within that context, the child should, however be reassured that the matter will be disclosed only to the people who need to know about it. Staff who receive the information about children and families in the course of their work should have the information only within professional context. Child protection records are stored securely.

Personal information about all pupils' and their families is regarded by those who work in this school as confidential. All staff will aim to maintain this confidentiality, all records relating to child protection incidents will be maintained by the Designated Safeguarding Lead and only shared as is consistent with the protection of children.

Parents

The school will work with parents to support the needs of their child. They play an important role in protecting their children from abuse. The school is required to consider the safety of the pupil and should a concern arise professional advice will be sought prior to contacting parents. The school aims to help parents understand that the school, like all others, has a responsibility for the welfare of all pupils and has a duty to refer cases to the Social Services in the interests of the child. This policy is available to all parents on the school website. Printed copies can be requested from the school office.

Training

This school has a commitment to training, updates and attendance at inter-agency child protection meetings. Time will be given to enable this commitment to be met. Whole staff training on child protection will take place each academic year. Regular updates and training scenarios are shared during weekly staff briefing meeting

The Designated Safeguarding Leads will take part in designated lead training every two years, and receive updated training annually.

The school recognises its duty for all school staff to take part in 'Prevent' training, in order to eliminate the risk of vulnerable children becoming involved in terrorism. Training will take place annually.

Positive Handling

This school follows DCSF guidelines 10/98 and the updated DFE guidelines "Use of reasonable force: Advice for headteachers, staff and governing bodies" 7/2013, which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment.

Certain members of staff have undergone the 2-day Team Teach training in Positive Handling and Restraint.

Training on Specific Safeguarding Issues:

All staff are aware of the mandatory requirement to report Female Genital Mutilation (FGM) and are trained to recognise the signs and symptoms of this specific safeguarding issue.

Annual training will also include updates on the following specific safeguarding issues:

- bullying including cyberbullying
- children missing education
- child sexual exploitation (CSE)
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- private fostering
- peer on peer abuse
- prevent

Children who are Looked After (CLA)

The Designated Safeguarding Lead Hardeep Rupra is the named teacher for Children who are Looked After in school. The DSL will liaise directly with the LA virtual head regarding the provision for LAC. The designated safeguarding governor is also the designated governor for LAC.

To ensure staff know the legal status, contact arrangements with parents, care arrangements, level of authority delegated to the carer, details of the child's

Missing Children

The school recognises that a child going missing from an education setting is a potential indicator of abuse and neglect. We will notify the LA's "Children Missing Education" department and follow up any incidents to help identify any safeguarding risks and prevent their going missing in future. We keep children on roll until the Local Authority ask us to report children to the 'Children Missing in Education'.

Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social, Health and Citizenship Education relevant issues are discussed with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these issues and for children to develop the skills they need to recognise and stay safe from abuse. Children taught in Nursery learn to keep safe and healthy so that they are ready for school.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taken out of school, appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher.

Visiting speakers, with correct clearance are always welcome into school so that they can give specialist knowledge to the children.

Allegations of abuse against staff and volunteers.

- All school staff and volunteers should take care not to place themselves in a vulnerable position with a child.
- It is always advisable for interviews or work with individual children or parents to be conducted with or in view of other adults.
- All staff understand that they are employed in a 'position of trust' and that inappropriate behaviour with or towards children is unacceptable.

- We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head Teacher.
- The Head Teacher on all such occasions will discuss the content of the allegation with the LA Designated Officer (LADO) for Child Protection. The LADO for Ealing is Lisa Tingle (020 8825 8155, TingleL@ealing.gov.uk).
- If the allegation made to a member of staff concerns the Head Teacher, the Chair of Governors should be consulted directly, they will consult with the LAs Lead Officer for Child Protection (LADO).
- The school will follow the LA procedures for managing allegations against staff, a copy of which is readily available in the school.

Safer Recruitment

- All members of the Headteacher (HT) and Deputy headteacher (DHT) have received safer recruitment training. Appropriate pre- appointment checks will be made for all staff and volunteers undertaking regulated activity as per the guidance in Keeping Children Safe in Education, DfE (2016).
- Each staff selection panel will contain at least one member trained in safer Recruitment. See Recruitment and Selection Policy for further details.
- Safe staff checks will be undertaken on all adults working in the school to establish the suitability of a person to work with children inline with Ealing's Safe Recruitment procedures. Records of these checks will be kept in accordance with Part 3 of 'Keeping Children Safe in Education' DfE 2016.
- Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safe recruitment and safeguarding children and a copy of their child protection policy will be kept on file.

Vetting Procedures & The Single Central Record

The school keeps a Single Central Record of Recruitment and Vetting checks and a record of ID Checks for all staff, students and volunteers who work or deliver services at the school.

The school will ensure that stringent pre-employment vetting checks are made, which include:

1. Identity checks (only using photo ID)
2. Barred List Check (with DBS Check or separately if appropriate)
3. Enhanced Disclosure & Barring Service (DBS) Check (number)
4. Prohibitions Order check for teachers
5. Verification of the person's right to work in UK
6. Overseas record checks
7. Verification of qualifications
8. Obtaining written references
9. Verification that the person has mental and physical fitness for role

The Single Central Record will include details of:

1. Name
2. Role
3. Organisation
4. DBS number
5. Date of DBS Disclosure
6. Confirmation that the Headteacher or a person delegated by them has had sight of this disclosure
7. Confirmation that the Headteacher or a person delegated by them has seen proof of identification such as a passport or Photo ID from a statutory agency or organisation contracted by the Local Authority. Copies of disclosures must not be kept on site.

8. For national and external organisations recognised by the LA such as NHS healthcare professionals or LA maintenance teams, a formal letter from their organisation that clearly outlines that staff have all received DBS clearance.
9. Prohibition Order checks on teachers.
10. A record of staff that have completed Prevent training.

Disclosure and Barring Service

Keeping children safe in education Statutory guidance for schools and colleges / Ealing Council DBS guidance 2016

The school provides regulated activity as set below:

1. Regulated activity includes unsupervised activities e.g. teaching, training, instructing, care or supervision of children or providing guidance or advice on well-being, or driving a vehicle for children only.
2. Temporary and maintenance workers are not in regulated activity, it is the school's responsibility to ensure the safety of the children through supervising these staff at all times.
3. Frequency and intensity comes into play with children. Even if a role is unregulated e.g. volunteer, if they were to be at the school once a week or four times in a month, because of the frequency they would need to have a DBS check carried out, but not a Barred List check.
4. Those roles that used to be in Regulated Activity but are no longer in Regulated Activity (i.e. they are fully supervised) can still have an enhanced DBS check but no Barred List Check.
5. Parent volunteers on school trips need to be supervised at all times and it is the school's responsibility to ensure this happens.

Disclosure and Barring Service checks

These are the types of checks available to those working with children: Type of check	What the check involves	Positions eligible for this level of check
Standard check	Check of the Police National Computer records of convictions, cautions, reprimands and warnings	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
Enhanced check	Check of the Police National Computer records plus other information held by police such as interviews and allegations. This information must be relevant to the sector and be approved by the police for inclusion on the certificate.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and in Part 5 of the Police Act 1997 (Criminal Records) Regulations.*
Enhanced criminal record check with children's and/or	Check of the Police National Computer records plus other	The position must be eligible for an enhanced level criminal

adult's barred list information	information held by police plus check of the DBS Children's Barred List plus check of the DBS Adults' Barred List.	record check as above and be for a purpose listed in Regulation 5 of the Police Act 1997 (Criminal Records) Regulations as able to check the barred list(s).
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See Keeping children safe in education Statutory guidance for schools and colleges (Sept 2016) and Disqualification under the Childcare Act 2006: Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools. (February 2015), for references

For staff working in a regulated activity the school will apply for the Enhanced Criminal Record check with children's and/or adults' barred list information, check.

For staff (or volunteers work who work frequently) in a regulated activity and are supervised (and as such this could be classed as an unregulated activity) the school will apply for an Enhanced check.

At Havelock Primary the expectation is that governors will have an enhanced DBS clearance

Technology: Photographing, videoing mobile phones and camera use (including Early Years Foundation Stage)

- Appropriate use of technology, including mobile phones, which capture photographs or video is essential at Havelock Primary School.
- The use of mobile phones and other recording devices such as iPads does not detract from the quality of supervision and care of children.
- Practitioners are able to use their personal mobile phone during their break times or when working away from children.
- While working with children or in areas where children are present phones must be switched off and kept out of the reach of children and parents, in a secure area accessible only to staff. All staff are made aware of their duty to follow this procedure. (See E-Safety policy for further information). Personal mobile devices should not be used in EYFS.
- Parents consent to school taking photographs by signing a permission slip upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

Internet Safety

- Children should be encouraged to use the internet as much as is possible, but at all times in a safe way.
- Pupils must never be left unattended whilst online and teachers should ensure that this does not happen.
- If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher/ or DSL without delay.
- There is explicit teaching about internet safety, with a whole school focus during E- Safety week and on Cyber-bullying during Anti-bullying week.
- The school has internet filters in place to block inappropriate, terrorist or extremist material.
- The Headteacher has overall responsibility for internet safety. (See E-Safety policy).

Extremism and Radicalisation

- As a school ensure staff are aware of the risks of radicalisation and extremist behaviour and exercise our duties under the Counter-Terrorism and Security Act 2015 .
- We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children 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. Any prejudice, discrimination or extremist views, including derogatory language,

displayed by pupils, staff or visitors will always be challenged and where appropriate dealt with in line with our Behaviour Policy.

When operating this policy, we use the following accepted Governmental definition of extremism which is: *'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'*.

In addition, we protect our pupils from the risk of radicalisation, by

- Using filters on the internet
- Monitoring internet use
- Vetting staff, visitors and volunteers who come into school to work with the pupil.

Whistleblowing

All staff should be aware of their duty to raise concerns about the attitude and actions of colleagues. (See Whistleblowing policy).

Staff will be provided with the contact details of the Chair of Governors, LADO and the NSPCC Whistleblowing Advice Line.

The Health and Safety Policy

The school has a Health and Safety policy, which is monitored by the relevant committee of the school governors.

The LA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, the Deputy Head with responsibility for Health and Safety, the Site Supervisor and the Governors with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practises efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school in the Kitchen and Dining Room.

First Aid

In school there are always trained members of staff who oversee First Aid. There are two main First Aid stations situated around school. When a child is unwell, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained First Aider is consulted and gives appropriate treatment
- The incident is logged in the accident book
- A medical slip is completed for the child to inform the teacher and parents
- For head or other serious injuries, parents are called immediately
- If there is any doubt at all a parent is contacted.

Medical Conditions

"DfE Supporting Pupils at school with Medical Conditions 2015" now means that there is a duty on schools to make arrangements to support children with medical conditions, such as diabetes.

In the case of a pupil needing medication during the day, parents are welcome to come into school to administer this. For the majority of medicines a dose before and after school is adequate.

Naturally the parents should consult doctors before giving any form of medication.

Where medication is required during the school day, staff supporting individual pupils have been trained in administering the medication, understanding the condition and key symptoms .

We continue to ensure such pupils have up-to-date Care plans provided by healthcare professionals and agreed by parents and school. These are clearly displayed for staff to refer to in an emergency.

We ensure pupils with medical conditions are enabled to take full part in all school activities.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Deputy. In almost all situations the parents will be asked to come into school immediately, so that they are part of the decision making process for such matters. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

Site security

Havelock provides a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding.

Therefore:

Gates should be locked except at the start and end of each day.

Doors should be closed to prevent intrusion but to facilitate smooth exits.

Visitors, volunteers and students must only enter through the main entrance and after signing in at the office window.

Children will only be allowed home with adults with parental responsibility or confirmed permission.

Empty classrooms should have closed windows.

Children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out.

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police will be informed of the circumstances.

Links to other policies:

The Safeguarding Policy should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children in this school.

- Physical intervention/positive handling:
- Anti-bullying:
- Health and Safety:
- Recruitment and Selection
- Ealing code of conduct
- Equality
- Behaviour
- E-safety
- Medical Policy
- Data protection policy
- Whistleblowing Policy

Links to Key Documents and Information

[Making a Referral \(ECIRS\)](#)

[Keeping Children Safe in Education](#)

[Working Together to Safeguard Children](#)

[What to do if you are worried a child is being abused EGFL – Safeguarding](#)

[Ealing Code of Conduct](#)

[Responding to Allegations of Abuse Against Teachers Ealing Thresholds of Need](#)

[Prevent Strategy NSPCC Whistleblowing Advice Line FGM – What to do if you are concerned](#)

Child Protection and Safeguarding Procedures – Guidance for Staff

What is child abuse?

We use the following definitions:

- **Neglect** - the persistent or significant neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.
- **Physical** - physical injury to a child, whether deliberately inflicted or knowingly not prevented, this includes FGM (Female Genital Mutilation) Domestic Violence
- **Sexual** - the sexual exploitation of a child or young person for an adult's or another young person's own sexual gratification; the involvement of children or young people in sexual activities of any kind (including exposure to pornography) which they do not understand, to which they are unable to give informed consent or that violate normal family roles. This also includes child sexual exploitation.
- **Emotional** - persistent or significant emotional ill-treatment or rejection, resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child.

All staff are trained to be aware of the following specific safeguarding issues:

Self-Harm (**see Appendix B**)

Private Fostering

Fabricated or Induced Illness (Munchausen syndrome)

Preventing Radicalisation

FGM

Radicalisation

Staff should be alert to:

- Disclosures by pupils of their exposure to the extremist actions, views or materials of others outside of school, such as in their homes or community groups, especially where pupils have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Pupils accessing extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Partner schools, local authority services, and police reports of issues affecting pupils in other schools or settings
- Pupils voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or 'hate' terms to exclude others or incite violence Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Attempts to impose extremist views or practices on others Anti-Western or Anti-British views

Reporting to the Designated Safeguarding Lead

Any concern must be discussed with the Designated Safeguarding Lead or a member of the SLT in her absence, as soon as possible and at least by the end of the teaching session, concerns should be recorded on 'Incident Form.'

The Designated Safeguarding Lead will plan a course of action as a matter of urgency, and ensure that a written record is made. The head will be informed.

The Designated Safeguarding Lead, will decide whether, in the best interests of the child, the matter needs to be referred to Social Services. Ealing's Thresholds of Need Guidance will be consulted. **If there are concerns that the child may be at risk, the school is obliged to make a referral.** Unless there are concerns that one or both of the parents may be the possible abuser (sexual or physical), the parents will be informed immediately. In the case of a disclosure of sexual or physical abuse where a parent is the alleged abuser a conversation between school and children's services will take place as to who is the best agency to inform parents.

The Designated Safeguarding Lead or Head may seek clarification or advice and consult with the Duty Social Worker before a referral is made. No decision to refer a case to Social Services will be made

without the fullest consideration and on appropriate advice. See flow chart, **appendix A. The safety of the child is our first priority.**

Referrals to outside agencies will usually be made by the designated child protection lead or the deputy designated child protection lead, although any adult may raise concerns directly with social care.

Recording Information

- Make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Notes must be signed and dated and incidents logged on 'Incident Form', if for any reason this is not available then the 'Reporting a Concern' form should be used. – **Appendix C.**
- Observed injuries and bruises are to be recorded on the Recording Injuries Diagram and uploaded to 'Incident Form'
- Note the non-verbal behaviour and the key words in the language used by the pupil (do not translate into "proper terms").
- It is important to keep any original notes and pass them to the Designated Safeguarding Lead.
- All referrals to Social Services must be followed up within 24 hrs in writing using the referral form.

Transfer of Records

When a pupil transfers to another school

If the pupil is subject to a Child Protection or Child in Need Plan their Social Worker will be contacted by the Designated Safeguarding Lead and informed of the transfer. The Designated Safeguarding Lead will also make direct contact with the lead at the new school.

When a pupil changes schools (mid-year or usual transition points), child protection records will be passed on to the Designated Safeguarding Lead at the receiving school, these will be sealed unless there is a current on-going concerns. Once the receiving school has confirmed they have received the records, all copies in school will be shredded.

If a child leaves to an unknown school, the LA Children Missing Education procedures will be followed and CP records will be kept for 3 years.

When a pupil transfers from another school

A letter will be sent to the original school to clarify whether or not there are child protection concerns.

Support

Pupils and families

The school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. This school maybe the only stable, secure and predictable element in the lives of children at risk.

This school will endeavour to support pupils through:

- The curriculum to encourage self-esteem and self-motivation
- The school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued
- The implementation of school behaviour management policies
- A consistent approach, which recognises and separates the cause of the behaviour from that which the pupil displays.
- Regular liaison with other professionals and agencies who support pupils and their families
- A commitment to develop productive, supportive relationships with parents, whenever it is in the pupil's interests to do so.
- The development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations

Staff

Receiving a disclosure or observing signs of abuse can be very distressing you should discuss your feelings with the Designated Safeguarding Lead or other senior member of staff.

Incidents of a child protection nature can affect staff not directly involved, meetings should be used to support staff in this situation. The LA Lead Officer for Child Protection can facilitate such meetings if requested

The Designated Safeguarding Lead will be asked to attend a Strategy Meeting they will need to take the completed referral pro-forma, school attendance records and any other information the school may hold.

Case Conferences and Core Group Meetings

The Designated Safeguarding Lead will liaise with the class teacher to complete a report for Case Conferences. The Multi-agency report format will be used. The report will be discussed with parents at before the Case Conference. The report will then be faxed to Social Care for distribution at the meeting. It is generally a requirement for the Designated Safeguarding teacher to attend a Child Protection Case Conference. During the meeting the chair will gather all information and assess the risks, all who attend will be asked for their view in respect of registration.

If a child is subject to a child protection plan a Core Group will be agreed. All core group members meet regularly (at least monthly) to monitor the progress the Child Protection Plan and Core Assessment. Attendance at these meetings will be given priority.

Where no registration has taken place children may be subject to a Child in Need Plan.

Draft	February 2017 H Rupra
Adopted	March 2017
Reviewed	February 2018

Appendix A: Raising a Concern

The Designated Safeguarding Person(s) in this school are:

Hardeep Rupra
Helen Rundall

The Link Governor for Safeguarding is: Bal Garcha

Concern put in writing on a Safeguarding concern form/using

Concern handed to: Hardeep Rupra

The Local Authority Designated Officer (LADO) is:

Lisa Tingle
TingleL@ealing.gov.uk
 020 8825 8155

Designated Safeguarding Lead reviews concern form and makes a decision about next steps – discussion with other safeguarding leads, decision communicated.

Decision made to monitor the concern.

Decision made to discuss the concern informally with the parents/carers

Decision made to refer the concern to social care

Class teacher asked to monitor child and feedback to the Designated Safeguarding Lead within an agreed timescale

Once discussed with parents Designated Safeguarding Person decides to close concern, monitor, complete Early Help Assessment (EHAP) or refer to social care

Designated Safeguarding Lead informs headteacher of decision and refers to social care,

Monitor

Refer

Designated Safeguarding Person closes concern, but keeps record in confidential safeguarding file.

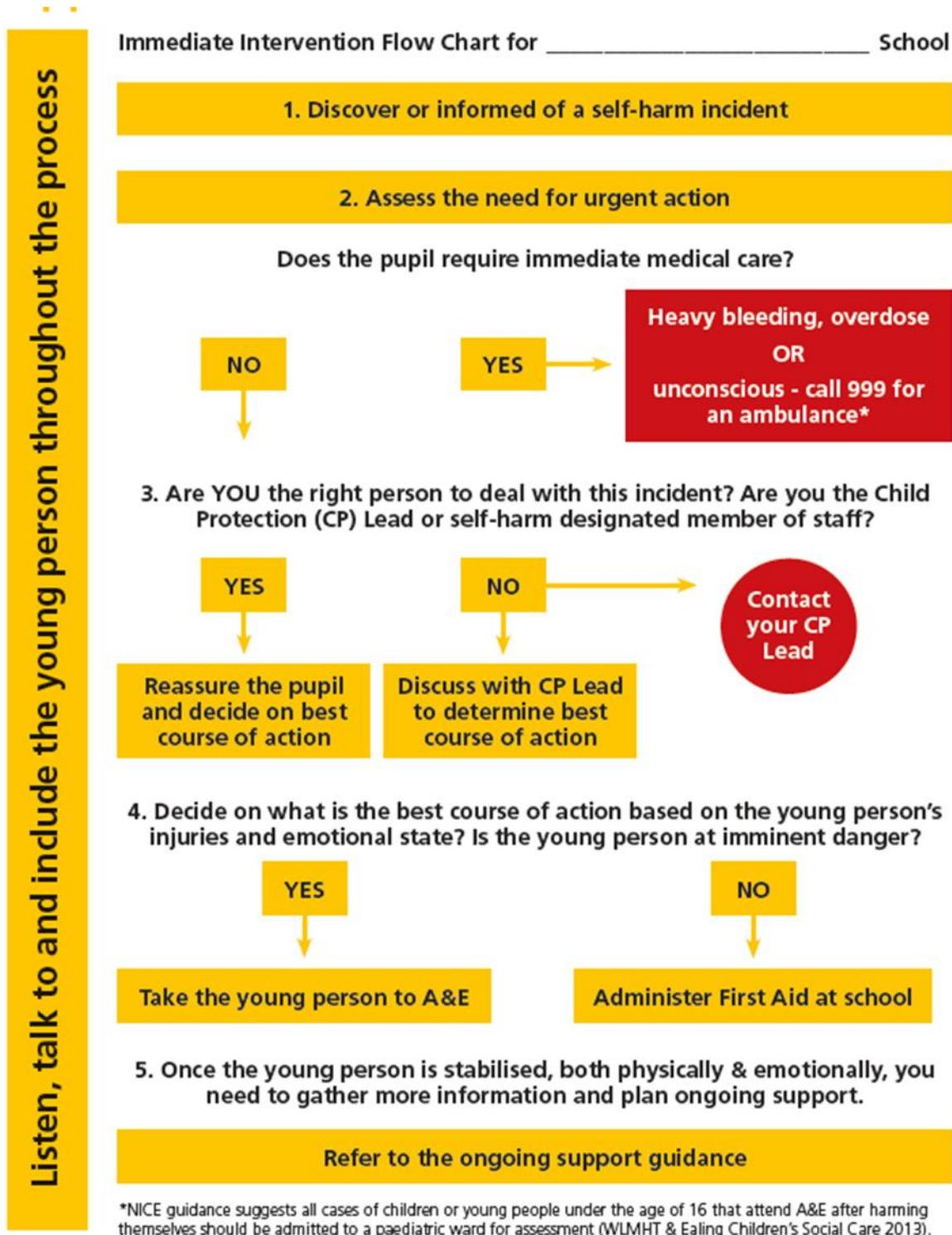
ECIRS
020 8825 8000
[Making a Referral \(ECIRS\)](#)

Anyone can make a referral if they feel appropriate action has not been taken.

Children's social care decide on action within one working day, and feed back to referrer. Assessment completed with 45 days or no assessment, referral to other agency.

If the child's situation does not appear to be improving the referrer should press for reconsideration.

Appendix B – Self Harm



10 Managing self-harm – practical guidance for schools

Appendix C – Reporting Form

Havelock Primary School Child Protection Incident Report

Section 1: Details of the Child		
Name of Child:		Class:
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	Age:	Date of Birth:
Section 2: Your details:		
Your name:	Your position:	Date/time of Incident:
Section 3: Your report:		
Are you reporting your own concerns or responding to concerns raised by someone else?		
<input type="checkbox"/> Responding to my own concerns	If responding to concerns raised by someone else, please provide their name and position within the organisation:	
<input type="checkbox"/> Responding to concerns raised by someone else		
Please provide details of the incident or concerns you have, including times, dates or other relevant information (such as a description of any injuries / whether you are recording fact, opinion or hearsay):		
The Child/Young person's account, if it can be given, of what has happened and how:		
Please provide details of the person alleged to have caused the incident / injury		
Please provide details of any witnesses to the incident(s):		Signature:

Section 4 – Designated Safeguarding Person:

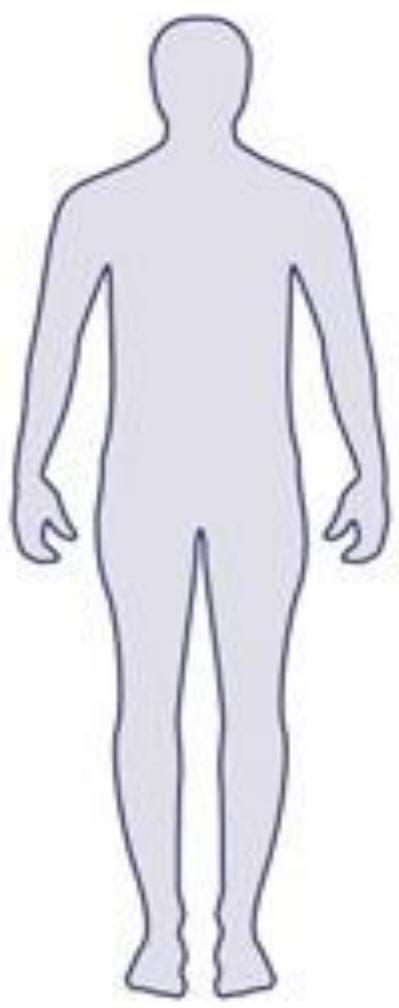
Received information date/time:

Actions:

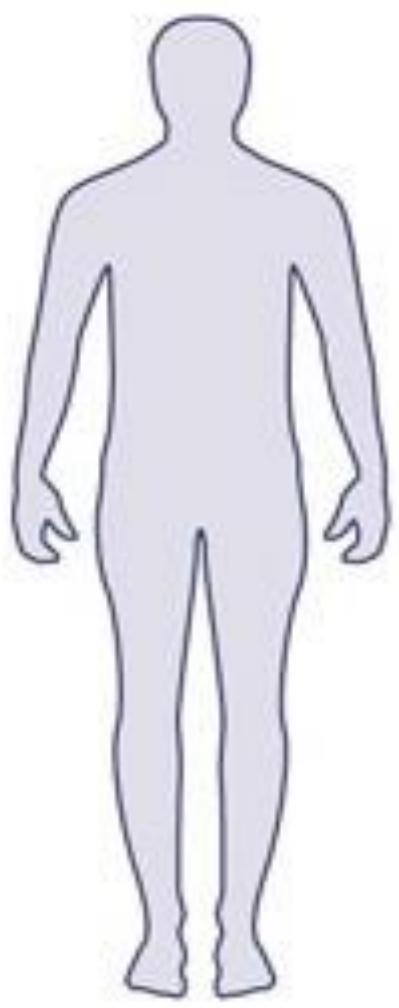
Signature:

Section 5 – Recording Injuries

The body outline (which can be the front or back of a child) can be used to record marks or bruises and the date of occurrence, and kept in the child protection file of the child.



FRONT



BACK

Appendix D



Weekly in-School Monitoring Form

Name of Child _____ Class _____

Date	Time arrived	Presentation (uniform)	Engagement /Behaviour	Other issues e.g .hungry breakfast	Lunch
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					



Appendix E

Acknowledgment of Policies and Procedures

I have read and understood the government legislation on Keeping Children Safe Sept 2016 part 1

I have read and understood the Havelock Safeguarding Policy.

Name: _____

Role: _____

Date: _____

Appendix F

Exceed to Succeed



Safeguarding Advice for Volunteers & Visitors

This leaflet is designed to help parents, carers, volunteers and visitors to our school to understand the expected behaviour around our children in order to ensure their safety and wellbeing.

Keeping Children Safe

We are committed to promoting the safeguarding and wellbeing of every pupil. Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors. We appreciate the help that you are able to give us and hope that you enjoy working in our school. This leaflet contains information that will be helpful. If you need any more information, or have any questions, please do not hesitate to ask.

What are my responsibilities?

As a visitor or volunteer you will be issued with a badge when you sign in, this should be worn at all times. Please remember to sign out before leaving the premises. Volunteers will be required to sign the volunteer code of conduct. Supply teachers are required to sign our 'Acceptable use Policy' for the use of technology in school. All supply teachers, regular visitors and volunteers will require a Disclosure and Barring Service Enhanced Clearance. If you do not have one of these then you will be supervised while working with our children.

Safeguarding and Child Protection

Our Designated Safeguarding Lead is Hardeep Rupra, Deputy Head. If you are worried about the welfare or treatment of a child during your visit, please inform member of admin team that you wish to speak to the safeguarding lead.

If a child tells you something has happened

If a child tells you something, or you suspect a child is being abused or at risk of being abused tell the class teacher or Mrs Rupra immediately. Stay calm, listen to the child, and keep any questions to a minimum. Reassure the child they were right to tell, record in the child's own words what has been said. Tell the child that you have to tell someone, act promptly and immediately. *For further information Please see our Child Protection and Safeguarding Policy available from the school office.*

Mobile Telephones

While working with children or in areas of the school where children circulate you are asked not to use your mobile phone. Phones should be switched off and stored safely out of the reach of children.

In the event of a fire:

A continuous bell will sound

All classrooms have clearly displayed fire safety procedures. If you discover a fire or hear the fire alarm:

- Leave by the nearest route (see fire details in classroom)
- Sound the alarm on route
- DO NOT STOP to collect personal belongings
- Close all doors on route
- DO NOT RE-ENTER the building
- Assemble in the designated area

- If you are working with children, and it is safe to do so, return them to their muster point via the outside of the building.

Preventing Extremism

We have adopted the Government definition of extremism: "Vocal or active opposition to fundamental British values such as democracy, the rule of law and tolerance of different faiths and beliefs."

There is no place for extremist views of any kind in school, should you have any concerns please ask to speak to a member of the Leadership Team immediately.

How do I ensure my behaviour is always appropriate?

If you are asked to work 1-1 with a child, always keep the door open.

Please do not photograph the children.

Any unprofessional contact with children may leave you vulnerable to an allegation of abuse being made against you. *This leaflet has been given to you to ensure you understand what is expected of you when you visit Havelock Primary School. If you are unclear about anything in this leaflet, please speak to a member of staff.*

