

**Colgate Primary School**

**Child Protection Policy**

**Our Vision:**

At Colgate Primary School:

* We make learning fun and enjoyable
* We value, care for and respect each other
* We develop successful, independent learners

**Introduction**

1.1 The purpose of this policy is to inform staff, parents, volunteers and governors about the Colgate's responsibilities for safeguarding children and to enable everyone to have a clear understanding of how these responsibilities should be carried out.

1.2 The Governing body and the Headteacher are accountable to safeguard and promote the welfare of the pupils and the school; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support children who are, or who may be, suffering harm. We operate a zero tolerance policy toward any concern and will pursue all raised issues.

1.3 We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting children from harm and that the child’s welfare is our paramount concern.

1.4 All our staff members believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

1.5 Our staff members working with children maintain an attitude of ‘it could happen to a child we know’ where safeguarding is concerned. When concerned about the welfare of a child, our staff members will always act in the interests of the child.

Colgate will:

* Support the child’s development in ways that will foster security, confidence and independence.
* Provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how, to approach adults if they may be worried about being listened to.
* Provide a systematic means of monitoring children known or thought to be at risk of harm and ensure the school contributes to assessments of need and support packages for those children.
* Emphasise the need for good levels of communication between all members of staff and between the school and other agencies.
* Have and regularly review a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
* Develop and promote effective working relationships with other agencies, especially the Police and Children’s Services: particularly with regard to the “Prevent Strategy”.
* Ensure that all adults within our school who have substantial access to children have been recruited and checked as to their suitability in accordance with Part Three of Keeping Children Safe in Education (DfE 2015).

**Statutory Framework**

Colgate will act in accordance with the following government legislation and guidance:

The Children Act 1989

The Children Act 2004

Education Act 2002

Keeping Children Safe in Education (DfE 2016)

Keeping children safe in education: for schools and colleges

Working Together to Safeguard Children (2015)

The Education (Child Information) (England) Regulations 2005

The Counter-Terrorism and Security Act 2015 s. 26

**Responsibilities**

General school staff responsibilities:

Colgate is aware of and follows the Sussex Child Protection & Safeguarding Procedures available at http://pansussexscb.proceduresonline.com/index.htm

Colgate Staff have read Part 1 of Keeping Children Safe in Education 2016, are alert to signs of abuse and know to whom they should report any concerns or suspicions. In exceptional circumstances, such as in emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to children’s social care.

Colgate has procedures for handling suspected cases of abuse of children, including procedures to be followed if a child harms another child or a member of staff is accused of abuse, or suspected of abuse.

A Designated Member of Staff for Child Protection (referred to in ‘Keeping Children Safe in Education (DFE, 2016) as ‘Designated Safeguarding Lead') has responsibility for co-ordinating action within the school and liaising with other agencies (see below for further details).

The Designated Member of Staff for Child Protection undergoes updated child protection training every two years. The head teacher and all members of staff are provided with regular updated child protection training in line with advice from the West Sussex LSCB (currently every three years).

The Headteacher or the Designated Member of Staff for Child Protection, if different will conduct training in line with local Authority and Government current guidance on the subject of extreme influences. Currently this is the Prevent and Channel schemes. This training will be for ALL staff and regular non-staff school personnel. A central record of this training will be kept in the Safeguarding Record. There will be no exceptions.

Those authorised by the school to work with children on school premises will enter into a formal commitment to comply with the school’s child safeguarding responsibilities. Community users organising activities for children will be made aware of the school’s child protection guidelines and procedures and will confirm their commitment to abide by them.

Responsibilities of the Governing Body:

The Governing body must ensure that the policies, procedures and training in their schools or colleges are effective and comply with the law at all times.

The nominated governor for child protection in this school is the Chair of Governors.

The responsibilities are:

* Ensuring that an effective child protection policy is in place and reviewed annually, together with a staff behaviour policy (code of conduct) which should, amongst other things, include staff/pupil relationships and communications, including the use of social media. These policies are provided to all staff – including temporary staff and volunteers – on induction. Staff will be kept up to date with changes.
* Contributing to inter-agency working, which includes providing a coordinated offer of early help when additional needs of children are identified. This includes allowing access for children’s social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.
  + This includes being aware of the “Prevent” and “Channel” policies to ensure that “British Values” are promulgated and all radicalisation from whatever source is dealt with effectively.
* Appointing a designated member of staff for child protection who should undergo refresher child protection training every two years.
* Ensuring that Colgate creates a culture of safe recruitment and adopt recruitment procedures that help deter, reject or identify people who might abuse children (Part Three: Safer Recruitment. Keeping Children Safe in Education 2016).
* Ensuring that at least one member of an appointing panel will have attended safer recruitment training.
* Ensuring that Colgate keeps an up to date single central record of all staff and volunteers and the dates of all appropriate safeguarding checks.
* Monitoring the adequacy of resources committed to child protection and the staff and governor training profile.
* Recognising that the Governing Body and its members do not manage or have right to know the detail of the processes associated with individual cases of child protection except when exercising their disciplinary functions in respect of allegations against staff.
* Making sure that the child protection policy is available to parents on request.
* Ensuring that this policy and practice complements other policies e.g. anti-bullying, including cyber bullying and health and safety.
* Prioritising the welfare of children and young people and creating a culture where staff are confident to challenge senior leaders over any safeguarding concerns. Giving consideration as to how children may be taught about safeguarding through teaching and learning opportunities, as part of providing a broad and balanced curriculum.

The nominated governor for child protection should agree with the Governing Body how these responsibilities should be monitored and reported.

**The Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead in this school is the Headteacher Rebecca Winn

Deputy DSL is the Deputy Headteacher Sam Clark.

The accountabilities are:-

Managing referrals and concerns regarding individual children:

* Refer all cases of suspected abuse to the West Sussex Multi Agency Safeguarding Hub and to the Police (cases where a crime may have been committed).
* Send a written record of the referral to the Multi Agency Safeguarding Hub by the end of the working day the referral is made.
* Keep records of concerns about a child, even if there is no need to make an immediate referral, using CPOMS (Child Protection Online Management system)
* Manage and keep record of any potential issue falling under the Prevent or Channel strategies.
* Ensure that all such records are kept confidentially and securely and that they are securely password protected. These files are accessible only by the head teacher/designated lead.
* Ensure that an indication of further record-keeping is marked on the child’s records.
* Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
* Ensure that either they or the class teacher attend Child Protection Conferences, core groups or other multi-agency planning meetings, contribute to assessments, and provide a report which will normally have been shared with the parents. (In some circumstances it may not be appropriate to share the report to conference with parents. If the DSL is uncertain on this point advice can be obtained from the allocated social worker).
* Ensure that any child who is subject to a child protection plan and who is absent without explanation for two days or more is referred to their key worker’s Social Care Team. In some cases any absence may be a cause for concern and warrant immediate reporting.
* Where children leave Colgate, ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main child file. (The original child protection files being retained by Colgate).

Training

The Designated Safeguarding Lead will undertake the initial designated member of staff training and subsequent refresher courses every two years in order to:

* Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
* Be alert to those children within the school who are at risk of: domestic violence; female genital mutilation; being missing from education; child trafficking; radicalisation; bullying (which includes race/hate or homophobic behaviour).
* Have a working knowledge of how the local authority conducts a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
* Be alert to the specific needs of children in need, those with special educational needs and young carers.
* Be able to keep detailed, accurate, secure written records of concerns and referrals
* Obtain access to resources and attend any relevant or refresher training courses.
* In any protection measures taken, encourage a staff culture of listening to children, to take account of their wishes and feelings
* Link with the West Sussex Local Safeguarding Children Board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
* Keep current on Prevent and Channel strategies and attend training when available
* Organise comprehensive child protection training, including prevention of extremism, for all staff every three years.

Raising Awareness and other duties

* The designated member of staff should ensure Colgate’s policies are known and used appropriately: ensuring each member of staff has access to and understands the child protection policy and procedures, especially new and part time staff. In addition, the DSL should ensure that all staff read, at least, Part One of Keeping Children Safe in Education 2016 and have a record of when this was done
* Ensure the child protection policy is reviewed annually, the procedures and implementation are updated and reviewed regularly, and work with governing body regarding this.
* Ensure that the child protection policy is available publicly and that parents are aware that referrals about suspected abuse or neglect may be made and the role of Colgate in this.

**Procedures**

If any member of staff is concerned about a child in any context he or she must inform the Designated Safeguarding Lead as the action of first response.

The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations. Do not add comments or opinion although observations about a child’s demeanour or emotional state may be recorded.

The Designated Safeguarding Lead will decide whether the concerns should be referred to the Multi Agency Safeguarding Hub or other agency. If it is decided to make a referral to the MASH this will be discussed with the parents, unless to do so would place the child at further risk of harm. (The MASH is able to provide advice on this question).

Particular attention will be paid to the attendance and development of any child about whom Colgate has concerns, or who has been identified as being the subject of a child protection plan and a written record will be kept.

If a child who is/or has been the subject of a child protection plan leaves Colgate, the Designated Safeguarding Lead will inform the social worker responsible for the case and transfer the appropriate records to the DSL at the receiving school, in a secure manner and separate from the child’s academic file.

The DSL is responsible for making the senior leadership team aware of trends in behaviour that may affect child welfare. If necessary, training will be arranged.

Staff have a duty to refer safeguarding concerns to the DSL. However if concerns are not taken seriously by any organisation or action to safeguard the child is not taken by professionals and the child is considered to be at continuing risk of harm then staff will speak to the DSL or Headteacher in their school and/or contact the MASH.

If, at any point there is a risk of immediate serious harm to a child, a referral will be made to the MASH immediately. Anybody can make a referral. If the child’s situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

If the allegations concern harm perpetrated by children in the school then staff will follow section 8.7 of the West Sussex Child Protection and Safeguarding Procedures - Children who Harm Other Children.

**When to be concerned**

All staff and volunteers are aware of the main categories of abuse:

* 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. They may be abused by an adult or adults or 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 cyber bullying), 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.
* Abuse related to exposure to extremism of all kinds.
* Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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) by establishing a close relationship or friendship. 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.

In addition school staff should be aware of the specific safeguarding issues listed below. Schools should ensure that, where such risks may be more likely, that staff are guided on how to understand and act accordingly where there is concern about:

* child sexual exploitation (CSE)
* bullying including cyber bullying
* domestic violence
* drugs
* fabricated or induced illness
* faith abuse
* female genital mutilation (FGM)
* forced marriage
* gangs and youth violence
* gender-based violence/violence against women and girls (VAWG)
* mental health
* private fostering
* preventing radicalisation
* sexting
* teenage relationship abuse
* trafficking
* self-harm

Links too many of these topics can be found in the Keeping Children Safe in Education document.

**Confidentiality**

As a general principle all matters relating to child protection are confidential and should only be shared on a ‘need-to-know’ basis.

The Headteacher, the DSL at Colgate, will disclose any child protection related information about a child to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets if doing so might compromise the child’s safety or wellbeing.

The intention to refer a child to Children’s Services will be shared with parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, the Duty Manager at the Assessment Team at Children’s Services will be consulted.

**Dealing with a disclosure**

If a child discloses that he or she has been abused in some way the member of staff or volunteer will:-

* accept what the child says.
* stay calm, the pace should be dictated by the child without them being pressed for detail by asking leading questions such as “did x touch you there?”
* use open questions such as “Is there anything else you want to tell me?” or “yes?” or “and?”
* be careful not to burden the child with guilt by asking questions like “Why didn’t you tell me before?” but you could ask ‘Have you spoken to anyone else about this?’
* acknowledge how hard it was for the child to tell you.
* do not criticise the perpetrator, the child might have a relationship with them.
* do not promise confidentiality, but reassure the child that they have done the right thing, explain whom you will have to tell (the designated lead) and why; and, depending on the child’s age, what the next stage will be. It is important that you avoid making promises that you cannot keep such as “I’ll stay with you all the time.” or “It will be all right now.”

When recording information:

Make some brief notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern. Record facts and what is said but not your assumption or interpretation. If it is observation of bruising or an injury try to record detail, e.g. “right arm above elbow”.

Note the non-verbal behaviour and the key words in the language used by the child (try not to translate into ‘proper terms’).

It is important to keep these original notes and pass them on to the DSL who may ask you to write a referral.

It is recognised that staff who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting. Colgate will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate. WSCC school staff have access to a free, 24/7 and confidential counselling service.

**Allegations against staff**

An allegation is any information which indicates that a member of staff/volunteer may have:

* behaved in a way that has, or may have harmed a child
* possibly committed a criminal offence against/related to a child
* behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children

This applies to any child the member of staff/volunteer has contact with in their personal, professional or community life.

To reduce the risk of allegations, all staff should be aware of the Colgate policy and should be familiar with the guidance contained in the staff handbook and Government document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings’ <http://www.childrenengland.org.uk/upload/Guidance%20.pdf>.

Colgate will keep a record of these discussions of principle.

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification. It is important not to make assumptions. Confidentiality should not be promised and the person should be advised that the concern will be shared on a 'need to know' basis only.

Actions to be taken include: making an immediate written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the Head Teacher.

If staff members have concerns about another staff member then this should be referred to the Headteacher. Where there are concerns about the Headteacher this will be referred to the Chair of Governors. In the absence of the Chair of Governors, the Vice Chair will be contacted. Contact with the Chair or the Vice Chair of Governors can be made through the school office. If for any reason this causes a delay (for example the office is closed) then the concerns should be referred to the MASH.

The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter. The Head Teacher or Chair will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer.

If the allegation meets any of the three criteria set out at the start of this section, contact should always be made with the Local Authority Designated Officer without delay. If it is decided that the allegation meets the threshold for safeguarding, the next steps will take place in accordance with section 8.2 of the Sussex Child Protection and Safeguarding Children Procedures.

If, at the completion of the allegations management process, Colgate were to dismiss an individual (or would have, had the person not left first) because the person poses a risk of harm to children, Colgate will make a referral to the Disclosure and Barring Service. This is a legal duty.

If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the employer for consideration, (or to the Chair of Governors where the allegation made is against the Headteacher) via Colgate’s internal procedures.

**Whistleblowing (Confidential Reporting)**

Staff members and volunteers are encouraged to raise any concerns that they may have regarding poor or unsafe practice directly with the schools’ management team. The School has a whistleblowing policy (or Confidential Reporting Policy). This enables any member of staff or volunteers to make complaints about conduct within the school to a person outside the school on a confidential basis and without fear that their confidentiality will be breached. This policy will rarely be applicable where a referral of abuse or risk to a child needs to be reported unless that abuse or risk arises within the school itself. Referrals in such cases should be made to the headteacher or as indicated in this policy. Where the circumstances are such that a member of staff believes that a complaint can only safely be made to person outside the school then reference should be made to the school’s Confidential Reporting Policy.

**Physical Intervention**

Our policy on physical intervention by staff is set out separately and acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person

Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention will be appropriately trained in the Team Teach technique.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

**Bullying**

Our policy on bullying (this includes homophobic and gender related bullying) is set out in a separate document.

**Racist Incidents**

Our policy on racist incidents is set out in a separate document.

**Prevention**

We recognise that Colgate plays a significant part in the prevention of harm to our children by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.

Colgate will therefore:

* Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
* Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
* Include across the curriculum, including Personal, Social, Health and Economic Education and Citizenship (PSHCEd and C), opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

**Health and Safety**

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment. Other policies relate to internet use and protection when away from the school outings.

**Key Contacts:**

Designated Safeguarding Lead (DSL): the Headteacher, Rebecca Winn

Lead Governor for Child Protection: the Chair of Governors, Richard Bantin

West Sussex Multi Agency Safeguarding Hub Tel: 01403 229900

Local Authority Designated Officer (LADO): Tel: 03302 223 337

Community Safety Lead Officer: Beverley Knight Tel: 03302 224 223

SIGNED: R.Winn

HEAD TEACHER: R.Winn

CHAIR OF GOVERNORS: R. Bantin

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