

Safeguarding Policy



Opening Statement

Honilands Primary School is dedicated to safeguarding and promoting the welfare of its pupils.

It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring the welfare of all pupils. All members of staff are expected to be aware of, and follow, the Safeguarding procedures. In particular they need to be aware of their duty to report concerns, the guidance for identifying child abuse, what to do if a child makes an allegation of child abuse and issues about confidentiality.

Roles and Responsibilities across Honilands Primary School to ensure the Safeguarding of our pupils

Honilands Primary School recognises that it is the responsibility of all staff to safeguard our children. However, leaders with particular responsibilities across the school have specific roles (*Appendix 4*).

At Honilands the Headteacher and staff aim to ensure that they establish and maintain an environment where children feel secure so that they:

- ✓ Are encouraged to talk, and are listened to.
- ✓ Know that there are adults in the school whom they could approach if they are worried.
- ✓ Develop the skills, through the curriculum, they need to recognise and stay safe from abuse.

This policy should therefore be considered alongside other related policies and procedures:

- Staff Handbook
- Safer Recruitment
- Health and Safety
- SEN policy, including disability and safeguarding
- Incontinence Guidance
- PSHE (Curriculum) - Sex & Drugs
- Whistle blowing procedures
- Behaviour Management including bullying and physical restraint
- Attendance -
- Racial Equality
- Extended School

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- First Aid (including management of medical conditions, intimate care)
- Children in Care
- Management of allegations made against staff - LA policy
- E - Safety Policy

We will ensure that these policies are updated on a regular basis to reflect the changing needs of the children and young people who attend our school.

We will consult with the children/young people to ensure their voice is heard.

The Four Categories of Significant Harm

1) Neglect

Failure to meet a child's basic physical/psychological needs, including food, shelter, clothing, emotional support, medical care and protective environment safe from physical harm.

2) Physical Abuse

This includes hitting or shaking a child, or grabbing a child by an article of clothing.

3) Sexual Abuse

This includes physical contact, making children look at pornography or encouraging children to behave in sexually inappropriate ways.

4) Emotional Abuse

Persistent ill-treatment of a child, which may involve conveying that the child is worthless, unloved, or inadequate. It may also involve the imposition of inappropriate expectations. What to do when a pupil wants to tell you about something that has happened

Duty to Report

Any member of staff who either knows of, is told of, or strongly suspects any incident of significant harm is occurring in the School, or to a pupil of the School outside of school hours must report the information the same day to the Lead Designated Officer. If it involves an allegation against a member of staff it should be reported directly to the Headteacher.

In the absence of the Lead Designated Officer, the immediate report should be made to the Lead Learning Mentor or Head teacher.

If the allegation or suspicion is about the Headteacher, the report should be made either to the Chair of Governors or the Local Authority Designated Officer (Jan Ashbe-Kay) with specific responsibility for Safeguarding (*Appendix 5 for contacts*).

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Key Points

- ❖ Each member of staff is issued with guidelines (*Appendix 1*), has training and receives refresher training annually in school and at least every three years by the Local Authority or recommended body. New members of staff have induction training which includes safeguarding and child protection.
- ❖ Members of the School do not investigate serious allegations of Child abuse themselves as serious allegations will be reported to Social Services and, if necessary, the Police.
- ❖ When a serious allegation is made against a member of staff then the School will follow Local Authority procedures as set out in the "*Allegations made towards a member of staff policy (Appendix 2)*".
- ❖ The Deputy Headteacher is the Lead Designated Child Protection Officer and the Lead Learning Mentor is also responsible for child protection matters. All child protection matters should be referred to the Deputy Headteacher and in their absence the Assistant head or Lead Learning Mentor.
- ❖ Safeguarding is integrated into the School ethos. The School operates Safer Recruitment procedure as laid out further on in this policy and linked to the policy adapted from the Local Authority model policy. (*Appendix 7*)
- ❖ All adults working at Honilands have a duty towards safeguarding our children please refer to the '*Roles and Responsibilities*' documents for further information (*Appendix 4*)

What should be reported?

Child abuse to be reported includes:

- ✓ abuse of a pupil by a staff member or other adult
- ✓ abuse at home which a pupil reports to staff
- ✓ abuse by a stranger outside school
- ✓ abuse of one pupil by another pupil.

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In the case of abuse by a pupil, or group of pupils, the key issues identifying the problems as abuse (rather than an isolated instance of bullying which might be considered within normal bounds in the school community) are:

- The frequency, nature and severity of the incident(s),
- Whether the incident involved a potentially criminal act, and whether if the same incident (or injury) had occurred to a member of staff or other adult, it would have been regarded as assault or otherwise actionable.
- Whether the victim was coerced by physical force, fear or by a pupil or group of pupils significantly older than him or her, or having power or authority over him or her.

Promises of Confidentiality

Adults at the School should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should however guarantee that they will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to resolve the problem. They must also be assured they will never tell anyone who does not have a clear 'need to know', and that they will personally take whatever steps that they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.

Allegations

When an allegation of Physical or Sexual Abuse is made any staff member to whom an allegation of physical or sexual abuse is made should:

- Limit any questioning to the minimum necessary to seek clarification only (using instead a minimum number of questions of the 'Tell me what happened' type),
- Strictly avoid 'leading' the pupil or adult who has approached them by making suggestions or asking questions that introduce their own ideas about what may have happened (**DO NOT** ask questions like, 'Did he do x to you?').
- Tell pupil or adult that Mrs McNeely, Mr Silverman or Mrs Moore will be told in order to keep them safe.
- Refer the matter the same day, with all relevant details, to the Designated Staff, the Headteacher or the Governor with specific responsibility for child protection, as above.

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If this cannot be done, the staff member should contact the Social Services Intake and Assessment Team (Charles Babbage House 0208 379 2579).

Writing a report on what you have been told

- ✓ Note the date, time and your name.
- ✓ Note the who/what/where/when of the accusation.
- ✓ Note your own opinion if it is relevant, preferably with justification.
- ✓ Reflect on why you have logged the incident.
- ✓ Hand the report to the Child Protection Officer

What Happens Next?

On receiving an allegation of significant harm the Designated Staff, Headteacher or the Governor with specific responsibility for Safeguarding, should:

1. Take steps needed to protect any pupil involved from risk of immediate harm.
2. Not interview or investigate the allegation further, but refer the matter the same day to the Local Social Services department.
3. The Designated Person reporting the matter should speak personally to the Social Services officer and not rely on leaving a message.

Investigations into Child Abuse are always externally managed.

Members of the School do not investigate reports of significant harm themselves.

Alleged victims, perpetrators, those reporting abuse and others involved will not be interviewed by members of staff beyond the point at which it is clear that there is an allegation of abuse.

The School acknowledges that its policy will inevitably lead to some investigations being triggered which do not substantiate the allegations made, as well as those that do. It is a basic assumption that it is better to endure some 'false alarms' than to fail to initiate specialist investigation of instances of real abuse.

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Role of the Designated Officer after an allegation has been made

- Consult the Social Services Team Manager and follow his/her advice about contacting parents, other staff, police, doctor or alleged perpetrator or witnesses direct.
- Agree with the Team Manager any necessary next steps in relation to:
Informing a pupil's parents, medical examination or treatment for the pupil, protection that may be needed for a pupil who has been the victim of abuse.
- Informing other people at the school on a need to know basis only, confidentiality in all cases is paramount.
- Inform the Headteacher (unless they are the subject of the allegations) of the allegations and the action taken as above, and agree necessary further action in line with this policy.
- Inform the pupil or adult who made the initial allegation of what the next steps are to be, having agreed these with the Social Services team or Police.
- The Headteacher makes the decision whether to suspend from duty, pending investigation, any staff member who is alleged to have abused a pupil or pupils.
- Take any necessary steps to protect and support a pupil who is alleged to have abused another.

Low Level Concerns

Where the School has 'low level' concerns that do not amount to allegations or suspicions of specific abuse, but which may indicate the possibility of abuse occurring, the designated child protection officer should discuss these with the headteacher. The Designated Officer should then inform the reporting adult of actions that will be taken.

The low level concerns should be logged and monitored in case further disclosures are made. Where possible the Lead Designated officer should inform parents of any concerns and log outcomes in the central **CP Concerns Register**, which is held in the Deputy Headteacher's office.

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The School issues guidelines to all staff on the prevention of abuse covering:

- ✓ staff supervision of high risk situations
- ✓ avoidance of inappropriate physical contact between staff and pupils
- ✓ avoidance of inappropriately spending time alone with individual pupils
- ✓ the need for all staff to be vigilant in spotting and reporting clear suspicions that abuse may be occurring.

Intimate Care

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with 'or exposure of' the genitals.

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties. Staff should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted.

Observation and/or Examination of Pupils related to Medical Checks

- All members of staff, including teachers and teaching assistants, have a duty of care and a responsibility to inform or act on information given by a child
- As a result of injury or distress permission should be sought from the child for any observation of covered areas (not intimate areas), unless life threatening. If the child refuses, members of staff should seek to contact the parents/carers
- As a result of injury or distress any observation or examination of intimate areas should be carried out by the parent/carer or in unforeseen circumstances permission sought. Two members of staff should be present in this instance, unless life threatening
- Any formal observation or examination by an outside agency requires written permission from the parent/carer. However if at any time the child communicates unwillingness to be party to the observation or examination (which includes injections, height, weight, teeth and eyesight checks etc.) the adult should respect the wish of the child
- The school will check parental permission or otherwise has been obtained, however it is also the responsibility of the other agency to check this at the time of the observation or examination.

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- School staff will ask outside providers to read and to agree to the above policy. A log to be kept for five years, along with the accident file information.

Physical Restraint

The Designated Safeguarding Officer and the Learning Mentor team have been trained in the 'Approach Method' of Physical Restraint. The staff have annual refresher courses to remain up to date with the Local Authority guidelines.

The school does not advocate physical restraint of pupils and will only intervene, using trained staff, where practical and when a child is deemed at serious risk of harming themselves or others.

Please see the Positive Behaviour Management Policy for guidelines and procedures on physical restraint and informing appropriate stakeholders (**Appendix 6**)

Safer Recruitment Procedure

(Appendix 7, Safer Recruitment Policy)

Honilands Primary School takes the safe recruitment of staff and volunteers seriously.

The following nine elements are part of the routine recruitment procedures for all teaching and non-teaching staff (including ancillary staff) who may have substantial unsupervised access to pupils.

The Headteacher and Deputy Headteacher have completed training in Safer Recruitment. Ensuring at least one member of an interview panel, or an individual at the School, have completed safer recruitment training.

Criminal Records Checks

The Enhanced Disclosure is required for anyone whose duties include regularly caring for, training, supervising, or being in sole charge of children under 18 years of age. Anyone else who works at the school requires a Standard Disclosure from the CRB on appointment.

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Pre-employment checks are required for all staff at the School and for people working on behalf of the School such as the School's volunteers, the self-employed, contractors and agency staff. They include the successful completion of a Disclosure from the Criminal Records Bureau at an Enhanced level, a List 99 check and the Protection of Children List as appropriate.

Identity

Check the identity against an official document such as a passport or birth certificate.

References

At least two written references, including the most recent employer, with a reference request letter that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material misstatement or omission relevant to the suitability of the applicant.

Veracity of References

Direct contact by the School with each referee to verify the reference.

Interview

A personal interview, with a written record of issues covered and the assessment by the interviewer(s).

Veracity of Qualifications

Verification of any qualification offered by the candidate, with a written record of those verified.

Full Employment History

Requirement that applicants supply a full employment history, stating that any previous employer may be approached by the school.

Exploration of Reasons for Termination of Previous Employment

Contact by the School, where feasible, with each previous employer involving work with children or vulnerable adults to check the reasons the employment ended.

Explanation of Gaps in CV

Explanation of any gaps in the CV, with a written record by the school explaining the reasons for any gaps and that the reasons have been sought and are satisfactory. This will take place after shortlisting.

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Where staff are recruited from abroad, or have resided overseas within the last five years, the School will try to obtain a 'certificate of good conduct' or equivalent from the relevant authorities of the applicant's home country where such facilities are available. This is in addition to the checks outlined in this document for all staff.

Where the School has not received the full CRB disclosure information before a member of staff arrives, as a result of a failure of CRB to respond to a disclosure application, the member of staff may work but only under special supervision with no unsupervised access to pupils with a list 99 in place only in consultation with the Local Authority Human Resources team.

If the School discovers that an applicant has made a false statement in attempting to gain employment at the School, this will be reported to DCFS for them to consider misconduct action against the applicant.

Verification of Medical Fitness

The School verifies the medical fitness of staff to work with children in accordance with the Department for Children, Families and Schools and the School's guidelines.

Note on Assessing CRB Disclosures

If a CRB Disclosure shows that a person is disqualified from working with children by virtue of Section 35 of the Criminal Justice and Court Services Act 2000, the school should immediately take steps to remove the person from the premises. If he or she is already at the school, we will contact the CRB to ensure that the Bureau has reported the matter to the Police to investigate whether the person has committed an offence by applying for, or undertaken work with children while disqualified.

Similarly if a Disclosure reveals that a person is barred by DCFS and is on List 99, the school should immediately contact the DCFS Teacher Misconduct Team (Telephone 01325 392162) to confirm the position and obtain further advice. In the meantime the person should be suspended from contact with pupils.