



# Highfield Primary School

## Safeguarding and Child Protection Policy

### November 2016 (reviewed annually)

#### Key Contacts

Designated Lead	Ms McGovern	0208 360 2149
Deputy Designated Lead	Mrs Kemal	0208 360 2149
Designated Safeguarding and Child Protection Governor	Mrs Wren (Chair of Governors)	0208 360 2149
LA Designated Officer (LADO)	Maria Anastasi <b>Where there is a risk of immediate serious harm to a child a referral should be made to Children's Social Care immediately.</b>	0208 379 2746 <a href="http://www.enfield.gov.uk/enfieldlscb/">http://www.enfield.gov.uk/enfieldlscb/</a>
SPOE CP enquiries	Tony Demetriou <a href="mailto:Antony.Demetriou@enfield.gov.uk">Antony.Demetriou@enfield.gov.uk</a>	0208 379 555
Head of Safeguarding	Anne Stoker <a href="mailto:anne.stoker@enfield.gov.uk">anne.stoker@enfield.gov.uk</a>	0208 379 4075
Head of Services for SPOE and Assessment/Referral team	Sarah Moren <a href="mailto:Sarah.moran@enfield.gov.uk">Sarah.moran@enfield.gov.uk</a>	0208 379 1454
Children's Social Care – reporting concerns Intake and Assessment Team at Enfield Children's Services	Duty Social Worker and Assessment Team Emergency Duty Service – after hours, weekends and public holidays	0208 379 2507 Charles Babbage House, 1 Orton Grove, Enfield EN1 4TU <b>Anyone can make a referral.</b>
Primary Health Care Enfield		0208 270 8101
Local Police Emergency		999
Local Police non-emergency		0300 123 1212 Enfield Station
Prevent	Suj Ponnampalam <a href="mailto:Sujeewan.ponnampalam@enfield.gov.uk">Sujeewan.ponnampalam@enfield.gov.uk</a>	0208 379 6137 07787 546395
NSPCC Helpline		0800 800 5000 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
NSPCC FGM Helpline	Free 24 hour helpline	0800 028 3550
Childline		0800 11 11

#### Principles

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children. The Children Act 2004 placed a statutory duty on local educational authorities to establish a Local Safeguarding Board (LSCB) by April 2006. At Highfield Primary we are part of the Enfield Safeguarding Children's Board (ESCB), 2006 and we have adopted the London Child Protection Procedures, 2007 alongside the statutory guidance *Keeping Children Safe in Education (May 2016)* effective from September 2016.

These Procedures set out what all London agencies, groups and individuals must follow in identifying, raising and responding to welfare concerns when coming into contact with or receiving information about children 0–17 years, including unborn children and adolescents up to their 18<sup>th</sup> birthday. These procedures incorporate the government guidance *Working Together to Safeguard Children DfES 2006* which reflects the Government's Every Child Matters: Change for Children Programme.

Highfield Primary School recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children and we will carry out this duty through our teaching and learning, pastoral care and extended school activities. All members of the school community (including volunteers and Governors) will at all times establish and maintain a safe and stimulating environment where children feel secure, are encouraged to talk to adults they can trust and are listened to.

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Through training all staff will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. All staff will annually be reminded of our safeguarding and child protection procedures and will be asked to read this policy and sign that they acknowledge its contents. There was whole school training for all staff and Governors on 4 September 2015 from the Lead Safeguarding Officer, ECSB and the next whole school training is scheduled for September 2018 but updates are shared with staff as necessary.

In September 2016 all staff were updated on Child Protection Procedures following the new statutory guidance *Keeping Children Safe in Education (May 2016)*, and signed to acknowledge they had read and understood its content (Part 1 – *Keeping Children Safe in Education: Statutory guidance for all school and colleges*). Any staff to join the school after this time will be required to read this document and have child protection procedure training from a member of the designated team.

## Equal Opportunities Statement

At Highfield Primary our Race and Equal Opportunities statement states that we celebrate the richness and diversity that our pupils represent.

- All pupils are valued equally and will be treated as such whatever their personal circumstances.
- We promote a high standard of behaviour in our school community where our core values of respect, cooperation and kindness underpin all that takes place in our school.
- We promote a positive approach to the multi-lingual, multi-faith society seeking at all times to promote a positive image regardless of race, class, faith, disability, age, gender or sexual orientation.

## The aims of this policy are:

- To raise the awareness that it is **everyone's** responsibility to safeguard children and of their individual responsibilities in identifying and reporting possible cases of abuse.
- To support the child's development to foster security, confidence and independence.
- To provide a systematic means of monitoring children known or thought to be at risk.
- To emphasise the need for good levels of communication between all who work at Highfield Primary School.
- For everyone to be aware of and use the school procedures – how to raise, log concerns and ensure they are forwarded to the appropriate staff in cases of suspected abuse.
- For all staff to understand they can refer directly to the Intake and Assessment Team at Enfield Children's Services.
- For all staff to act in the interests of the child.
- To develop and promote effective working relationships with other agencies including co-operating with the Local Authority to improve and safeguard the wellbeing of children.
- To ensure that adults who work in our school who have access to children have been properly DBS checked.
- To create a culture of Safer Recruitment and ensure Procedures are adhered to.

## Procedures

Highfield Primary school will ensure that:

- We have a designated member of staff and a designated team who undertake regular training and all CP designated staff will keep up their training every two years.
- All who work at Highfield are aware of the Designated Child Protection Lead and the CP Team and their roles. Their photographs and the CP procedures are kept in all appropriate rooms in the school.
- All staff understand their responsibility to provide a safe learning environment.
- All staff understand that they have a responsibility to identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm.
- All members of staff have an understanding of the signs and indicators of abuse and are advised to maintain an attitude of **"it could happen here"**.
- All members of staff understand how to respond to a pupil who discloses abuse, including the need to record and report any concerns using the school concern logs.

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- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- Procedures are in place to fulfil the admission and attendance requirements in Appendix A "Children Missing from Education" in *'Keeping Children Safe in Education'* (May 2016) and other related policies.
- Procedures are in place to fulfil the safer recruitment requirements *'Keeping Children Safe in Education'* (May 2016) and other related policies.
- Our procedures will be regularly reviewed and updated at least annually.
- All new members of staff will be given a copy of our safeguarding and child protection procedures as part of their induction into the school. This will include how to respond to concerns, e-safety and familiarisation with the early help process and the how to make referrals to children's social care. They will read this policy, the behaviour policy, the staff code of conduct and Part 1 of *'Keeping Children Safe in Education'* (May 2016) and other related policies.
- Fortnightly meetings are held involving all CP designated staff. These meetings will involve discussing procedures and concerns about specific pupils.
- A list of all relevant staff training and when it needs updating will be kept in the school safeguarding training file.

## What are the categories of Abuse?

Staff are aware that the categories below are rarely standalone events that can be covered by one definition or label. In many cases multiple issues will overlap with one another.

**Physical abuse** is where parents or carers or other significant adult deliberately inflict injuries on a child or, knowingly, do not prevent them. Punching, hitting, kicking, burning or biting are some examples of physical abuse. Physical abuse can cause injuries including bruising, burns, fractures, internal injuries and brain damage. In the most extreme cases, physical abuse can cause death.

**Emotional abuse** is when parents or carers continuously fail to show a child love or affection, or when they threaten, degrade and taunt a child. This can result in a child becoming nervous and withdrawn, lacking in confidence and with no self-esteem.

**Neglect** occurs when parents or carers fail to meet a child's essential needs, such as adequate food, clothing, warmth and medical care. Children left alone or without proper supervision who are too young to look after themselves, is another example of neglect.

**Sexual abuse** takes place when a child is forced to take part in a sexual activity. Examples of sexual abuse include fondling, masturbation, or exposing children to pornographic videos, books, magazines or other material. Sexual abuse can have very damaging and long lasting effects.

## Procedures to follow if you have concerns about a child

In school, staff would be right to refer a child to a member of the Child Protection Team if they noticed a child who was:-

- Bruised and giving questionable reasons for this
- Showing a change in personality and attitude
- Unable to concentrate on their work for long
- Having friendship problems, which are out of character
- Refusing to take part in Circle Time
- Persistently unhappy or depressed
- Appearing reluctant to go home
- Frequently asking to visit the toilet
- A marked change in any behaviour

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**If a child chooses to disclose information**, the procedure is:

- to listen in a supportive manner
- never promise that you will not tell anyone else
- no attempt must be made to interrupt the child
- do not artificially prolong a discussion with the child in the hope of getting a disclosure
- do not ask leading questions as this could put the legality of the case at risk
- summarise what the child has already said
- Use the TED strategy Tell, Explain, Describe
- accept the child's terminology and remain calm and supportive

Write down immediately what the child has said using their words, including the date and time and **type a log of concern** (saved in staff, Safeguarding, Safeguarding forms) and hand to a Designated Child Protection Officer.

## **Allegations against other pupils**

All staff are aware of safeguarding issues which can manifest themselves via peer on peer abuse. This is likely to include but not limited to bullying (including cyber bullying), gender based violence/sexting. Guidance can be found on MindEd and NSPCC and Thinkyouknow resources which are used half-termly in class lessons. If an allegation is made, a factual record should be made, but no attempt to investigate. The Designated CP Lead should contact the social services to discuss, who may then make a referral. If an allegation indicates a possible criminal offence has taken place, the police should be contacted and the parents/carers informed.

## **The Role of the Designated Teacher and Designated staff**

- To have current knowledge of the London Child Protection Procedures and how to apply them.
- To ensure that all teaching and non-teaching staff are aware of the child protection procedures.
- To support the child and member of staff/volunteer who receives the disclosure.
- To receive the information from the member of staff/volunteer of suspected abuse and to assess with the Child Protection Team whether a referral should be made to Enfield Children's Services.
- To ensure staff record their concerns and clear child protection and welfare concern records are kept confidentially and securely.
- To assist Enfield Children's Services and police should there be an investigation.
- To attend child protection case conferences and strategy meetings.
- To ensure any pupil with a Child Protection Plan, Child in Need Plan or who is a Child Looked After who is absent without explanation for more than 2 days is referred to Enfield Children's Services.
- To ensure any child who has been absent for a continuous period of 10 school days or more, without school permission, is referred to the Local Authority

Designated staff are: Ms McGovern, Deputy Headteacher (Lead), Mrs Kemal, Headteacher (Deputy Lead) Mrs Shaughnessy, Deputy Headteacher, Mrs Togher, SENCo, Mrs Christodoulou, Learning Mentor and Mrs Lynch, Learning Mentor.

## **Designated Governor**

Our school has a designated safeguarding and child protection governor, Mrs Wren, who will act as the link between the Governing Body and the designated teacher. The governor will review safeguarding procedures/practices including access to training through termly meetings with the safeguarding and child protection designated teacher.

## **Supporting Children**

We recognise:

- that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth
- that a child in these circumstances may feel helpless and humiliated
- that a child may feel self-blame

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- that the school may provide the only stability in the lives of children who have been abused or who are at the risk of harm

## Highfield Primary will support all pupils by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
- Having a zero tolerance policy towards any form of discrimination, gender stereotyping or any form of hate including homophobia
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support agencies and those agencies involved in the safeguarding of children.
- Notifying Enfield Children's Services as soon as there is a significant concern.
- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

## Parents/carers

At Highfield we believe in working in close partnership with parents, carers and families and in most cases when we have concerns this will be shared. However, in some instances this would not be appropriate and we will take advice from Enfield Children's Services. We take our duty of care to safeguard our pupils seriously and have set this out clearly in our school prospectus found on the website [www.highfieldprimary.co.uk](http://www.highfieldprimary.co.uk).

## Volunteers and Visitors

We provide advice for volunteers and visitors through our safeguarding leaflet for volunteers. This is discussed thoroughly with a member of staff (Volunteer Lead) prior to spending time within the school. Our volunteers are told that they have a duty to safeguard and promote the welfare of our pupils. They are told about our children protection procedures and sign a confidentiality clause. Disclosure and Barring Service (DBS) checks are carried out on volunteers who regularly work with children. Those volunteers and visitors who do not have an enhanced DBS check will only be allowed to work with children under supervision. A safeguarding leaflet is provided for supply teachers working in school and the Local Authority checklist for agencies are carried out.

## Confidentiality

- We recognise that all matters relating to child protection are confidential.
- The designated teacher and members of the child protection team will only disclose any information about a pupil to other members of staff on a need to know basis.
- 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.

## Supporting staff

At Highfield Primary School we recognise that staff working in the school 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. We will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support as appropriate.

## Allegations against staff

The Headteacher and Deputy Headteacher and two Assistant Headteachers have attended 'Safer Recruitment' training and the Headteacher has attended training on 'Allegations made Against Professionals/Volunteers Working with children'. All staff who have access to children in our school have been carefully selected and screened and have all had an enhanced DBS check prior to commencing work. All details of all appointments and checks are held in the Single Central Record.

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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 Headteacher.

The Headteacher (in her absence the Deputy or Assistant Headteachers) will on all such occasions discuss the content of the allegation with the Enfield LA Deputy Head of Safeguarding/LA Designated Officer and the member of staff may be asked to leave the premises and be "suspended" whilst investigations are held. If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LADO. The school will follow the LA procedures for managing allegations against staff, a copy of which is available in the school.

## **Whistleblowing**

At Highfield Primary we recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. We follow all LA guidelines within their Whistleblowing Policy – a copy is kept in the Safeguarding File. Where a staff member feels unable to raise an issue with the Headteacher or Chair of the Governing Body or feels that their genuine concerns are not being addressed, other whistleblowing channels are available: The NSPCC whistleblowing helpline – 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **Site Security**

All staff have a responsibility to ensure the school buildings and grounds are secure and for reporting concerns that may come to light.

The identity of all visitors and volunteers are checked. Visitors sign in and out in the office visitors' log and wear a visitor's badge which contains key messages on the reverse. Any individual who is not known or identifiable will be challenged by members of staff, for clarification and reassurance.

The school will not accept the behaviour of any individual, parent/carer or anyone else who threatens school security or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse the person access to the school site. The school's Visitor Policy is available in the Reception foyer.

## **Physical intervention**

At Highfield Primary we acknowledge that staff must only ever use physical intervention as a last resort and that at all times it must be the minimal force necessary to prevent injury to another person following the guidance given in DfE Guidance "*Safeguarding Children in Education*" to comply with the Education Act 1996 s550A. We understand that physical intervention of a nature, which causes injury to a child, may be considered under child protection or disciplinary procedures. Our Learning Mentors have attended Approach Training and are able to advise staff on safe practice.

## **Using the internet safely – Please also see E-Safety Policy**

Our Computing Subject Leader trains staff in Child Exploitation and Online Protection and staff work with our pupils and parents to ensure they understand how to use the internet safely with half-termly lessons.

## **Social Networking Sites – Please see Code of Conduct Guidelines and E-Safety Policy**

The name of the school or any information about school issues or any stakeholders including pupils, parents/carers, staff, governors including names and photos of colleagues should not be referred to on social networking sites.

Staff agree never to post any information or pictures that would damage the school's reputation or put the school into disrepute. As it is not possible to stop people viewing personal profile photos regardless of privacy settings staff must ensure all pictures are suitable for anyone to view. Staff who post photos which feature members of staff past or present must seek permission first.

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Staff should not give their personal email address to current or previous parents/carers but are asked to give the school office address or school email addresses instead. Staff should contact current or previous Highfield pupils or current or previous parents/carers via social networking sites or email. If members of staff do communicate in this way the Governing Body cannot guarantee their safety or privacy. Staff are recommended to use the highest level of privacy settings and are asked not to reply to messages and to ignore friend requests and select "do not know this person".

## Mobile Phones

Staff should switch off mobile phones during class time and they should be kept locked away safely during child contact hours. Staff may not share mobile phone numbers with current or previous pupils or their parents/carers. Please give parents/carers the school office phone number instead. On trips staff should take the school mobile.

## Tutoring

The Governing Body has decided staff may not tutor current pupils who attend Highfield Primary.

## Bullying

Our policy on bullying is set out in our Behaviour Policy. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

## Racist Incidents

Our policy on racism is set out in our Behaviour Policy. We acknowledge that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

## Female Genital Mutilation

As part of the regular CP training for staff, staff are aware of the possibility of FGM and the potential indicators that FGM make take place. Staff are made aware that if an act of FGM is discovered that member of staff must report it to the police.

## Radicalisation

Staff have been trained to be aware of the possibility of radicalisation and the potential indicators at a WRAP (workshop to raise awareness of Prevent) briefing led by the LA Prevent officer in May 2015.

## Prevention

At Highfield Primary we recognise that school plays a significant part in the prevention of harm to pupils by providing pupils with good lines of communication with trusted adults, supportive friends.

## Our school community 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. (Learning mentors are available to children every day should they need to discuss any issues that concern them).
- Include in the curriculum opportunities for PSHE, Circle Time and E-safety lessons 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 within the school environment and when they are away from the school on school trips and visits.

## Transporting pupils using private vehicles

A LA Educational Visits Form EV6 sets out the legal requirements when transporting pupils using private vehicles. Any member of staff must obtain business insurance as they are employed by the school and

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under the terms of their private insurance they are using their vehicle for business purposes. If a parent/volunteer transports pupils then they would need to complete the EV6 form beforehand for the Head Teacher, in which they declare that they accept responsibility for maintaining appropriate insurance cover, hold a current valid driving licence and ensure that their vehicle is legal and road worthy in all respects. They do not require business cover as the terms of their insurance are for social, domestic and pleasure purposes.

## **Policies**

This policy should be read in conjunction with the following policies:

Behaviour

Anti-Bullying

Adult Volunteer Helpers

Data Protection Policy and Privacy Notice

Close Relationships at Work

Whistle Blowing

Visitor Behaviour

Special Educational Needs

Members of the school community Acceptable use of Technology

Pupil Acceptable use of Technology

E-Safety

LA Managing allegations against staff

LA Safer Recruitment

Health and Safety

Sex and Relationships

Children Looked After

Educational visits

Accessibility

## **Legislation relating to this policy:**

Children Act 1989, 2004

Educational Act 1996, 2002 (s.175)

Safeguarding Children and Safer Recruitment in education guidance DfES 2007

Education Inspections Act 2006 and DCSF guidance: The Use of Force to Control Pupils

Working Together to Safeguard Children April 2013

Keeping Children Safe in Education April 2014

Keeping Children Safe in Education: Statutory guidance for schools and colleges May 2016

## **Reference kept in school**

London Child Protection Procedures LSCB 3<sup>rd</sup> Edition 2007

Safeguarding Children in Education DfES 2004

Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings DfES 2005

LSCB London LA Children's Social Care Thresholds July 2009

ESCB Protocol for the Management of Allegations of Abuse against and Adult working with Children February 2009

ESCB Deliberate Self-harm Safeguarding Children and Young People November 2007

Working Together to Safeguard Children March 2015

Keeping Children Safe in Education July 2015

Prevent Strategy HM Government June 2011

Female Genital Mutilation: Risk and Safeguarding: Guidance for Professionals (Dept of Health) March 2015

Multi-Agency Practice Guidelines: Female Genital Mutilation (HM Government) 2014

ESCB Protocol for Female Genital Mutilation of Children and Young People July 2014

Managing allegations against other pupils 2016

Sexting in Schools and colleges: Responding to incidents and safeguarding young people, UK Council for Child Internet Safety