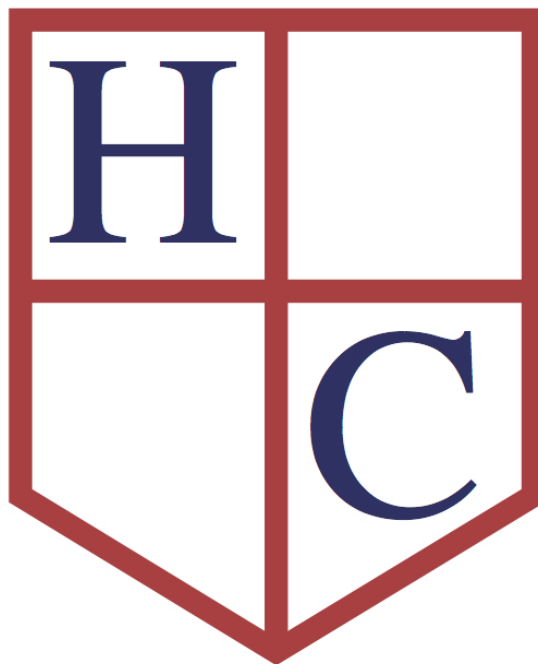


SAFEGUARDING AND CHILD PROTECTION POLICY



HOLY CROSS CATHOLIC PRIMARY SCHOOL

2017-2018

<i>Role</i>	<i>Designated Teacher for Child Protection</i>	<i>Deputy Designated Teacher</i>
<i>Name</i>	<i>Miss Mary Collins</i>	<i>Miss Giovanna Finaldi and Mrs Denise Duffus</i>
<i>Contact via</i>	<i>Main school office Tel (020 8698 2675)</i>	<i>Main school office Tel (020 8698 2675)</i>

*Our 'Named Governors' with special responsibility for child protection
are Joan Lee and Gwen Quintyn-Williams.*

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Introduction

The purpose of this document is to assist all staff to protect and safeguard children who are at risk of abuse or neglect. The safeguarding of children is everyone's business and schools have a responsibility under Section 175 of the Education Act 2002 to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

This includes

- Preventing the impairment of children's health or development
- Protecting children from maltreatment
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.

The Children Act 1989 defines a child as being up to the age of 18 years; it also defines significant harm and the roles and responsibilities of Children's Social Care and the Police.

This policy is to be read in conjunction with '***Keeping Children Safe in Education 2016***'.

The following procedures outline the action to be taken if it is suspected that a child may be abused, harmed or neglected. There are four categories of abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

It is acknowledged that a child can be abused, harmed or neglected in a family, institution or community setting by someone known to them, or less commonly, by a stranger. This includes someone in a position of trust such as a teacher or other professional.

Safeguarding and the promotion of a child's welfare covers all aspects of the child's life and the school is committed to ensuring that all its actions in respect of a child are compatible with this aim. If there are concerns about a child's welfare that do not meet the thresholds of child abuse, the school will consider whether the Common Assessment Framework approach should be considered.

Policy Statement

At Holy Cross Catholic Primary School we are committed to protecting children from harm. Staff and volunteers in this School accept and recognise our responsibilities to develop awareness of the issues that cause children harm.

Aims:

We will aim to safeguard children by:

1. Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
2. Sharing information about child protection and good practice with children, parents and carers, staff and volunteers.
3. Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
4. Carefully following the procedures for recruitment and selection of staff and volunteers.
5. Providing effective management for staff and volunteers through support, supervision and training.
6. We are committed to reviewing our policy and good practice annually and as when the need arises.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

1. Establish and maintain an environment where children feel secure, are confident to talk, and are listened to.
2. Ensure children know they can approach adults employed in the school if they are worried.

3. Include opportunities in the SMSCD (Spiritual, Moral, Social, and Cultural Development) curriculum for children to develop the skills they need to recognise and stay safe from harm or abuse.

Procedures

We will follow the procedures set out by London Child Protection Procedures and Local Safeguarding Children Board (LSCB) and take account of guidance issued by the Department for Education to:

1. Ensure we have a designated teacher for child protection who is a member of the School Leadership Team and who has received appropriate training and support for this role. The designated teacher is **Miss Mary Collins**.
2. Ensure we have a nominated governor responsible for child protection. The nominated governors have received appropriate training and are Joan Lee and Gwen Quintyn-Williams.
3. Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the Designated Teacher responsible for child protection and their role.
4. Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and of possible concerns being raised in this school as safeguarding incidents could happen anywhere. All staff and volunteers have a responsibility for referring any concerns to the Designated Teacher responsible for child protection.
5. Ensure that the school has a written Code of Staff Conduct, which is shared with all current staff and forms part of the induction training for new staff.
6. Notify Children's Social Care immediately if there is an unexplained absence of a pupil who is subject to a child protection plan.
7. Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences. (if it proves impossible to send a representative a written report should be submitted to the child protection conference chairman)
8. Keep written chronological records of concerns about children, even if it is assessed that a referral is not necessary; and if that is the case, consider whether a common assessment form (CAF) should be undertaken.
9. Ensure all records are kept securely; separate from the main pupil file.
10. Follow procedures laid down by the London Borough of Lewisham where an allegation is made against a member of staff or volunteer.
11. Ensure safer recruitment practices are always followed.

12. Ensure evacuation procedures are always followed. Children take part in evacuation procedures throughout the year; all school staff/personnel are aware of these procedures.
13. When a child transfers to another school the Designated Teacher will contact the designated member of staff of the receiving school to inform them that there are concerns.

Definitions of abuse

These definitions are based on those from *'Keeping Children Safe in Education (2016)'*

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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by 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 cyberbullying), 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.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of 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). 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.

Other Safeguarding Issues

Child Sexual Exploitation

Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.

What marks out exploitation is an imbalance of power in the relationship with the perpetrator always holding some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

At Holy Cross Catholic Primary school, all staff and volunteers working in our school are:

- aware of the guidance that is available in respect of CSE,
- vigilant to the risk of it being practised and
- alert to the signs of potential or actual abuse.

We take this abuse very seriously and will take timely and appropriate action in respect of concerns about any child suspected to be at risk or actually being sexually exploited.

Female Genital Mutilation

Female genital mutilation (FGM) is a collective term for all procedures involving the partial or total removal of external female genitalia for cultural or other nontherapeutic reasons. The procedure is typically performed on girls aged between four and 13 years, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. The age at which girls undergo FGM varies according to the community. FGM is illegal in the United Kingdom (UK) and carries 14 years jail sentence. It is also illegal to take a child abroad to undergo FGM. FGM is considered child abuse in the UK and causes physical, psychological and sexual harm.

At Holy Cross Catholic Primary School, all staff and volunteers working in our school are:

- aware of the guidance that is available in respect of FGM,
- vigilant to the risk of it being practised and
- alert to the signs of potential or actual abuse.

We take this abuse very serious and will take timely and appropriate action in respect of concerns about any child suspected to be at risk or to have undergone Female Genital Mutilation.

FGM is covered by the Serious Crimes Act 2015 and staff are required to notify police of incidents of FGM.

Domestic Violence (DV)

We take domestic abuse seriously. It can include:

- sexual abuse and rape
- punching, kicking, cutting, hitting with an object
- withholding money or preventing someone from earning money
- taking control over aspects of someone's everyday life, which can include where they go and what they wear
- not letting someone leave the house
- reading emails, text messages or letters
- threatening to kill or harm them, a partner, another family member or pet.

Children and young people witnessing domestic abuse

Witnessing domestic abuse is really distressing and scary for a child, and causes serious harm. Children living in a home where domestic abuse is happening are at risk of other types of abuse too. Children can experience domestic abuse or violence in lots of different ways. They might:

- see the abuse
- hear the abuse from another room
- see a parent's injuries or distress afterwards
- be hurt by being nearby or trying to stop the abuse

Children Missing From Education

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of

compulsory school age who are missing education in their area. A child going missing from education is a potential indicator of abuse or neglect.

Holy Cross informs and seeks guidance from the Local Authority before any child is deleted from the admission register. No child is deleted unless there are appropriate checks conducted to ensure that the child is not at risk from being missing from education.

Holy Cross informs the Local Authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days.

Preventing Radicalisation

As part of the counter terrorism and Security Act 2015, schools have a duty to 'prevent people being drawn into terrorism'. This has been known as prevent duty. It is important that school staff identify children vulnerable to radicalisation. We will always take allegations and concerns of radicalisation and or terrorism seriously. We will help children channel their desire for excitement into suitable activities. We understand that children with special needs may be especially vulnerable.

Private Fostering

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

At Holy Cross Catholic Primary School, all staff and volunteers working in our school have a duty to keep children safe and as such will notify the Local Authority if we are aware of any child being privately fostered.

Photography and Images

To protect children we will:

- Seek parental consent for photographs to be taken or published (for example on our website or in newspapers and/or publications)
- Use only the child's first name with an image
- Ensure that the children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them

Parents are taking photographs at school assemblies and other productions or school trips are instructed that these are to be for personal use only and are not to be shared on social media.

Possible Signs & Symptoms of Abuse

Pupils may exhibit signs which may or may not be indicators that physical, emotional and/or sexual abuse, including neglect, has taken place, but the possibility should be considered.

Guidance on recognising signs & symptoms of abuse can be found in the London Child Protection Procedures.

What to do if you suspect that abuse may have occurred

You must report the concerns immediately to the Designated Teacher by speaking to her and also writing in the Child Protection folder of the appropriate year group. In the absence of the

Designated Teacher, speak to the Deputy Designated Teacher. In her absence, speak to the most senior member of staff on the premises.

The roles and responsibilities of the Designated Teacher:

- Obtain information from staff, volunteers, children or parents and carers who have child protection concerns and to record this information.
- Assess the information quickly and carefully and ask for further information as appropriate. They should also consult with the Local Authority Designated Officer (LADO – see **appendix A**).
- They should also consult with London Borough of Lewisham Children’s Social Care or Safeguarding Children Service to clarify any doubts or worries
- The Designated Teacher should make a referral to Children’s Social Care or the police without delay if it is agreed during the consultation or there is an immediate risk to the child.
- The referral should be made to Children’s Social Care in which the child lives, e.g. if a child lives in another borough, the referral needs to be made to the Children’s Social Care Department in that borough. In Lewisham referrals are made to the Children’s Social Care department. If the child is disabled, the referral should be made to the Disabled Children Service.
- When making a referral, the designated teacher should keep a written record of:
 - Discussions with child
 - Discussions with parent/s (where appropriate)
 - Discussions with staff
 - Information provided to Children’s Social Care
 - Advice given and decisions taken (clearly timed, dated and signed).
- Children’s Social Care should acknowledge the referral within one working day and should be contacted if no acknowledgement has been received within 3 working days.
- Following referral, Children’s Social Care should, within one working day, consider the next course of action, record their decision in writing and notify the Designated Teacher.

The Designated Teacher is Miss Mary Collins and has been nominated by the governing body of Holy Cross Catholic Primary School to refer allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of Miss Mary Collins, the matter should be brought to the attention of Miss Giovanna Finaldi or Mrs Denise Duffus. In the absence of both of them, speak to Mrs Mairi Tullett.

Suspicions will not be discussed with anyone other than those nominated above.

It is the right of any individual to make direct referrals or raise concerns directly with Children’s Social Care services. If for any reason you believe that the nominated persons

have not responded appropriately to your concerns, it is then your responsibility to consider contacting the Children's Social Care services directly.

Responding to a child making an allegation of abuse

- Stay calm, listen carefully to what is being said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others (DO NOT promise to keep secrets)
- Allow the child to continue at his/her own pace
- Ask questions for clarification only and at all times, avoid asking leading questions.
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Pass this information on immediately to your Designated Teacher or Deputy Designated Teacher in her absence.
- If you are left distressed by the disclosure seek help.

After a child has disclosed abuse, the designated teacher should carefully consider whether or not it is safe for a child to return home to a potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Children's Social Care to discuss putting safety measures into effect.

Responding to Allegations of abuse against a member of staff, other worker or volunteer

The Lewisham LSCB procedures on allegations against school staff, other workers or volunteers will be followed in all such cases.

Responding to Allegations of abuse against another pupil

After a child has disclosed abuse by another child (with particular reference to sexually harmful behaviour), the designated teacher should make a referral to Children's Social Care in line with the '*London Child Protection Procedure*'. This is also the case when there is a suspicion or an allegation of a child:

- Having been seriously physically abused or being likely to seriously physically abuse another child;
- Having been seriously emotionally abused or being likely to seriously emotionally abuse another child;
- Having harmed another child.

Concerns relating to a member of the school staff or other person in a position of trust:

- If the suspicions in any way involve a member of staff, the matter needs to be brought to the attention of the Designated Teacher for Child Protection immediately who will act in accordance with procedures issued to all schools by the Local Authority Designated Officer (LADO). If the suspicion involves the Headteacher, advice needs to be sought from the LADO and the Chair of the Governing Body is to be informed immediately.
- The Headteacher or designated deputy Headteacher will attend any Strategy Meetings relating to allegations against staff.

- The Sexual Offences (Amendment) Act 2000 established a criminal offence of the abuse of trust affecting teachers and others who are in a relationship of trust. ‘Grooming’ a child or young person under 18 with a view to a future sexual relationship may also be an offence in this context.
- The principle of equality embedded in the legislation applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust. Any concern raised by a parent, child or young person will be listened to and taken seriously.

Recruitment and appointment of workers and volunteers

Refer to standard recruitment and appointment policy for staff recruitment. In recruiting and appointing workers, we, Holy Cross Catholic Primary School, will be responsible for following Lewisham HR Service, Recruitment and selection guide for schools. A summary of pertinent points follows:

- Identifying the tasks and responsibilities involved and the type of person most suitable for the job.
- Draw up the selection criteria and put together a list of essential and desirable qualifications, skills and experience.
- All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience.
- We will make sure that we measure the application against the selection criteria
- All applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with children. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them” substantial, unsupervised access on a sustained or regular basis” to children under the age of 18 must declare all previous convictions which are then subject to police checks. They can then only be offered a job subject to a successful police check. This includes potential employees, volunteers and self-employed people such as sports coaches. They are also required to declare any pending case against them. It is important that any applicant in this particular category understands that all information will be dealt with confidentially and will not be used against them unfairly.
- We will ask for photographic evidence to confirm the identity of the applicant e.g. their passport and proof of address.
- We will request to see documentation of any qualifications detailed by the applicant.
- We will always interview our candidates for a job.
- We will request two written references from previous employers. We will ask the referee to also comment on their suitability for working with children. If necessary we will also try and follow up written references with a telephone call.
- The same principles apply to ex-pupils who have been involved with the organisation and have become volunteers.
- We will ensure that we are compliant with all the requirements of the Disclosure and Barring Service.
- When using supply teachers, the school will ensure that the agency has undertaken appropriate checks. The supply agency will supply photographic evidence of the supply teacher’s details and DBS. Alternatively they must bring these details with them.

In recruiting and appointing volunteers we at Holy Cross Catholic Primary School will be responsible for the following:

- All volunteers will be inducted by the Headteacher or member of the SLT.
- All volunteers working within the School are DBS checked every three years.
- All governors are DBS checked every three years.
- All volunteers are given an induction with clear written guidance on responsibilities, acceptable behaviour and limits to their role.

We keep a single central record for the school. Generally, the information to be recorded is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- an identity check;
- a barred list check;
- an enhanced DBS check;
- a prohibition from teaching check;
- further checks on people living or working outside the UK;
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

The single central record will cover the following people:

- all staff (including supply staff) who work at the school
- all others who work in regular contact with children in the school including volunteers.
- Governors

In order to comply with the requirements of the Data Protection Act, we will not retain a copy of the individual's Disclosure and Barring Service (DBS) Certificate. However, copies of other documents used to verify the successful candidates identity, right to work and required qualifications will be kept on their personnel file.

Disqualification by Association

In November, 2014, Non-statutory advice was issued by the DfE, to supplement Keeping Children Safe in Education. It concerns how staff can be disqualified by association with others and explains the effect of the Childcare (Disqualification) Regulations 2009.

The supplementary advice reminds schools that they may not allow people to work in these settings or to be directly concerned in their management, if they or others in their households are "disqualified".

The grounds for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also include, in summary, that: they have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad.

Additional checks on individuals who have lived or worked outside the UK:

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, we will make any further checks we think appropriate so that any relevant events that occurred outside the UK can be considered.

Supervisory arrangements for the management of Holy Cross Catholic Primary School out of school hours activities.

We will aim to protect children from abuse and our team members from false allegations by adopting the following guidelines in line with the school's Safer Working Practices Policy and Code of Conduct:

- We will keep a register of all children attending our activities.
- We will keep a register of all staff / outside providers (both paid staff members and volunteers).
- Where applicable, all clubs independent of the school must have their own child protection policy.
- Staff / outside providers may escort children to the toilet but they should not go into the toilets. They are not expected to be involved with toileting, unless the child has a special need that has been brought to our attention by the parent/guardian, and a procedure for this has been agreed.
- All team members should treat all children with dignity and respect in attitude, language and actions.

Contractors

Office staff or the Premises Manager will always check the identity of contractors upon their arrival in the school.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised by a member of the Premises Team.

General Visitors to the School

We will not request DBS checks and barred list checks, or ask to see DBS certificates, for general visitors, e.g. children's relatives attending events in the school, etc.

Student who go missing on / off school site:

While students are in school, we have a responsibility for duty of care to the students and act in loco-parentis by taking steps that are reasonable to ensure their safety and well-being. While on school visits children wear the Holy Cross School high visibility vests and the wrist bands with school details on.

Education of students through Spiritual, Moral, Social, and Cultural Development (SMSCD) and Assemblies:

Students are encouraged to safeguard themselves by being educated on drugs, alcohols, sex and relationships through SMSCD and Assemblies. We have an annual visit from the Bromley Life Bus to support this teaching.

Additional Support Plans (Behaviour support):

This includes strategies that help to prevent safeguarding issues in school such as

- Positive physical intervention when necessary
- Behaviour interventions
- Students with 1:1 Teaching Assistant support

Management of Children with Child Protection Plan:

- If a child is subject to a Child Protection Conference, the Designated Teacher will attend the conference to share any relevant information.
- If the child has a Child Protection Plan, the Designated Teacher is responsible for ensuring that the school participates appropriately in the Child Protection Plan and attends all Core Group Meetings and Child Protection Conferences.
- Information will be shared with staff on a need to know basis but key personnel working with child should have sufficient information to support them in their work with that child.

Additional vulnerabilities for 'Looked After Children'

At Holy Cross Catholic Primary School, **Miss Mary Collins** is also the 'Designated Teacher for Looked After Children' who has appropriate training to promote the educational achievement of children who are looked after. The most common reason for children becoming looked after is as a result of abuse and/or neglect. Our staff and volunteers have the skills, knowledge and understanding necessary to keeping looked after children safe. In particular, we ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility.

We also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The 'Designated Teacher for Child Protection', through the 'Designated Teacher for Looked After Children', have details of the child's social worker and the name of the virtual school head in the authority that looks after the child – **Patrick Ward**.

Support and Training of staff and volunteers

We at Holy Cross Catholic Primary School are committed to the provision of safeguarding training for all our team members.

In addition to the basic safeguarding training, the Designated Teacher for Child Protection undertakes training in inter-agency working that is provided by the LSCB, and refresher training at 2 yearly intervals to keep his/her knowledge and skill up to date.

All other staff undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training annually. This will be supported with updates provided by the Designated Teacher through staff meetings when required.

Record Keeping

- Department of Education guidance says that the Designated Teacher should keep detailed, accurate, secure written records of referrals and concerns. These should be kept separately from academic records, in a confidential file stored in a secure cabinet, accessible only by appropriate senior staff members. The School file will be 'tagged' to indicate that separate information is held.

- Child protection records are normally exempt from the disclosure provisions of the Data Protection Act 1998. They are not usually available for examination by parents or children unless subject to a court order. We use a chronological record for concerns, our Child Protection files.
- If a child transfers to another school or other educational establishment, the Designated Teacher should forward the child protection file to a named person at the receiving school/establishment under separate cover from the academic records. The file should be marked '**confidential, to be opened by addressee only.**'
- The Designated Teacher should retain a copy of the child protection file, which should be stored in a secure cabinet accessible only by appropriate senior staff members. Child Protection records about a pupil who has ceased to become of compulsory school age should be archived and catalogued and retained for seven years.

Confidentiality

We recognise that all matters relating to child protection are confidential.

- The Headteacher will disclose personal information about a pupil to other members of staff on a '**need-to-know**' basis only.
- However, 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 which might compromise the child's safety or well-being or that of another.

Information Sharing

When considering sharing information the staff will consider the seven golden rules:

1. Remember that the Data Protection Act is not a barrier to sharing information, it provides the framework.
2. Be open & honest with the person from the outset about how information may be shared.
3. Seek advice, do not fail to share information because you are unsure what to do.
4. Share with consent where appropriate and respect the wishes of those who refuse consent unless you believe that there is a risk of harm to child if the information is not shared.
5. Consider safety and well-being of the child and base information sharing decisions on this.
6. Ensure all information shared is Necessary, Proportionate, Relevant, Accurate, Timely & Secure. Ensure any third party or hearsay information is identified and that you have consent to share it.

7. Keep a record of your decision and reasons for it. Record what you have shared, with whom and the purpose.

We will inform parents of our intention to refer a child to Children's Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Lewisham Safeguarding Children Service on this point.

Working together with parents / guardians to better safeguard children:

To better safeguard children, parents / carers will be asked to agree to an Information Sharing Protocol so that the school can liaise with other agencies involved. The school will also inform parents /carers (unless to do so could put the child at greater risk of harm), if their child is referred to another agency. The School holds an annual workshop for parents, 'Raising Your Child Safely'.

Safer working practice for staff

Interviewing Pupils

All staff, male or female, should be aware of the potential risks (i.e. false allegations against staff) of interviewing a pupil alone, particularly if the pupil has an experience of sexual/emotional abuse. Interviewing individual pupils is an integral part of our work and therefore staff should exercise their own professional judgement and a degree of caution in these situations. All staff should try to ensure that they are not in a compromising position where allegations can be made against them.

Suggested protective measures to consider:

- Ask another member of staff to sit in on the interview:
- Sit in a room where it is possible to be observed through a window or glass-panelled door:
- Do not close the door of the room, if you are not clearly visible from outside the room.

Transporting Pupils

Situations can arise, which require a member of staff to take a pupil home. Staff should be aware of the risks involved in this. When a pupil has to be taken home, the teacher should not transport the pupil unless accompanied by another colleague or with parental permission or that of the Headteacher.

Use of Technology

All staff in our school will use technology to support and promote the learning and welfare of the children. However certain safeguards should be remembered:

- Mobile phones - Staff will NOT give any child their personal mobile phone number and will not contact the child on the child's mobile phone either by voicemail or by texting

without the consent of the parent and in line with the school's policy in respect of use of mobiles. In relation to photographs, staff **must not** use their personal mobile phone, camera (still or moving images) or other devices to take, edit or store images of children from this school. Staff will have an absolute commitment to seek advice from a senior manager about any situation that may be capable of being understood as inappropriate.

- Communication by email should only be through the school's email system and personal emails must not be shared with children. Staff should not communicate with pupils through private email accounts, social networking sites, even on educational matters, but must use official email and networking sites sanctioned by the school. Staff should be extremely careful in their personal use of social networking sites and must not discuss school business or any issues relating to pupils.
- Use of Internet: Staff will NOT access or expose children or young people to unsuitable material on the internet. Staff will ensure that they follow e-safety standards about access to and use of the internet and be mindful of the Teacher Standards. The Head teacher will have the final decision on whether a member of staff has behaved in an inappropriate or unprofessional manner.

Examples of inappropriate conduct might include:

- Participating in chat rooms with pupils,
- Use of a social media site such as Facebook or Twitter to communicate with pupils,
- Text-messaging,
- Sending emails that are not directly related to the pupil/teacher relationship and specifically relating to school business.

Use of Physical Intervention

- It is important to allow children to do what they can for themselves, but depending on age and circumstances (i.e. a child who is hurt, who needs instruction in the use of a particular instrument/piece of equipment, safety issues such as the need to prevent a child hurting themselves, running into the road etc.), it may be necessary for some physical contact to take place.
- Section 93 of the Education and Inspections Act 2006 enables school staff to use 'reasonable force' to prevent a pupil from :
 - a. committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil) ;
 - b. causing personal injury to , or damage to the property of, any person (including the pupil himself) ; or
 - c. prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during the teaching session or otherwise.

The school will make use of the powers to search pupils for items that the school deems as banned, inappropriate, a safeguarding risk or prevent the maintenance of good order and discipline.

E-Safety in Holy Cross Catholic Primary School

Most young people experience the internet and mobile phones as a positive, productive and creative part of their activities and development of their identities. However, issues of E-Safety do arise as some students use the technologies negatively.

- In Holy Cross Catholic Primary School, we have a major responsibility to educate our pupils; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, particularly social networking sites. It is also important to include parents as much as possible in this process given that children often have access to computers at home.
- It is appropriate to take photographs of children to capture a curriculum activity or a celebration of school life using school equipment. Staff **must not** however use their personal mobile phone, camera (still or moving images) or other devices to take, edit or store images of children from this school.
- In Holy Cross Catholic Primary School, we have a robust filter for the internet. If a student is caught viewing inappropriate material on a computer or on their mobile phone via the School system during School hours, they will receive a serious sanction. However, out of School and particularly on mobile phones connected to the mobile networks, there is often no supervision, monitoring or filtering.
- Cyber-bullying of any type is unacceptable.
- If parents / guardians have any concerns that their child is being cyber-bullied, they should please print off any available evidence and report it to the School as soon as possible.

Supporting the Pupil with a Child Protection Plan:

- The school will support pupils in accordance with his/her agreed child protection plan as required.
- The school will notify any concerns about a child who has a child protection plan or is known to have an allocated social worker to the child's social worker or in her/his absence the manager or a duty officer in the team
- We recognise that children who are abused or who witness violence may experience difficulties which impact on their sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through the content of the curriculum and the school ethos of valuing the pupil.

The curriculum

Through the curriculum, staff will raise pupils’ awareness and build their confidence and resilience so that they have a range of contacts and strategies to ensure their own protection and that of others, recognising that pupils need opportunities to develop the skills they need to stay safe from abuse.

Attendance

Staff are asked to be vigilant in regard to the attendance of pupils and report poor patterns of attendance to the DSL immediately.

Whistle blowing

Staff should be aware that children may feel unable to express concerns in an environment where staff fail to do so. All staff should therefore feel free to voice concerns about the attitude and actions of their colleagues in accordance with the Local Authority’s whistle blowing policy.

Equality Statement

Holy Cross Catholic Primary School is committed to promoting equality and prevent discrimination on the grounds of disability, ethnicity, gender, age, religion or belief and sexual orientation.

Commitment of the Governing body of Holy Cross Catholic Primary School

The Governors of Holy Cross Catholic Primary School are committed to safeguarding practices, which protect children from harm. This commitment is shared by the staff and volunteers of Holy Cross Catholic Primary School. We accept and recognise our responsibilities to develop awareness of the issues, which cause children harm. We are supported by the London Borough of Lewisham in all child protection matters.

We have accepted this policy and will implement it. As part of our commitment, we, the Governing body of Holy Cross Catholic Primary School will ensure that this Safeguarding and Child Protection Policy is reviewed on an annual and an ‘as and when necessary’ basis. We will also make child protection a standing agenda at all of our meetings and monitor this Policy by replying to reports, from the Headteacher tabled at Full Governing Body meetings.

This policy should be given to all new employees and made freely available to all staff, parents and carers.

Confirmation of policy

School: Holy Cross Catholic Primary School

Date of review: September 2017

Head teacher (name): Miss Mary Collins

Head teacher (signature) :

Chair of Governors (name): Paul Monaghan

Chair of Governors (signature) :

Date policy ratified by Governing Body: April 2018

Date to be reviewed: April 2019

APPENDIX A

THE ROLE OF THE LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

The role of the LADO is set out in the HM Government guidance Working Together to Safeguard Children (2013). Chapter 2 (under Organisational responsibilities) paragraph 4 outlines the procedures for managing allegations against people who work with children.

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

In Lewisham, the LADO offers members of the public and other professionals specialist advice, support and guidance about:

- Child protection (safeguarding) advice
- Issues regarding children looked after by the Council
- Concerns regarding the behaviour of professionals or volunteers who work with children

The Safeguarding Children Service has responsibility for convening and chairing Initial and Review Child Protection Conferences.

The service maintains a list of children subject to a child protection plan: thought to be at risk of significant harm in the borough, and works to ensure that child protection plans are made and implemented on their behalf.

In addition to chairing child protection conferences, the Safeguarding Children Officers chair complex strategy meeting such as

- Where an allegation has been made against a professional or volunteer who works with children
- Children at risk of sexual exploitation
- Looked after children who abscond from their placement

(culled from http://www.nspcc.org.uk/Inform/cpsu/helpandadvice/organisations/lscbs/lado_wda68916.html)