

# Newbury Park Primary School

## Child Protection and Safeguarding Policy

(Reviewed by LB Redbridge Safeguarding Officer August 2013)

This Policy has been adopted by:  
The Governing Body of Newbury Park Primary  
in December 2013

Designated Member of staff: Carol Harper

In absence also contact:

Colin Whitehead,  
Anne Moyle,  
Jon Gritten,  
Kris Styliano,  
Sandra Russell,  
Donna Ferdinand,  
Lisa Marsons.

This policy was adopted on 3<sup>rd</sup> Dec 2013  
The policy is to be reviewed in 2014/15

## 1.0 Introduction

1.1 This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004; and in line with the following:

“Working Together to Safeguard Children” 2013

“London Safeguarding Children’s Board Procedures” 4th Edition

“What To Do If You Are Worried A Child Is Being Abused” 2007 <sup>1</sup>

Safeguarding Children and Safer Recruitment in Education<sup>2</sup> 2007

Redbridge Local Safeguarding Children’s Board

1.2 The Governing Body Newbury Park School takes seriously its responsibility under section 175 of the Education Act 2002 (section 157 in relation to the independent sector) to safeguard <sup>3</sup> and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

1.3 We recognise that all staff<sup>4</sup> and Governors have a full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern.

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

1.5 The aims of this policy are:

1.5.1 To support each child’s development in ways that will foster security, confidence and resilience.

1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.

1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and

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<sup>1</sup> What To Do If You Are Worried A Child is being Abused [www.doh.gov.uk/safeguardingchildren/index.htm](http://www.doh.gov.uk/safeguardingchildren/index.htm)

<sup>2</sup> Safeguarding Children and Safer Recruitment in Education (1<sup>st</sup> January 2007)

<sup>3</sup> Safeguarding (as defined in the Joint Inspector’s Safeguarding report is taken to mean “All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children’s welfare are minimised” and “where there are concerns about children and young people’s welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies”

<sup>4</sup> “Staff” covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

reporting possible cases of abuse or neglect, and to be aware of signs of abuse in non-verbal children.

- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, Newbury Park School, contribute to assessments of need and support plans for those children, alongside other agencies e.g., Social Services, Children with Disabilities Team, School Nurse, Education Welfare Officer and the Police.
- 1.5.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.
- 1.5.6 To develop a structured procedure and framework within the school that will be followed by all members of the school community in cases of suspected abuse or neglect.
- 1.5.7 To develop effective working relationships with all other agencies, involved in safeguarding children, as shown above.
- 1.5.8 To ensure that all adults within our school who have access to children through a “regulated activity” have enhanced CRB checks. This includes other community users of our facilities.

## **2.0 Procedures**

- 2.1 Our school procedures for safeguarding children will be in line with The London Safeguarding Children’s Board Procedures 4th edition, and “Working Together to Safeguard Children 2013”. We will ensure that:
  - 2.1.1 The Governing Body understands and fulfils its safeguarding responsibilities.
  - 2.1.2 We have a designated senior member of the leadership team Carol Harper for child protection who has undertaken Designated Staff training at Level 2 and who undertakes refresher training every two years.
  - 2.1.3 The following staff have also received appropriate training at Levels 1 and 2 and who will have been briefed in the role to act in place of the Designated member of staff: Colin Whitehead, Anne Moyle, Jon Gritten, Kris Styliano, Sandra Russell, Donna Ferdinand and Lisa Marsons.
  - 2.1.4 Each member of staff will receive training as arranged by the Designated member of staff in order to develop their understanding of the signs and indicators of abuse or neglect every three years.
  - 2.1.5 Each member of staff, volunteers, and Governors will be made aware of how to respond to a pupil who discloses abuse or neglect and the procedure to be followed in appropriately sharing a concern or disclosure of possible abuse or neglect.

- 2.1.6 Each parent/carer will be made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our prospectus/brochure and home school agreement/website.
- 2.1.7 Our lettings policy will ensure the suitability of adults working with children on school sites at any time.
- 2.1.8 Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures.
- 2.1.9 Our selection and recruitment policy includes all checks on staff suitability including Disclosure & Barring Service (DBS) checks as recommended by the DfE and in accordance with current legislation.
- 2.1.10 At Newbury Park School we take these responsibilities very seriously and any member of staff causing concern would be challenged by Carol Harper or staff who will act in her place.
- 2.1.11 Our procedures will be annually reviewed and up-dated.
- 2.1.12 The names and photographs of the designated staff members will be clearly shown in the school and on the school's website, with a statement explaining the school's role in referring and monitoring cases of suspected abuse or neglect.
- 2.1.13 All adults, (including supply teachers and volunteers) new to our school will be made aware of the school's policy and procedures, the name and contact details of the Designated member of staff and have these explained, as part of their induction into the school.

### **3.0 Responsibilities**

- 3.1 At Newbury Park School we understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children.
- 3.1.1 Our Designated member of staff for child protection is responsible for:
- 3.1.2 Referring a child if there are concerns about a child's welfare, possible abuse or neglect to Social Services. A written referral using the Multi Agency Referral Form will be faxed to Social Services as soon as possible within the school day.
- 3.1.3 Ensuring that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral.

- 3.1.4 Ensuring that all such records are kept confidentially and securely and are separate from pupil records, with a front sheet listing dates and brief entry to provide a chronology.
- 3.1.5 Indicating on the inside of the child's main file that there is a confidential file held by Carol Harper.
- 3.1.6 Acting as a focal point for staff concerns and liaising with other agencies and professionals (as listed above)
- 3.1.7 Ensuring that either they or another appropriately informed member of staff (Class Teacher, Parent Support Adviser, as appropriate) attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the CAF and Framework for Assessments process, and provides a report which has been shared with the parents as appropriate.
- 3.1.8 Ensuring that any absence of two days, without satisfactory explanation, of a pupil currently subject to a child protection plan is referred to their Education Welfare Officer and/or Social Worker and that they are informed about every child that may be subject to a child protection plan or a child in need plan.
- 3.1.9 Ensuring that all school staff are aware of the school's CP policy and procedures, and know how to recognise and refer any concerns.
- 3.1.10 Providing, with the Head teacher Colin Whitehead, an annual report for the Governing Body, detailing any changes to the policy and procedures; training undertaken by Carol Harper, and by all staff and Governors; relevant curricular issues, number and type of incidents/cases, and number of children referred to social services and subject to child protection plans (anonymised).
- 3.1.11 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years.

#### **4.0 Supporting Children**

- 4.1 We recognise that a child who is abused or neglected, who witnesses' violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self worth.
- 4.2 We recognise that the school may provide the only stability in the lives of children who have been abused or neglected or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

- 4 Newbury Park school will support all pupils by:
- 4.4.1 Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
  - 4.4.2 Promoting a caring, safe and positive environment within the school through PSHE curriculum, help children develop awareness of how to keep themselves safe, adopt a healthy lifestyle, including healthy eating and physical exercise – encourage them to form positive friendships and relationships.
  - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 4.4.4 Notifying Social Services as soon as there is a significant concern.
  - 4.4.5 Ensuring that a named teacher is designated for Looked after Children (LAC) and that an up to date list of children is regularly reviewed and updated. The designated teacher is Carol Harper
  - 4.4.6 Providing continuing support to a pupil (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Head teacher and designated member of staff at the pupil's new school as a matter of urgency, a photocopy of these records should be kept in a confidential file. This applies equally to those children who may be subject to a child protection plan

## **5.0 Confidentiality**

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Headteacher Colin Whitehead or Designated member of staff Carol Harper will disclose personal information about a pupil to other members of staff on a need to know basis only.
- 5.3 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 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.
- 5.5 We will always undertake to share our intention to refer a child to social services 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 social services on this point.
- 5.6 Recording and Reporting – Child protection records will be kept by Carol Harper; they will be kept separately from pupil's school records, marked

'confidential' and securely locked. They will include the date, event and action taken in cases of suspected child abuse or when the child/young person has a child protection plan or is a child in need. Reports for conference will be objective and evidence based; they will distinguish between fact, observation, allegation and opinion.

## **6.0 Supporting Staff**

- 6.1 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.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated member of staff Carol Harper and to seek further support. This could be provided for all staff by, for example, the Head teacher Colin Whitehead, by Occupational Health, and/or a teacher/trade union representative as appropriate.
- 6.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document "Guidance on Safe Working Practices for the Protection of Children and Staff in Education Settings" provides advice on this and the circumstances, which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse. These matters form part of staff induction and are referred to in the staff handbook.
- 6.4 We recognise that designated staff should have access to support (as in 6.2 above) and appropriate workshops, courses or meetings as organised by children's services or the local safeguarding children's board.

## **7.0 Allegations against staff**

- 7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. (See also 6.3 above)
- 7.2 All staff should be aware of the school's behaviour/discipline policy. This can be found. In teacher swap
- 7.3 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 or the most senior teacher if the Headteacher is not present.
- 7.3.1 The Headteacher/senior teacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer. (Les Newton)

- 7.3.2 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.3.1 above, without notifying the Headteacher first.
- 7.3.3 The school will follow the Local Authority procedures for managing allegations against staff as outlined in Chapter 5 "Safeguarding Children and Safer Recruitment in Education 2007". This is to be read in conjunction with chapter 15 of The London Procedures and DfE guidance "Dealing with Allegations of Abuse against Teachers and other Staff" 2011.
- 7.3.4 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult (as in 7.3.2. above) in making this decision.
- 7.3.5 Our lettings agreement for other users requires that the organiser will manage the suspension of adults where necessary from school premises.
- 7.3.6 The Governing body is committed to creating a positive and safe working environment for its workers in line with its core values. The Governing body wants to create and maintain a working environment where individuals are treated with respect and dignity. The Governing body is opposed to all forms of unlawful discrimination, bullying or harassment of any kind. The Governing body, Head teacher and Senior Managers are firmly committed to the success of this policy and all steps taken towards its achievement

Everyone has the right to be treated with respect and dignity in the workplace, irrespective of their level, status or position within the organisation. (See 'Dignity at Work', 'Bullying and Harassment Policy').

## **8.0 Whistle blowing**

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.
- 8.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should contact the head teacher, delegated 'whistle blowing' Governor or the Local Authority Designated Officer for Child Protection

## **9.0 Positive Handling**

- 9.1 Our policy on positive handling by staff is set out separately, as part of our Behaviour Policy. It complies with DfE guidance on positive handling strategies and use of force as outlined by the 'Education and Inspections Act 2006' and 'Use of Reasonable Force' Advice for head teachers, staff and governing bodies 2012. This guidance states that staff must only ever use physical intervention as a last resort, eg. when a child is endangering

him/herself or others and that, at all times it must be the minimal force necessary to prevent injury to another person, reasonable and proportionate.

9.2 Such events should be recorded and signed by a witness.

9.3 Staff who are likely to need to use specialist positive handling techniques should be appropriately trained. Individual training in the form of the Team-Teach approach can be supplied to Redbridge schools upon request to the Manager of the Education Welfare Service and focuses on de-escalation, diversion and diffusion strategies. Positive handling techniques can be devised to meet the individual needs of children with challenging behaviour. At Newbury Park Primary School we have 3 of staff trained in the use of positive handling techniques.

9.4 We understand that positive handling of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures. However it must also be accepted that in using reasonable and proportionate action this may sometimes result in the child or member of staff receiving a mark or injury. The presence of such a mark or injury should not always be taken as evidence of malpractice on behalf of the member of staff

## **10.0 Anti-Bullying**

10.1 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

## **11.0 Racist Incidents**

11.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. All racially motivated incidents are reported to the Redbridge Ethnic Minorities Advisory Team.

## **12.0 Prevention**

12.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with effective lines of communication with trusted adults, supportive friends and an ethos of protection within their duty of care.

12.2 The school community will therefore:

12.2.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to communicate their feelings and concerns whatever their mode of communication.

Children's communication difficulties mean that staff must be vigilant at all times for signs of physical and emotional abuse and neglect.

12.2.2 Ensure that all children feel there is an adult in the school whom they can approach if they are worried or in difficulty.

12.2.3. Provide across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

### **13.0 Health & Safety**

13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment and, for example, in relation to internet use, and when away from the school when undertaking school trips and visits. We have both generic and individual risk assessments for staff and children, for in-school and for off-site activities.

### **14.0 Pre School Children and After School Services**

14.1 Working Together recognises that pre school children and the extended use of school premises play an important part in the lives of large numbers of children. Professionals working within these settings should know how to recognise and respond to the possible abuse or neglect of a child.

14.2 All organisations or services including private, voluntary and those that must be registered by Ofsted under the Children Act 1989 should have a written statement based upon their safeguarding responsibilities as outlined by "Working Together 2013" and "The London Child Protection Procedures 4<sup>th</sup> edition". This statement should clearly set out staff responsibilities for reporting suspected child abuse or neglect and should include telephone numbers for the local police and children's social services.

### **15.0 E Safety**

The school has appointed an e-safety officer to champion, lead and monitor the effective education of students and staff to prevent incidents occurring, and to liaise with the LA and the Safer Internet Centre as necessary to ensure effective response to significant incidents should they occur. The LBR flowchart for response will be used as a guide. E-Safety incidents will be recorded in the standard school incident management system and be managed using the school's current pastoral and behaviour management strategies. All parents are encouraged to sign an e-safety agreement on entry to Newbury Park Primary School.

### **16.0 Implementation, Monitoring, Evaluation and Review**

The Governing Body of our school is responsible for ensuring the annual review of this policy.

The policy will be reviewed annually. Governors will be informed of any changes or amendments which they will need to agree. Then all staff will be advised accordingly through Team meetings. A copy of the amended policy will be displayed in the Staff Room. There will be a whole staff briefing every September and new staff will have face-to-face induction with the Designated Member of Staff Carol Harper.

The number of child protection referrals will be monitored, together with the number of children subject to Child Protection Plans. The Designated Member of Staff Carol Harper will keep a list of children identified as “in need” or vulnerable and monitor their attendance, attainment, behaviour and well-being.