



the *King's* school

specialising in maths and computing

# Safeguarding Child Protection Policy

## **1 Policy Statement**

*‘Through their day to day contact with students and direct work from families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect, and in referring concerns to the appropriate agency, normally the Social Services Department’.*

*(‘Working Together to Safeguard Children 1999’, Department of Health, Home Office, Department for Education and Employment, 1999)*

The latest version DFE guidance ‘Working Together to Safeguard Children 2015’ is now being used within school, with all staff being given copies of Part 1

In addition the school has a duty to safeguard and protect the well being of children and is committed to act in accordance with the locally agreed Child Protection Procedures in cases where there is concern of significant harm.

**Significant harm can be defined as the ill-treatment or impairment of health and development of a child or young person. Development includes physical, intellectual, emotional, social or behavioural development. Health includes physical and mental health. Ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical. This is viewed from the perspective of normal behaviour for a child/young person of similar age and understanding.**

## **2 Purpose**

An effective whole school Child Protection Policy is one that provides clear direction to staff and others about expected codes of behaviour in dealing with Child Protection issues. An effective policy also makes explicit the school’s commitment to the development of good practice and sound internal school/service procedures. This ensures that Child Protection concerns and referrals may be handled sensitively, professionally and in ways which support the needs of the child.

The aim of this policy is to safeguard and promote our students’ welfare in line with the recommendations from The Munroe Review of Child Protection: a final report: a child centred system 2011, the ‘Children’s Act’ 2004 (updated) and ‘Safeguarding Children Procedures’ 2006 including the updated statutory guidance for schools and colleges ‘Keeping Children Safe in Education 2016. Students’ safety, health, economic well being, enjoyment and achievement and positive contribution to the school community are all guided and supported by the whole school guidance and welfare systems within the school fostering an honest, open, caring and supportive climate. The students’ welfare and well-being is of paramount importance.

Our School fully recognises the contribution it can make to protect children and support students in school. School is aware that safeguarding incidents can happen anywhere and all staff are alerted to possible concerns being raised at school.

There are three main elements to our Child Protection Policy:

- a) **Prevention:**  
By creating a positive school atmosphere, through the whole school ‘Positive Discipline for Learning’ Behaviour Management Policy, good teaching and learning and student guidance and welfare support to students.

- b) **Protection:**  
By following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns. By providing training for staff regarding safe working patterns in line with the Keeping Children Safe in Education 2016 (KCSIE) and the DfE guidance 'Working Together to Safeguard Children 2015'. This includes guidance and basic awareness training regarding all current issues such as Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE), Radicalisation and use of Social Media in line with the Multi Agency Statutory Guidance on FGM (1 April 2016).
- c) **Support:**  
For students and school staff and for children who may have been abused.

This policy applies to all teaching and non teaching staff throughout the school. The policy also extends to outside agencies that use the school, and it is expected that they have their own Child Protection Policy or that they will adopt the School's.

### **3** Scope

'Schools do not operate in isolation. The welfare of children is a corporate responsibility of the entire Local Authority, working in partnership with other public agencies, the voluntary sector and service users and carers. All Local Authority services have an impact on the lives of children and families, and Local Authorities have a particular responsibility towards children and families most at risk of social exclusion.' (*Working Together to Safeguard Children March 2015 and Keeping Children Safe in Education, September 2016*). Account will be taken of any reviews or updates which may emerge.

Child Protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Wakefield & District Safeguarding Children Board (WDSCB).

Our LSCB, the WDSCB, has a membership of multi-agency representatives whose task is to develop policy and procedure for all the agencies involved in the protection of children, i.e. Health, Family Services (Social Care), Education, Police, Probation, NSPCC and Legal Services.

The policy and procedure can also be found on line at 'West Yorkshire Interagency Safeguarding Procedures' (<http://westyorkscb.proceduresonline.com/index.htm>). The School's policy has been written in accordance with the local and national framework.

### **4** Responsibility

Where possible the School works in a preventative way to assist families to protect children. Where children are subject to a Child Protection Plan or Child In Need Plan the School staff will be pro-active in their efforts to work alongside outside agencies and families in order to ensure a safe environment for those children.

All adults working with or on behalf of children have a responsibility to safeguard and protect children and may raise concerns directly with Children's Social Care Services. There are, however, key people within schools and the LA who have specific responsibilities under Child Protection procedures. The names of those carrying these responsibilities for the current year are listed within this policy.

The nominated Governor responsible for Child Protection has a major role in overseeing the policy and effective operation of the procedures. *For reasons of confidentiality Governors should not be given details relating to specific Child Protection situations and these details should not be discussed in any forum at which parent representatives are in attendance.*

'Our school will ensure that the Headteacher, the Designated Senior Person, the Deputy Designated Senior Person and the nominated Governor for Child Protection attend training relevant to their role'.

The Designated Senior Person has a responsibility for attending or selecting someone to attend Child Protection Conferences. The Governing Body will also appoint a designated Child Protection Governor who will have an overview of Policy & procedure, although this person will not be involved with individual cases.

**The School is not an investigating agency** and anyone who has a suspicion or knowledge that a child is suffering significant harm or is at risk of significant harm should refer his or her concerns to the designated worker, who will then refer to an investigating agency (Social Care Direct or Police). The **WDSCB procedures** set out the appropriate action and procedures to be followed by any agency or individual who has concerns about the welfare of a child. All staff must be aware of these procedures and understand their role. The procedures are now (from July 2007) only available on line and replace the 'Handbook' <http://westyorkscb.proceduresonline.com/index.htm> . This can be found on the Staff Shared area under CP Resources.

## **5 School Commitment**

'We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps all children, and especially those at risk of, or suffering from, abuse.'

Our school will therefore:

- a) Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to. The role of all staff, but particularly the Form Tutor, Year Achievement Leaders, Attendance and Welfare, Intervention and Achievement Mentors, volunteer Mentors, along with support staff, such as LSA's, will play an important part in this. The school will also pursue student support systems - eg. a variety of strong inter and intra Year Group Buddy systems to help. External agencies staff eg. Connexions PA, School Nurse, EWO will also be referral points.
- b) Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty. This will be communicated through the guidance system.
- c) Include in the curriculum activities and opportunities for PDC/Citizenship which equip children with the skills they need to stay safe from abuse and which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- d) Ensure that a curriculum is provided which is appropriate to the children's understanding and addresses issues of assertiveness, self-esteem and positive behaviour, and promotes health and well-being for all children.
- e) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.
- f) Encourage student voice to play an active role in informing and advising the school on issues that affect student welfare and well being in school.

## **6 Publicity**

A statement regarding the Child Protection Policy will be made on all publicity materials including information to all new staff (including temporary staff and volunteers), students and parents recruited to the School. Staff will be made aware of the Child Protection Policy and safeguarding procedures during induction and in the Staff Handbook. Parents and students will be informed via the School Admission Form, the School Student Planner and in the Parents' section of the School website. The policy will also be posted on the Staff Shared (G) drive so that it is easily accessible for staff.

# **GUIDANCE / PROCEDURES**

## **PROCEDURES**

'Where it is believed that a child is suffering from, or is at risk of significant harm, we will follow the procedures set out in the West Yorkshire Consortium Procedures Manual April 2015, Wakefield & District Safeguarding Board section, revised on line twice a year. These are kept with DSLs and are available for reference on the Staff Shared area in the Safeguarding folder, a hard copy is kept in the Policies file in the office of the Headteacher's PA.

All staff will be made aware of these procedures from the time that they commence employment at the School, they will also be required to familiarise themselves with the School's CP Policy. A signed database will be stored centrally to monitor that this has happened.

Staff will be kept informed about Child Protection procedures

- a) Through policy documents;
- b) At the beginning of a new school year or during each school year via INSET;
- c) Through the weekly Bulletin and staff briefing;
- d) Compulsory on-line training for all staff;
- e) Staff training regarding current issues listed in KCSIE 2016.

New staff will have an induction process to include Child Protection training. A procedures statement is attached to this Policy and in addition this will be displayed in Reception and will be included in the annual staff file/handbook. On commencement of employment all staff join a rolling programme of online Child Protection training.

Supply/temporary staff and visitors will be advised of the School's safeguarding procedures and key staff in an information pack given on arrival. All external agency staff who are working with students must present a current DBS certificate and their reference number is noted in school, along with photographic ID.

Parents will be informed of our duties and responsibilities via a statement in our 'Welcome to King's' document, on the Admissions Form and via the school website and VLE, in the parent section, and also the Child Protection Policy.

## **PROFESSIONAL CONFIDENTIALITY**

'Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child.'

Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. Any disclosure of personal information to others, (including to Social Services Departments), must always however, have regard to both common and statute law.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (*Data Protection Act 1998, European Convention on Human Rights, Article 8*). Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, consent may not be possible or desirable but the safety and welfare of a child dictate that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

## **RECORDS AND MONITORING**

Well kept records are essential to good Child Protection practice. Our school is clear about the need to record any concerns held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.

A blank form requiring all necessary details for logging day to day observations or staff concerns regarding Child Protection is available in the staffroom, Student Services Office and in the Shared area of the School IT network, in the Safeguarding folder. Once completed with all appropriate details these forms are placed in confidential envelopes and logged in the Student Services Office. Staff who are part of the Safeguarding Team are alerted and the logs are recorded, which are frequently monitored, dealt with and kept in a locked filing cabinet in Student Services. Only the Safeguarding Team have access to these confidential records.

### **Staff Training Records**

A Child Protection training record for all staff is updated regularly and kept in central staff training and CPD records.

## **ATTENDANCE AT CHILD PROTECTION CONFERENCES**

The Headteacher or one of the Designated Safeguarding Teachers will attend as invited and submit a report prior to the meeting.

## **SUPPORTING STUDENTS AT RISK**

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self worth and to view the world in a positive way. This school may be the only stable, secure and predictable element in the lives of children at risk. Whilst at school, their behaviour may still be challenging and defiant and there may even be moves to consider suspension or exclusion from school.

It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

This school will endeavour to support students through:

- a) The curriculum, to encourage self-esteem and self-motivation;
- b) The school ethos, which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued;
- c) The implementation of school behaviour management policies (required under the Code of Practice 1993 Education Act) i.e. the school's 'Positive Discipline for Learning' behaviour management policy;
- d) A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the school setting;
- e) Regular liaison with other professionals and agencies who support the students and their families;
- f) A commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so;
- g) The development and support of a responsive and knowledgeable staff group trained to respond appropriately in Child Protection situations.

This policy should be read in conjunction with other related policies in school, which are part of our safeguarding procedures. Please see document 'Safeguarding at The King's School' attached as Appendix 1.

These include ... (for example)

- Behaviour & Discipline
  - Positive Discipline for Learning (PDL)
  - Anti-Bullying
  - Physical Handling & Contact
  - Special Education Needs & Disabilities
  - Health & Safety
  - Pupil Premium
  - Lone Working
  - Sex & Relationship Education
  - Recruitment, Induction & Exit
  - E-Communications
  - Equality & Diversity
  - Transgender
  - Attendance
  - Use of Own Vehicle
  - Educational Visits, Trips & Journeys
  - Allegations
  - Whistleblowing
  - Drugs and Substance Misuse
  - Security
  - Business Continuity Plan
  - Administering Medication
  - Auxiliary Aids & Equipment
- and any future policies which may be relevant.

We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.

It must also be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

#### **PROCEDURES TO FOLLOW IF A MEMBER OF STAFF IS CONCERNED ABOUT THE WELFARE OR SAFETY OF A CHILD**

Staff need to log their observations and concerns on the Child Protection logging form and hand this in to Student Services staff. They should also report their concerns to the appropriate Year Achievement Leader who will deal with the problem and refer on as necessary. If a student wishes to disclose information of a serious nature, then one of the Designated Senior Leaders must take the disclosure.

Finally, it is our job to report concerns, **not** investigate them. This could jeopardise further involvement by Social Services and/or the Police. The advice is always, if you are concerned, report it, as gut feelings are usually the start of helping the student involved.

The published referral procedures flow chart has been distributed to all staff and is attached to this policy.

#### **PROCEDURES TO FOLLOW WHEN THE CHILD PROTECTION OFFICER IS NOTIFIED OF THE CONCERN ABOUT THE WELFARE OR SAFETY OF A CHILD**

Where, following an assessment of a situation, it is considered immediate protective action is required, a Child Protection Referral must be made by the Child Protection Designated Person or a member of the Safeguarding Team or relevant Year Achievement Leader.

This referral will be by telephone to Social Services, followed up by Fax or online referral for confirmation via Cryptshare.

All reports need logging, dating and signing. Any referrals to Social Care Direct need referring to the Senior Designated Person, member of the Safeguarding Team or Headteacher. Details must be completed and copies sent to Social Care Direct, appropriate person at the LA (LADO if allegations involve staff).

Any discussions, actions or referrals must also be logged and placed in the SCD referral file kept in the locked filing cabinet in the Student Services Office.

Parents will need to be informed unless it is thought that the child might be put at further risk.

### **SAFE SCHOOL, SAFE STAFF**

**This policy should be read along with ‘Keeping Children Safe in Education 2016’ (KCSIE) and the DFE guidance ‘Working Together to Safeguard Children 2015’. This provides detailed guidance for staff covering very specific situations ranging from their own dress and appearance, to subjects which require physical contact (eg. PE), Educational visits/after school clubs etc. A summary version and reference to this document is available in the Safeguarding folder on the Shared area.**

The framework for managing cases of allegations of abuse against people who work with children is set out in Working Together to Safeguard Children 2015 and the DFE statutory guidance, Keeping Children Safe in Education 2016.

The School operates safe recruitment procedures in line with these and LA guidelines and will ensure that all appropriate checks are carried out on new staff and volunteers who work with children. This includes Disclosure & Barring Service checks, anyone who is not prepared to co-operate with these procedures will not be considered for employment.

We will keep under review organisational issues which may get in the way of protecting children - for example by ‘designing out’ any unsafe areas in the building.

**The confidentiality guidance for staff regarding advice on sexual matters is based upon the principles of the Gillick Competencies and subsequent Fraser Guidelines which form part of the Sexual Offences Act (2003) and is available in the Safeguarding folder on the Staff Shared area.**

In order to ensure that safe staff are recruited and selected for the school, the school operates a full selection and interview process for all permanent and long term temporary posts. Application forms require full disclosure of any offences by the applicant. At interview, candidates will be required to bring identification and proof of qualifications. Before an appointment is confirmed a full DBS check is undertaken by the school. In the case of voluntary or temporary/short term appointments a List 99 check is requested by school and such staff would not be allowed to work with any child on a one-to-one basis without the supervision/oversight of another member of staff.

Any safeguarding concerns regarding any adults who are present on the school site must be forwarded directly to the Designated Senior Person or the Headteacher.

## Whole-School Policy on Child Protection

### The King's School 'Specialising in Mathematics and Computing'

#### A. Named staff/personnel with specific responsibility for Child Protection

Academic Year	Child Protection Officers	Nominated Governor
2016/17	<p>Designated Senior Leader:</p> <p>Mrs Y Hawthorne-Lacy (YHL)</p> <p>Other staff with higher level Child Protection Training:-</p> <p>Mrs B Tibbetts Mr S Banks Mr T Marks Mrs J Taylor Mrs E McCoy Mrs J Raddings</p>	<p>Mrs D Knight</p>

#### B. Review dates for this policy

Review Date	Changes made	By whom
January 2012	Updated in line with current legislation and this year's School Safeguarding Audit.	YHL
February 2013	As above	YHL/D Knight
July 2014	As above	YHL/D Knight
September 2015	As above	YHL/D Knight
January 2017	As above	YHL/D Knight

## **CHILD PROTECTION AT THE KING'S SCHOOL Procedure Statement**

### **Designated Senior Leader (DSL)**

Mrs Y Hawthorne-Lacy (YHL) - 01977 601741  
Mrs B Tibbetts - (BT) - 01977 601706  
Mr S Banks (SB) - 01977 601788  
Mr T Marks (TM) - 01977 601787  
Mrs J Taylor (JT) - 01977 601773 / 01977 601756  
Mrs E McCoy (EM) - 01977 601715  
Mrs J Raddings (JLR) - 01977 601773

If a child attempts to disclose, or in fact does disclose information which they would want you to keep secret, then all adults must stress to the child that confidentiality cannot be guaranteed but, depending on what is disclosed, may lead to information being shared with one of the DSLs.

### **DSL for Child Protection**

Mrs J Taylor (JT) - Intervention Office: 01977 601773 / 01977 601756  
Mrs J Raddings (JLR) - Intervention Office: 01977 601773

**Central to the values of The King's School is a commitment to the safeguarding and protection of young people.**

## Safeguarding at The King's School

The King's School considers this a responsibility of upmost importance whilst children, young people and staff are part of our community.

The King's School has many detailed policies that cover different aspects of safeguarding our students both in and out of school. The following diagram shows the policies that feed into this ensuring that we have effective school safeguarding practices and procedures.



# Safeguarding Concerns

