

Our Lady and St. Philip Neri Catholic
Primary School



**Child Protection Policy and
Procedures**

October 2017

Review October 2018

CHILD PROTECTION POLICY AND PROCEDURES

Introduction:

The principles embedded in this policy link into other policies relating to : Health and Safety, PSHE, Sex and Relationship Education, Anti-bullying, Equal Opportunities, Special Educational Needs, Confidentiality, Attendance, Substance Misuse (including drugs and alcohol), Racism and Homophobia, Educational visits, E- safety, Combating Extremism, School Security etc.

This policy sets out how the Governing Body of Our Lady and St Philip Neri is carrying out its statutory responsibility to “safeguard and promote the welfare of children” in accordance with the Government guidance “Working Together to Safeguard Children’ (2013), “Keeping Children Safe in Education “ (2014) and Section 175/157 Education Act 2002. It may be supplemented by more detailed procedures.

This policy applies to all staff (teaching and non teaching), governors and volunteers, temporary and supply/visiting staff working in the school. It will be reviewed annually by the Governing Body, and is in line with the expectations of Ofsted/ISI which inspects safeguarding arrangements as part of the school’s Leadership and Management and the requirements of the (Local) Safeguarding Children Board (LSCB).

Aims:

- To ensure that all necessary internal and inter-agency child protection procedures are in place as required when children may be suffering or are at risk of “significant harm”
- To give guidance to staff to ensure best practice
- To demonstrate the links with other relevant policies to safeguard the general welfare of children
- To provide a clear statement of the school’s responsibilities in the event of a concern about the conduct of a member of staff
- To identify key individuals and their specific roles

Principles:

- This school recognises its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care by establishing a safe and trusting environment in which children can learn and develop. The policy applies to all children between the ages of 0-18 whose care and education comes within the remit of this school/college. (For some special schools this age range goes beyond 18).

- The staff and Governing Body of his school are committed to establishing and maintaining an environment where children feel secure, are encouraged to talk, and are listened to. We will ensure that children know
-
- that there are adults in the school who they can approach if they are worried and that the principles of confidentiality are made clear to children and young people. The school promotes a positive, supportive and secure ethos, giving pupils a sense of being valued.
- We recognise that because of the day-to-day contact with children, staff in school are well placed to observe the signs of possible abuse and therefore need to be constantly vigilant.

- **This school recognises its responsibility to discuss with Social Care/ Social Services or the Police any significant concerns about a child or young person which may indicate:**

**physical abuse,
emotional abuse,
sexual abuse or
neglect,**

in accordance with the Lewisham Safeguarding Children Board (LSCB) procedures. These concerns cannot be kept confidential.

Physical Abuse:

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Imposing developmentally inappropriate expectations
- Causing children to feel frightened or in danger - e.g. witnessing domestic violence
- Exploitation or corruption of children Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

- Staff will be enabled to contribute to any assessment or meeting about the child held under LSCB procedures as required.
- This school also recognises its duty to work with other agencies in protecting children from harm and in responding to concerns about possible abuse, including the Police, Child and Adolescent Mental Health Services, Education Welfare Service, Educational Psychology Service and other agencies/services coming into school to support individual pupils/groups of pupils
- The school will ensure that parents have an understanding of the responsibility placed on staff for child protection by setting out its obligations in the school prospectus. The school's child protection policy is made available to parents on request and published on the school website.

- **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and includes penetrative and non-penetrative acts. It may also include non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

- **Neglect**

- Neglect involves 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 and development. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of 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 cyber-bullying 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 Our Lady and St Philip Neri 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 Our Lady and St Philip Neri, 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.

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 Our Lady and St Philip Neri 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.
- **Anti Radicalisation**
- The school has a separate anti-radicalisation policy which it follows in or order to maintain the safety of the children.

The Designated Senior Person/Safeguarding Lead

- The Designated Senior Person for Child Protection is a member of the Senior Leadership Team and in this school is: **Matthew Ringham**
- The school has identified **Rachael Ronan** to act as deputy Designated Senior Person at the infants and **Andrew Barber** at the juniors.
- In the absence of the DSP and the deputy DSPs the most senior member of staff in school will assume responsibility for any child protection matters that arise.
- The DSP will co-ordinate action on child protection within the school. This includes ensuring that all staff, teaching and non-teaching (including supply staff) know who the Designated Senior Person is and that they are aware of their individual responsibility to be alert to the signs of abuse and to discuss any concerns with the DSP. Also that they are aware of what happens once a concern has been raised.
- Where appropriate the Designated Senior Person will liaise with the DSP of the school(s) attended by other family members of the child causing concern in order to gather information to inform the referral.
- The DSP will keep a written record of any actions taken as a result of concerns raised (see below).
- The Designated Senior Person will ensure that the school's child protection policy is put on the agenda of the Governing Body once a year for discussion, monitoring, review and renewal. In this way the Governing Body authorises the DSP for Child Protection to carry out his/her responsibilities as outlined in the statutory Guidance.

Responding and Referring:

- Any member of staff who has concerns about the safety or potential abuse of a child must report their concerns to the Designated Senior Person for Child Protection without delay.
- In accordance with local inter-agency procedures, the agreement of the child's parent for an external referral should normally be sought where

- possible. **However, if it is felt that seeking any such agreement would increase the level of risk of harm to the child, the matter will be discussed with Social Care/ Social Services and their advice sought first.** This must not contribute to a delay in making a referral.
- The school will ensure that the relevant social worker is notified if there is an unexplained absence of any pupil who is currently subject to a child protection plan. When discussing concerns in respect of a child who is Looked After by the Local Authority the child's named social worker must be informed.

Contact details for a referral:

Sue Penfold

Business support officer for Referral and assessment in Lewisham

0208 314 7278

0208 314 6232

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 DSP/headteacher immediately who will act in accordance with procedures issued to all schools by the Local Authority Designated Officer (LADO) and the Department for Education. If the suspicion involves the headteacher, advice should be sought from the LADO and the Chair of the Governing Body is to be informed immediately. Other school staff should assist parents to do this if required and anyone can contact the LADO directly.

Contact details for the LADO for this local authority:

0208 314 7280

Finola Owens

Finola.Owens@lewisham.gov.uk

Lewisham Safeguarding Children Board

32 Kaleidoscope Child Development Centre,

Rushey Green

SE5 4JF

- The head teacher, head of infants, head of juniors or the Chair of Governors will attend any inter-agency meetings relating to allegations against staff. This is the forum for deciding what action may be necessary.
- The Sexual Offences Act 2003 established a criminal offence of 'abuse of trust' affecting teachers and others who work with children and young people. A relationship of trust is one where a teacher, member of education staff or volunteer is in a position of power or influence over a pupil or student by virtue of the work or nature of the activity being

- undertaken. **Any sexual relationship with a pupil under 18 in the same school is an offence.** This legislation is intended to protect all young people in education who are under 18 years of age. 'Grooming' a child with a view to a future sexual relationship may also be an offence in this context, including inappropriate on-line contact.
- 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.

Use of physical interventions:

- There is an absolute ban on the use by any member of staff of any form of corporal punishment. This includes any physical contact which is deliberately intended to punish a pupil, or any action which is primarily intended to cause pain, injury or humiliation.
- It is important to allow children to do what they can for themselves, but depending on age and circumstances it may be necessary for some physical contact to take place; (e.g. 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.),
- 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.
- School staff may also be empowered to carry out physical searches for weapons, illegal drugs, pornography etc. Actions by school staff must at all times be in accordance with guidance and procedures. In the event of searches or physical restraint being needed, parents will be informed the same day.

E-safety

- Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc. including 'cyber-bullying'.

- Staff at Our Lady and St Philip Neri 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. 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 providing we have permission to do so from the parents. 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.
- Staff should not communicate with pupils through private email accounts, social networking sites, even on educational matters, but should use official email and networking sites sanctioned by the school. Staff should be circumspect in their private use of social networking sites and must not discuss school business or school issues on their personal social networking site or risk breaching confidentiality about the pupils.

Record keeping:

- Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse in a child or young person, will make notes as soon as possible (within the hour), writing down as exactly as possible using the child's own words, what was said or seen, putting the scene into context, and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. All records must be signed and dated clearly. Children will not be asked to make a written statement themselves or to sign any records.
- All records of a child protection nature (handwritten or typed) will be given to the DSP for safekeeping. This includes child protection conference minutes and written records of any concerns. Access to any records will be on a 'need to know' basis. All records must be held separately from the main pupil file, and in a secure place.
- When a child who has had a child protection plan leaves the school and/or transfers to another school, the DSP will inform the child's new school immediately and discuss with the child's social worker the transfer of any confidential information the school may hold.
- When pupils transfer between schools/colleges or move school part way through an academic year, all information about any past or current child protection concerns will, if possible, be copied on confidentially to the DSP of the receiving school/college. Any records that cannot be passed on will be retained confidentially until the child's 25th birthday as required.

Supporting the Pupil:

- 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 harm.

Training:

- The Governing Body will ensure that all staff, both teaching and non-teaching, receive appropriate induction and regular training to equip them to carry out their responsibilities for child protection effectively, as prescribed in government Guidance and in accordance with the expectations of the LSCB.
- The Governing Body will ensure that the Designated Senior Person for Child Protection attends appropriate training organised through the LSCB at least every 2 years, or as required under local procedures.

Safe Recruitment of staff and volunteers and maintaining appropriate background checks:

- The relevant current Guidance will always be followed in respect of creating a safe working environment in school. This may now allow for different levels of checks according to whether or not the individual is primarily in a supervised setting or has only occasional contact with children. Evidence of all these checks (the Single Central Record/Register) will be maintained as required by the current Guidance.

