



SAFEGUARDING

QUICK GUIDE

Safeguarding **Guide for Parents**

Safeguarding Team Designated Lead: Mrs Denise Baxter (Head Teacher);
Deputy Designated Leads: Miss Katie Bailey (EYFS Teacher);
Ms Joanne Oakes (SENDCo);
Mr Nabeel Hussain (Learning Mentor)

Useful Numbers

Initial Contact Point - 01274 437500

Emergency Duty Team - 01274 431010.

Lead Officer for Child Protection (LADO): 01274 385726

Children's Specialist Services on 01274 435600

Police: Javelin House, Child Protection Unit: 01274 376061

NSPCC whistleblowing helpline for support and advice: 0800 028 0285

If you have reason to believe that a child is at IMMEDIATE RISK OF HARM, contact the police on 999.

Introduction:

This policy has been developed in accordance with the principles of the Children Act 1989 and 2004 and has due regard to all relevant government guidance (both statutory and advisory) including the following:

‘Keeping Children Safe in Education’ (KCSiE)

DfE (Latest update: September 2018) ‘Working Together to Safeguard Children

A guide to interagency working to safeguard and promote the welfare of children’

HM Government (Latest update: June 2018) ‘What To Do If You Are Worried a Child Is Being Abused

Advice for Practitioners’ (March 2015)

Wycliffe CE Primary School staff and governors have a statutory duty to safeguard and promote the welfare of children as described in section 157 of the Education Act 2002. This responsibility extends to ALL members of the school community and should be underpinned by a thorough understanding of this document and the current legislation which informs it.

The aim of this policy is:

to provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.

Prevention:

At Wycliffe, we see keeping children safe as our highest priority. To support the development and well-being of these and all our children, we take a considered and sensitive approach. Wycliffe’s school ethos is reflected in our commitment to the following actions:

- Maintaining a systematic means of monitoring pupils known or thought to be at risk of significant harm.

- Supporting staff in ensuring that children and their families receive the right help at the right time including additional school support and referrals to other services including 'Early Help' where needed.
- Supporting staff in working openly and in partnership with parents in relation to child protection concerns.
- Providing a safe environment in which children can learn.
- Integrating opportunities into the curriculum for children to develop the skills they need to recognise and stay safe from abuse, allowing for continuity and progression through the Key Stage Phases.
- Taking account of and informing policy in related areas, such as anti-bullying; e-safety; discipline and behaviour; health and safety; missing children; child sexual exploitation; FGM; positive handling and physical intervention procedures; procedures for dealing with allegations against staff and recruitment.
- Ensuring that confidential information is appropriately safeguarded, but never to the detriment of sharing information vital to child safety/well-being.

Responsibilities

All adults working with children have a responsibility to protect them from harm, abuse and neglect. As a school we will therefore ensure that:

- We will operate a safeguarding team led by a member of SLT trained as a designated lead (the DSL) and at least one deputy, both of whom will receive appropriate training and support for their roles, in accordance with mandatory requirements.
- All staff receive regular refresher training, at appropriate intervals, as and when required, (but at least annually)
- Every member of staff, volunteer and governor knows the name of the designated safeguarding lead and deputies and understands their role and what the back-up arrangements are if the DSL is unavailable.
- All staff are familiar with this Safeguarding and Child Protection Policy, recent statutory safeguarding documents produced by the local Safeguarding Partners and the government (see introduction) and the Staff Code of Conduct.
- If staff members have any concerns about a child or about a colleague or other adult they will raise these with the designated member of staff (DSL).
- All staff know how to respond to a child who discloses abuse.
- All staff are made aware that whilst GDPR places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- If a child is in immediate danger or is at risk of harm a referral should be made to Children's Social Care and/or the police immediately. Anybody can make a referral.
- We will develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance.
- If a child's situation does not appear to be improving, the school will take responsibility for finding out what is happening and keep pressing for action to be taken.

- Staff will alert the HT or Governors if they have any concerns about the safeguarding systems at Wycliffe CE Primary School and their concerns will always be taken seriously.
- Records of any concerns/incidents are kept on our electronic system – C Poms.
- The child's social worker is notified as quickly as possible and at the latest on the second day if a pupil subject to a Child Protection Plan is absent from school without explanation. Any children on a Child Protection Plan will be subject to specific procedures.
- Any new concern or relevant information about a child subject to a Child Protection Plan will be passed to the child's allocated social worker without delay.
- If a child subject to a Child Protection Plan leaves the school, records will be transferred to the new school without delay and the child's social worker informed of the change.
- If school staff are unsure how to proceed in a potential Child Protection situation, or require advice, this will be appropriately sought via the local Safeguarding Partners.
- The Board of Governors will utilise the experiences and expertise of staff to contribute to and shape safeguarding arrangements and child protection policies.

Indicators of abuse and neglect – information for staff:

We recognise that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. However, there are four broad areas of definition:

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.

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.

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. **Emotional abuse** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development

(For full definitions please see main safeguarding policy)

What to Do If You Have Concerns About a Child

At Wycliffe CE Primary School there is a clear procedure to follow if you have any concerns about a child.

- Record the details of your relevant concern on the school's online recording system (C Poms). Include as much detail as you can and ensure that you are accurate in your reporting. Include dates when each aspect of your concern became apparent;
- Alert your DSL or deputy DSL to your concerns and discuss the issues thoroughly;
- Remember, if you are still concerned after referring the incident to the DSL, you can make a direct referral to Bradford Social Care

To record incidents or disclosures of incidents which could lead to significant harm (abuse) or the failure to protect children from significant harm (neglect) follow the following procedure

which is outlined on the flow chart taken directly from the statutory guidance: 'Keeping Children Safe in Education' (see appendix 3).

If a pupil discloses abuse please note the following key points:

- Listen carefully to what the pupil is telling you without interrupting; do not promise confidentiality;
- remain non-judgemental and keep an open mind;
- do not ask leading questions – or more questions than you have to – just establish what the pupil is telling you;
- be honest with the pupil and explain what will happen next;
- record the information fully;
- pass on to the designated safeguarding lead (DSL);
- follow up on the incident with the DSL if no actions are reported back to you.

Allegations Against Staff

At Wycliffe CE Primary School we recognise that there will be occasions when a pupil at the school, or a parent or another person, may make an allegation against a member of staff. If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the HT (or Chair of the Board of Governors, if the allegation is against the HT) must be informed. The HT should then seek the advice of one of the Child Protection Coordinators (01274 434343). This includes historic as well as current allegations. A LADO Referral Form, which can be found on the local Safeguarding Partners' website, should be completed as quickly as possible, sent by secure email and BDAT should be informed without delay. All staff are expected to recognise the need for absolute confidentiality in these situations.

Peer on Peer Abuse:

Wycliffe CE Primary School recognises that children are capable of abusing their peers. Children and young people may be harmful to one another in a number of ways which would be classified as peer on peer abuse. These could include, physical acts including punching, kicking etc, sexually harmful behaviour/sexual, bullying (including cyber-bullying), sexting, initiation/hazing, or prejudiced behaviour.

Minimising the risk of safeguarding concerns towards pupils from other students

At Wycliffe, we take the following steps to reduce the likelihood of this abuse occurring:

- teach children about how to keep themselves safe and about what to do if they have a concern
- identify children potentially at risk of becoming abusers, perhaps because of their own background/previous experiences and work with them to ensure appropriate boundaries are in place and understood;
- promote equality, diversity and inclusion through teaching, assemblies and class discussion, fostering an atmosphere of mutual respect between all members of the school community.

What to do

It is important to deal with a situation of peer abuse immediately and sensitively. It is necessary to gather the information as soon as possible to get the true facts around what has

occurred as soon after the child(ren) may have forgotten. It is equally important to deal with it sensitively and think about the language used and the impact of that language on both the children and the parents when they become involved.

Cases of peer-on-peer abuse will be dealt with as follows:

- Reassure the child that they're being taken seriously and will be supported.
- Listen carefully, remain non-judgemental, and avoid leading questions, if possible have two members of staff present.
- Record the disclosure as soon as possible but try to avoid taking notes while the child is talking.
- Record the facts as the child presents them – do not add your own opinion.
- Do not view any photos or videos of a sexual nature.

If we think a child is in immediate danger or at risk of harm, we will take action without delay. If the report is of sexual violence, the DSL (or a member of the Safeguarding Team) will make an immediate risk and needs assessment, considering:

- the victim, especially their protection and support;
- the alleged perpetrator;
- all other children at the school (and adult students and staff, if appropriate), especially any actions that are appropriate to protect them.

The DSL (or a member of the Safeguarding Team) will engage with children's social care and specialist services as required. Where there has been a report of sexual violence, it's likely that professional risk assessment by social workers or sexual violence specialists will be required. The DSL (or member of the Safeguarding Team) will use these assessments to inform their approach and update the risk assessment.

How the report is managed, including when to inform the alleged perpetrator, will depend on a number of important considerations. Where a report is going to be made to children's social care and/or the police, as a general rule the school should speak to the relevant agency to discuss next steps and how the alleged perpetrator will be informed.

There are 4 likely scenarios:

1. The issue will be managed internally, where this is considered appropriate in the circumstances, and early help or statutory interventions are not required.
2. A referral will be made to Early Help.
3. A referral will be made to children's social care (where a child has been harmed, is at risk of harm, or is in immediate danger).
4. The incident will be reported to the police (usually in parallel with a referral to children's social care), where a report of rape, assault by penetration or sexual assault is made.

Whistleblowing:

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues or about poor or unsafe practice and/or potential failures in the school's safeguarding regime and should feel confident that any such concerns will be taken seriously by the senior leadership team.

Should a staff member feel unable to raise this issue with the Safeguarding Team or SLT, or feels that their genuine concerns are not being addressed, further information should be sought without delay.

General guidance on whistleblowing can be found by visiting the government's website: <https://www.gov.uk/whistleblowing> or by phoning the NSPCC whistleblowing helpline on 0800 028 0285.

Further details regarding this can also be found in the school's Whistleblowing Policy. This policy links with a number of other policies and government documents.