



Safeguarding and Child Protection Policy

P. Cornish, Designated Safeguarding Lead

3rd September 2018

Reviewed and approved by the Governing
Body on

To be reviewed by the Admissions and
Exclusions Committee on

DRAFT



EAST LONDON SCIENCE SCHOOL

Safeguarding and Child Protection Policy

Key Roles:

Principal: David Perks

David.perks@eastlondonscienceschool.co.uk

Designated Safeguarding Lead: Paul Cornish (Vice- Principal)

paul.cornish@eastlondonscienceschool.co.uk 07741 154163

Deputy Safeguarding Lead: Jennifer Copestake

Jennifer.copestake@eastlondonscienceschool.co.uk

Governor with responsibility for Child Protection: Beth Davies (Chair of Governors)

Beth.davies@eastlondonscienceschool.co.uk

Safeguarding and Child Protection Policy

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. (KCSiE, DfE, 2018)

1. Introduction

Key documents which inform this policy, are:

- Keeping children safe in education. DfE, September 2018
- Working together to safeguard children. DfE, July 2018
- The Children's Act. 2004

The Designated Safeguarding Lead is Mr Paul Cornish (Vice-Principal)

In his absence, Jennifer Copestake will deputise.

The school governor designated to oversee child protection procedures is Beth Davies

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

2. The aims of this policy are:

- 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.
- To raise the awareness of all staff, of the need to safeguarding children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children, known or thought to be at risk of harm.

- To develop a structured procedure within the school this will be followed by all members of the school community in cases of suspected abuse.
- To develop effective working relationships with all other agencies, involved in safeguarding children.
- To ensure that all adults within our school who have access to children have been checked as to their suitability.

3. Procedures

- Paul Cornish is the designated senior member of the leadership team for safeguarding who has undertaken the following training:

Safeguarding and Child Protection for Designated Safeguarding Leads Course (Level 3) by Louise Douglas, Graffham Consulting Ltd. December 2016 (Update December 2018)

- Members of staff will receive appropriate and regular training in order to:
 - to develop their understanding of the signs and indicators of abuse
 - how to respond to a pupil who discloses abuse
 - about the procedure to be followed in sharing a concern of possible abuse or a disclosure of abuse
- Peter Sircar, Paul Cornish, David Perks and Mark Taylor have completed Safer Recruitment Training.
- DBS checks are carried out according to current DfE guidance.
- Staff details and DBS are kept and regularly updated on the School Central Record. The SCR is regularly checked by the Designated Safeguarding Lead and where identified, issues are addressed as a matter of urgency.
- The School monitors and encourages awareness of the potential misuse of the internet and new technologies in communication and photographs. It educates both staff and pupils in e-safety.
- Parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Safeguarding and Child Protection Policy on the website.
- All staff new to our school will be made aware of the school's policy and procedures, the name and contact details of the Designated Safeguarding Lead as part of their induction into the school.
- Regular Child Protection updates will be given by the Designated Safeguarding Lead in staff meetings.
- Our procedures will be annually reviewed and up-dated.

4. Responsibilities of the Governing Body

The governing body are accountable for ensuring that our school has effective policies and procedures in place, and for monitoring our school compliance with Keeping Children Safe in Education 2016 guidance.

Name of the Chair of Governors: Beth Davies

The governing body will ensure that:

- There is a nominated governor responsible for Child Protection- Beth Davies.
- The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.
- Assurance is obtained that appropriate DBS checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site;
- It undertakes an annual review of the school's Safeguarding policy and procedures and of the efficiency with which the related duties have been discharged.
- The school has procedures for dealing with allegations of abuse against staff and volunteers.
- The chair of governors is responsible for liaising with the Local Authority Designated Officer/Safeguarding Lead in the event of allegations of abuse being made against the Principal.
- Undertake training about student protection to ensure they have the knowledge and information to discharge their duties and understand their responsibilities.
- Undertake an annual review of policies and procedures and remedy any deficiencies that come to light.

5. Responsibilities of the Designated Safeguarding Lead.

The designated safeguarding lead should liaise with the local authority and work with other agencies in line with Working Together to Safeguard Children (2018). There should always be cover for this role. The key responsibilities of the Designated Officer are:

- Referring a child if there are concerns about a child's welfare, possible abuse or neglect to Social Care and/or CAMHS. Referrals are made to the home borough of the pupil involved.
- 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.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Acting as a focal point for staff concerns and liaising with other agencies and professionals.

- Ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Framework for Assessments process.
- Ensuring that all school staff are aware of the school's Safeguarding Policy and procedures, and know how to recognise and refer any concerns.
- Update Designated Lead training every two years.
- Ensure that all staff, including the Principal, receive appropriate and regular training.
- Providing an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the designated person, and by all staff and governors; anonymised data on the number and types of incidents, children referred to Social Care and CAMHS and the number of children on the child protection register.
- Ensuring that all staff have read Part 1 and Annex A of Keeping Children Safe in Education 2018 and keeping a record of this.
- Liaising with those in charge of subcontracted staff e.g supply agencies, music hubs, cleaners to check that safeguarding training has been delivered, and if not, delivering/arranging this. Communicating with the safeguarding leads of these organisations if concerns are raised about individuals.

6. Responsibilities of the teaching and non-teaching staff in the school:

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to the Designated Officer immediately. Although it is usually the remit of the Designated Safeguarding Lead, anybody can make a referral to the local authority. Referrals are made to the home borough of the pupil involved. See key contact details at the end of this policy.

If the child's situation does not appear to be improving, the staff member with concerns should press for re-consideration.

Staff should undertake appropriate and regular training in relation to safeguarding and promoting the welfare of children (Keeping Children Safe in Education 2018). All staff employed by the school should read part 1 of Keeping Children Safe in Education (2018) along with Appendix A. A signed register of staff will be kept by the DSL confirming this.

All staff are expected to wear their lanyard and ID card to identify them at all times. Visitors to the school are expected to read a safeguarding summary card before signing in. Only scheduled visitors with a valid DBS (e.g social workers, music teachers, police and educational psychologists) will be allowed to work with children on a 1-2-1 basis with pupils. All other visitors (including speakers) will need to be accompanied by a member of staff at all times. If adults are seen in the building during school hours (8-17.30) unaccompanied and/or without a visitor's badge, it is the duty of staff to challenge them and escort them to reception.

Confidentiality

- We recognise that all matters relating to child protection are confidential.
- The Designated Safeguarding Lead will disclose personal information about a pupil to other members of staff on a need to know basis only.
- 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.
- We will always undertake to share our intention to refer a child to SS or CAMHS with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

Supporting Staff

- 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.
- We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support through the local authority.

Reporting Procedures

Staff must:

- Remember that the priority is to protect the student.
- Treat the matter seriously.
- Receive the student's story if appropriate, listen but do not judge.
- React to what the student tells you with belief and tell the student that they have done the right thing in telling you.
- Indicate to the student what action you will take and make it clear that you will have to inform others (no secrets). Only inform those with a need to know.
- Keep an accurate record of what you have become aware of and what you have done.
- Limit any questioning bearing in mind the 'must not' points below.

Staff must not:

- Interrogate the student if that student has disclosed information, or ask leading questions.
- Speak to anyone about whom allegations are made (including colleagues).
- Promise to keep secrets/confidentiality.
- Ask a student outright if they or others have suffered abuse.

Whistleblowing

The School has a separate Whistle Blowing Policy. It has adopted this policy and the accompanying procedure on whistleblowing to enable members of staff to raise concerns internally and in a confidential fashion about child protection, fraud, malpractice, health and safety, criminal offences, miscarriages of justice, bribery, and failure to comply with legal obligations or unethical conduct. The policy also provides if necessary, for such concerns to be raised outside the organisation.

7. Allegations against staff

- 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.
- All staff should be aware of the school's Scholarly Behaviour Policy
- 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 Principal or the most senior teacher if the Principal is not present. The Chair of Governors should also be informed.
- The Principal/Senior teacher on all such occasions will discuss the content of the allegation with the Newham Local Area Designated Officer (LADO)/ Safeguarding Team within 24 hours.
- If the allegation made to a member of staff involves the Child Protection Officer, the Principal should immediately be informed. The Principal will then consult the Local Area Designated Officer.
- If the allegation made to a member of staff concerns the Principal, the person receiving the allegation will immediately inform the Chair of Governors. The Chair will then consult the Local Area Designated Officer without notifying the Principal first.
- The Principal will report to the LADO within one month of leaving the school any person whose services are no longer used because he or she is considered unsuitable to work with children.

8. Allegations made against fellow pupils

Any allegations of abuse made by one or more pupils against another pupil must be reported to the Designated Safeguarding Officer who will take necessary measures to safeguard the pupil.

These should involve:

- A report to the Safer School's Officer.
- A referral to Children's Social Care.
- Contact with parents.
- Making sure that arrangements are put in place to keep pupils apart.

9. Use of Reasonable Force

School staff have a power to use force and lawful use of the power will provide a defence to any related criminal prosecution or other legal action (Use of Reasonable Force DfE 2013)

Guidance states that staff must only ever use physical intervention as a last resort, e.g. when a child is endangering him/her or others and that, at all times it must be the minimal force necessary to prevent injury to another person.

Such events should be recorded in writing by the member of staff who intervened and counter-signed by a witness. Incidents involving the use of restraint should be reported to the Principal.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures. If it is deemed that a member of staff has not acted within the guidance, then the Principal and Designated Safeguarding Lead should contact the Local Area Designated Officer.

10. Anti-Bullying

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.

The school community will therefore:

- Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- 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.

11. Health & Safety

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.

12. Policy Review

Due to the frequent release of new legislation and guidelines, the Governing Body is responsible for ensuring an annual review of this policy.

13. Definition of Abuse

A child is considered to be abused or at risk of abuse when the basic needs of the child are not being met through avoidable acts of either commission or omission. The harm must be significant and includes neglect, ill-treatment, physical, sexual or emotional abuse, impairment of physical or mental health or impairment of physical, intellectual, emotional or social development.

Child Abuse can be best categorised in four types:

- a) neglect
- b) physical abuse
- c) sexual abuse
- d) emotional abuse

All members of staff should familiarise themselves with the specific forms, signs and symptoms of abuse as set out in Annex A of Keeping Children Safe in Education 2018.

14. Designated Safeguarding Lead - Job Description

The DSL will:

1. Draw up the school's policy and procedures for responding to and dealing with cases involving child protection and amend and update these in line with revised guidelines from the police, social services or the Department for Education.
2. Ensure that all members of staff, including part-time and voluntary workers are aware of school policy and procedures and that all staff, including the Principal, receive regular and appropriate training in child protection.
3. Be the first point of contact for staff suspecting child abuse.
4. Act as Liaison Officer between the school and other concerned parties, including police, social services and medical authorities.
5. Inform the Principal immediately of any suspected case of child abuse or allegation of abuse made against a member of staff.
6. Maintain records of all cases reported, separate from pupils' general files.
7. Attend Child Protection Conferences, and if unavailable organise for an appropriately trained member of staff to attend in his absence.
8. Support staff who have received disclosures of child abuse.
9. Attend relevant courses and maintain a file of relevant publications on Child Protection; attend training which shall be updated at least once every two years.

Where any deficiencies or omissions are noted in this policy these will be remedied immediately and as a matter of the highest urgency.

15. Key Contact Details

Referrals should be made to the home borough of the pupil.

Newham Child Protection: 020 3373 4600

Newham CFCS (CAMHS): York House, 411 Barking Road, Plaistow E13 8AL

Tel: 020 7055 840

Tower Hamlets Child Protection: 020 7364 5006

Tower Hamlets CAMHS: 16-18 Greatorex Street, London E1 5NF

Tel: 020 7426 2375

Police Safer Schools Officer (Newham): PC Andrew Gibson

Local Area Designated Officer (LADO): London borough of Newham

020 3373 1356, Int: 31356 nick.pratt@newham.gov.uk

www.newham.gov.uk/nlscb

Tower Hamlets SIP Panel "Channel" for Prevent Strategy: Chair: Liz Vickerie,

liz.vickerie@towerhamlets.gov.uk 020 7364 6448.

If at any stage there is concern that a child is at imminent risk of harm the Designated Child Protection Officer will also contact the Child Protection Duty Line on 020 7364 3444.

If we suspect that someone is actually engaged in terrorist activity, we will also contact the police or the anti-terrorist hotline immediately on 0800 789 321

16. Evaluation of Child Protection Procedures

It is important to stay up to date both with the legislation provided from the DfE and with our own practice. Effective monitoring/evaluation of Child protection issues is dependent upon the maintenance of accurate and up to date records. The criteria by which the monitoring and evaluation of the Child protection procedures and policy are undertaken are described below:

Parents:

- any pertinent feedback from parents/guardians/carers;

Students:

- any pertinent feedback from students;
- the number of students on the Child Protection register;
- the number of referrals made by staff to the Designated Child Protection Officer;
- the number of referrals made by the Designated Child Protection Officer to Children Schools and Families Directorate;
- routine examination by the Governors of anonymous individual case studies;

Staff:

- any pertinent feedback from staff;
- involvement by all staff in training relating to Child Protection issues;
- the budget allocated to training for Child Protection CPD;

Governors/Compliance

- The policy will be reviewed on an annual basis in order that we comply include and comply with new legislation and good practice. Currently the School's policy for 'Child Protection' is consistent with, and so reinforces all current legislation including:
 - Keeping children safe in education. DfE September 2018
 - Working together to safeguard children. DfE July 2018
 - The Children's Act. 2004