

Hartismere Family of Schools



# Benjamin Britten School

## Child Protection & Safeguarding Policy

Policy No.19

*Policy Led by: JMc, ITh, MR Reviewed: April 2019 Next Review: March 2020*

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## 1. PURPOSE

1.1 The purpose of The Trust's Child Protection Policy at Benjamin Britten School is to ensure every child who is a registered pupil at our school is safe and protected from harm. This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

## 2. INTRODUCTION

2.1 Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

2.2 Our policy applies to all Pupils, Staff, Parents, Governors, volunteers and visitors.

## 3. PROCEDURES

3.1 When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place and told who our Designated Safeguarding Lead is. All visitors are given a leaflet on safeguarding. A copy of the trust's Child Protection Policy and the staff code of conduct is available on request from the main office. They will also be shown the recording format, given information on how to complete it and who to pass it to and given a copy of Part one and Annex A of 'Keeping Children Safe in Education 2016'.

3.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. The department manager will be responsible for ensuring that the programme is organised and will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Designated Safeguarding Lead. The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive on-line safety training as this is part of the overarching safeguarding approach of our school.

3.3 New staff who have not had any child protection training or staff who have had training more than three years ago will be advised how to access up to date single agency training.

3.4 All regular visitors and volunteers to our school will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our Designated Safeguarding Lead and alternate staff members are and what the recording and reporting system is. There is a notice at reception with the names and telephone numbers on, including contact details for the Local Area Designated Officer (LADO).

3.5 When new pupils join our school, all parents and carers will be informed that we have a Child Protection Policy. This will be offered to parents should they request a copy. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Customer First. The Leaflet Support for Children and Families will be made available to all parents/carers who request a copy and be given to all parents/carers for whose child we have referred to Customer First. The notification of parents/other carers will be at the discretion of the Designated Safeguarding Lead and or the Headteacher.

## 4. TRAINING

4.1 Every member of staff will undertake appropriate safeguarding training every three years. In the Trust we have our own training cycle with compulsory attendance when their update is due. The Designated Safeguarding Lead, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend Suffolk Safeguarding Children's Board multi agency training – working together to safeguard children. This training will be updated every three years. In addition to this, the Designated Safeguarding Lead will also attend Safeguarding Children in Education or an equivalent course every two years.

4.2 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our

school. We will do this in a number of ways. The named governor for safeguarding will attend updated training with other named governors in our area, we will also consider safeguarding training for our whole governing body and our named governor will also be encouraged to attend the Safeguarding Children in Education training with our Designated Safeguarding Lead.

4.3 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed on [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk).

4.4 Staff can find the most up to date national safeguarding information on [www.teachernet.com](http://www.teachernet.com)

4.5 The Head teacher and the Designated Safeguarding Lead should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school.

4.6 We recognise that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges and these are discussed in staff training.

4.7 We recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training.

4.8 Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide training, guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: '[Mandatory Reporting of Female Genital Mutilation - procedural information](#)' (October 2015).

4.9 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. In the Trust, we will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise.

- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our school by using effective filtering and usage policies.
- The DSL has received Prevent training and will act as the point of contact within our school for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with local procedures. Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

## 5. CHILD PROTECTION CONFERENCES

5.1 From time to time staff members may be asked to attend a child protection conference on behalf of the school in respect of individual children. Usually the person attending from school will be the Headteacher or Designated Safeguarding Lead. In any case, the person attending will need to have as much relevant up to date information about the child as possible. This is more likely to be available from a class teacher, form tutor or subject teacher.

A child protection conference will be convened if a referral has been made and following an investigation the findings have considered the child to be at risk of harm, or if the child is already subject to a child protection plan a review conference is held to monitor the safety of the child and the required reduction in risk.

5.2 Staff may be required to attend child protection conferences or core group meetings to represent the school. For the most up to date information regarding child protection conferences staff will have access to *Working Together to Safeguard Children March 2015* and will have access to multi agency training to equip them to carry out this task.

5.3 All reports for child protection conference will be prepared in advance using the Education Report to Child Protection Conference form. The information contained in the report will be shared with parents either at the conference or before and will include information relating to the child's physical, emotional and intellectual development. A risk assessment relating to the continuing risk of harm to the child will also be included.

5.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## 6. LOOKED AFTER CHILDREN AND OUR SCHOOL

6.1 We will ensure that our school is doing all that we can to help children in care fulfil their potential and contribute to school life.

It is the responsibility of the designated teacher to ensure that each child has a Personal Education Plan (PEP) as part of their overall care plan.

6.2 The designated teacher or their representative will meet with other agencies to review the progress of all children in the Trust who are looked after.

6.3 The Governing body will ensure that there is a named Governor with responsibility for Looked After Children.

## 7. SAFE STAFF

7.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

7.2 Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made. Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned.

7.2 We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with our children. We will always ensure that the Suffolk Safeguarding Children's Board procedure, Managing allegations of abuse by Adults Working in a Position of Trust is adhered to. All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek advice where deemed appropriate from our LADO. Neither the Headteacher nor any other member of school staff will investigate these matters. We will seek and work with the advice that is provided where appropriate. Should an allegation be made against the Headteacher, this will be reported to the Chair of our governing body who will liaise with the LADO.

7.3 All staff will have access to and be expected to know our trust's policy for safe restraint. There will be occasions when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of personnel able to practice school safe will be kept by the Headteacher.

7.4 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

7.5 There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in the Investigation, Referral and Support Coordinator guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings. ([www.teachernet.com](http://www.teachernet.com))

## 8. OUR ETHOS

8.1 Our trust will establish and maintain an ethos where our pupils feel secure, are encouraged to talk and are listened to. Children at our school will be able to talk freely to any member of staff or regular visitor to our school if they are worried or concerned about something. The child's welfare is of paramount importance.

8.2 All staff and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what their chosen adult will have to do with whatever they have been told. All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

8.3 The trust will endeavour to provide activities and opportunities in the PHSE curriculum that will equip our children with the skills they need to stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

8.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015) and [Suffolk Safeguarding Children Board Procedures](#).

## 9. RECORDS AND MONITORING

9.1 All staff have a duty to recognise concerns and pass information on in accordance with procedures outlined in this policy. If we are concerned about the welfare or safety of any child all adults in school will record their concern on the agreed report form and give this to the Designated Safeguarding Lead. All staff are encouraged to report any concerns that they have and not see these as insignificant. Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the Designated Safeguarding Lead and information will only be shared within school on a need to know basis for the protection of the child.

9.2 Any safeguarding information will be kept in the file and will be added to. Copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will have a chronology and contents front cover.

9.3 Reports of a concern to the Designated Safeguarding Lead must be made in writing and signed and dated by the person with the concern. It is not the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation.

9.4 If a child leaves our school we will ensure that our Designated Safeguarding Lead makes contact with the Designated Safeguarding Lead at the following school and the file will be forwarded. We will use the safeguarding information sheet to ensure the receiving school has the most relevant and up to date information about the child.

9.5 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Headteacher. Concerns should always lead to help for the child at some point.

9.6 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- ● the situation is an emergency and the designated senior person, their alternate and the Headteacher are all unavailable;
- ● they are convinced that a direct report is the only way to ensure the pupil's safety.

9.7 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact Children's Services directly with their concerns.

9.8 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same [safeguarding children procedures](#) will apply in respect of any child who is suffering or likely to suffer significant harm; staff must never tolerate or dismiss concerns relating to peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyber bullying), gender based violence/sexual assault and sexting. Any staff who have any concerns about peer on peer abuse should follow the correct procedures in recording a concern.



## 10. ROLES AND RESPONSIBILITIES

10.1 Within the trust the Headteacher is responsible for identifying a senior member of staff to be the Designated Safeguarding Lead. Through appropriate training, knowledge and experience our Designated Safeguarding Lead will liaise with Children's Services and other agencies where appropriate, and make referrals to Children's Services.

10.2 Any concern for a child's safety or welfare will be recorded in writing and given to the Designated Safeguarding Lead (DSL), details of this are on each schools website. The Designated Safeguarding Lead will represent the school at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. The Named Designated Safeguarding Lead is also the Designated Teacher for Looked After Children.

10.3 The Designated Safeguarding Lead will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have access to single agency training. Where appropriate the Designated Safeguarding Lead will also ensure level two joint agency training is applied for and attended by staff who are required to attend.

10.4 The governing body of the School will ensure that our Child Protection Policy is in place and is reviewed annually. This policy will be referred to in our school prospectus. The content of our policy has been written following consultation with the Local Authority and the requirements of the Safeguarding Children's Board Policies and Procedures. The Named Safeguarding Governor is Marion Ravenhill.

10.5 The governing body will receive a safeguarding report that will record training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify any individual pupil.

10.6 Should an allegation be made against the Headteacher of the School, the Chair of Governors will be responsible for liaising with the Local Authority.

10.7 At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. We will question the contents of application forms if we are unclear about them, we will undertake enhanced Disclosure and Barring Service (DBS) checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children. We will use the recruitment and selection process to deter and reject unsuitable candidates and will adhere to the requirements of Keeping Children Safe in Education 2016.

## 11. LINKS WITH OTHER POLICIES

11.1 The Child Protection Policy links with our behaviour, SEN, Data Protection, Health and Safety, Recruitment and vetting, complaints and Allegations of Abuse, Whistle- Blowing Policies statements and procedures.