

**Policy Document**

**B9 SAFEGUARDING CHILDREN POLICY**

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|---|---|
| SCHOOL:   | <b>BOLDON</b>                               |
| HEADTEACHER:  | <b>MRS E M HAYES</b>                        |
| DESIGNATED TEACHER:   | <b>MR D FAIRCLOUGH</b>                      |
| DEPUTY DESIGNATED TEACHER:                                  | <b>MRS E M HAYES</b>                        |
| NOMINATED GOVERNOR FOR SAFEGUARDING CHILDREN:               | <b>MRS A M MITCHELL</b>                     |
| SENIOR EDUCATION WELFARE OFFICER/<br>SAFEGUARDING CHILDREN: | <b>RUSS SAUNDERS ☎0191 4249927</b>          |
| SOCIAL CARE & HEALTH DUTY TEAM:                             | <b>☎ 0191 4245010</b>                       |
| SOCIAL CARE & HEALTH EMERGENCY DUTY TEAM:                   | <b>☎ 0191 4564473 (OUT OF OFFICE HOURS)</b> |
| CHILDREN'S STANDRDS UNIT:                                   | <b>☎ 0191 4545021</b>                       |

## Introduction

Boldon School fully recognises the responsibility it has to have arrangements in place for safeguarding and promoting the welfare of children.

'Through their day to day contact with pupils and direct work with 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)*

"These requirements underpin and reinforce the common duty of care and sit alongside other statutory duties in this area, for example health and safety and dealing with bullying"

*(Circular DFES/0027/2004)*

Section 175 of the Education Act 2002 states:

- A local education authority shall make arrangements for ensuring that the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children
- The governing body of a maintained school shall make arrangements for ensuring that functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school
- An authority or body .... shall have regard to any guidance given from time to time by the Secretary of State.

This new legislation makes safeguarding children responsibilities clear and gives governors, as employers, the ability to dismiss or otherwise discipline heads and teachers who fail in this duty.

## Definitions

- Child means a person under the age of eighteen
- Maintained school means a community, foundation or voluntary school, a community or foundation special school or a maintained nursery school
- Welfare is defined as health happiness prosperity and well being of a person.

## Circumstances of Abuse

Section 3 of the "LA Safeguarding Procedures" manual gives guidance on specific circumstances of abuse. These include: professional abuse, allegations of abuse of Looked After Children, multiple abuse, abuse by children or young people, sexually transmitted infections arising from sexual abuse, children/young people who abuse substances, bullying, child prostitution, domestic violence, children and HIV, child protection and children in black and ethnic minority groups, children with disabilities, stranger abuse, female genital mutilation, children of alleged abusers, sudden death of infant or child, schedule one offenders and other adults who may pose a risk to children, children of families serving with the Armed Forces, child pornography and the internet, guidance on the use of interpreters, criminal injuries compensation, parents who misuse substances, parents/carers with mental health issues, young carers and induced illness syndrome.

In addition, self harm is often an indicator of child abuse. If a member of staff is concerned that a child is self-harming, child protection procedures are followed. At Boldon School, self-harm is never viewed as attention seeking behaviour.

Also, all teachers have a duty to inform the named person for Safeguarding Children if they suspect that domestic violence is occurring within a family. Any domestic violence within a household should be viewed as an issue to refer to the Laygate Referral and Assessment Service.

There are four main elements to our policy:

- Prevention:** through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school protective ethos.  
**Procedures:** for identifying and reporting cases, or suspected cases, of abuse.  
**Support to Pupils:** who may have been abused.  
**Recruitment:** preventing unsuitable people working with children and young people.

Our policy applies to all staff and volunteers working in the school including community education staff and governors. Teaching assistants, mid-day supervisors, secretaries as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact school governors.

## 1. Prevention

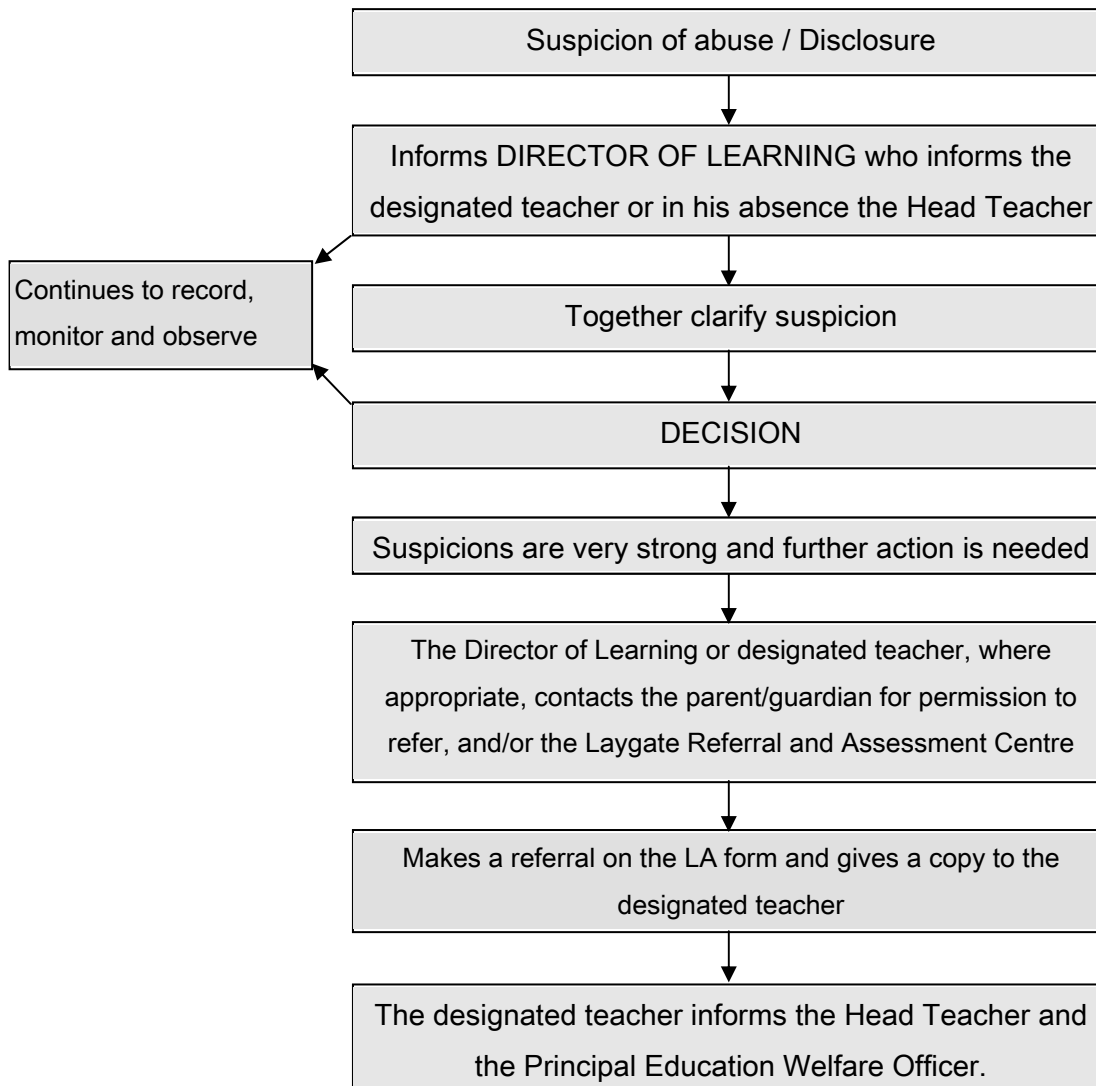
1.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps prevention.

1.2 The school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty.
- Include in the curriculum, activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse. Children will know who to turn to for help.
- Include, in the curriculum, material that will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

## 2. Procedures:

### 2.1(i) Internal Referral Procedures



### 2.1(ii) Procedures for if a member of staff comes across child pornography in school

If a member of staff comes across hardcore child pornography, that member of staff does not investigate but seeks advice from the designated teacher for Safeguarding Children or the Head Teacher.

If material that causes concern is innocently accessed (pornographic sites are often found to be disguised as an innocent site) it is reported to IWF, [www.iwf.org.uk](http://www.iwf.org.uk)

If a member of staff does not know how child pornography has been brought into school, that member of staff reports it to the police. If it is believed that a member of staff has brought the child pornography into the school, it is reported to the police, and the procedures in policy document B9 are followed.

If a student is found accessing child pornography at school, a referral is made to the Laygate Referral and Assessment Service.

## 2.2 Record Keeping

The school keeps clear written records of concerns about children, all records are kept with the designated teacher. They are safely locked in a filing cabinet.

Where staff feel that there is cause for concern about any student, but that it is not appropriate to refer to Social Services, the 'Internal Cause for Concern' form (Appendix 1) is completed and a copy is given to the relevant Director of Learning and the designated teacher.

All records are dated and initialled. They are factual and based on observation but do not include interpretations or recommendations. Staff record everything they have seen and heard together with where and when this happened and if anyone else was present.

Close investigation of safeguarding children issues is carried out by the Local Safeguarding Children team. **School staff do not ask pupils to make written statements or get involved in detailed discussion.**

2.3 After a disclosure, or where there is suspicion of abuse, we follow the procedures set out in Interagency Procedures produced by South Tyneside Area Child Protection Committee (ACPC: now called the Local Safeguarding Children's Board.), and in "What To Do If You Are Worried A Child Is Being Abused" (DoH/DfES 2003).

Before making a referral advice can be sought from:

- the Social Care and Health Directorate's Child Care Manager;
- the Education Welfare Services Manager;
- the Social Care and Health Directorate's Referral and Assessment Service.

Informal consultation between agencies is encouraged but in all cases, a check on the Child Protection Register is made. If the child or family are named in the consultation, it is carried out with the consent of parents, unless seeking such consent would put the child at further risk.

All new referrals are made to the Referral and Assessment Service Duty Officer using the 'Common Assessment Framework (CAF) Form'. If there is an immediate risk this is done in person or by telephone and followed up in writing on the official form (blank copies of the form are kept in the school office) and on line.

### **Cross Boundary Investigations**

This refers to pupils whose permanent home is in an authority outside of South Tyneside. All concerns are referred to the appropriate agency in South Tyneside who initiate protective action. South Tyneside then contact the home authority. The home authority usually takes responsibility for the investigation (see Section D – pages 24 to 26 of the South Tyneside Interagency Procedures Manual).

There are new procedures to ensure that the “Home” and “Host” authorities work together

### **Registered children moving into South Tyneside**

If any professional learns of the arrival of a child/children in South Tyneside who is on the Register of another Local Authority, he/she informs the Child Protection Register Custodian immediately. This applies to temporary as well as permanent moves.

### **Registered children moving out of South Tyneside (destination not known or children who are missing)**

When a child on the Child Protection Register goes missing, any professional who becomes aware of this informs the Key Worker or Social Services.

### **The Designated Teacher**

The school ensures that it has a designated senior member of staff for safeguarding children issues. The member of staff is MR D A Fairclough. (Training for MR D A Fairclough will be updated at least every 2 years.)

In the absence of the designated teacher, MRS EM Hayes will deal with safeguarding children issues.

The designated member of staff takes advice from a safeguarding children specialist when managing complex cases.

### **Looked After Children**

The designated teacher for Looked After Children is Mr D Fairclough, Assistant Head Teacher. For details of procedures for children who are looked after, see Section C (Pages 12 to 20) the 'LA Child Protection Procedures' manual.

**2.4** Boldon School will ensure every member of staff and every governor knows:

- The name of the designated person and her/his role.
- That they have an individual responsibility for referring safeguarding children concerns using the proper channels, and within the timescales set out in the ACPC procedures. (ACPC is now called Local Safeguarding Children's Board but the current procedures in the manual are still called ACPC procedures).
- Where the Education Child Protection Procedures and the ACPC procedures are located and any other related guidance. (At Boldon School everyone has a copy of this policy and procedures booklets are in the staff room and all DOLs have a copy).

Boldon School will also ensure that parents have an understanding of the responsibility placed on the school and staff for child protection. This policy is also displayed on the school website for parents and pupils.

Pupils are also given information through Child Protection Awareness raising assemblies.

**2.5** Boldon School will provide training for all staff from the point of their induction, and this will be updated every three years at a minimum, so that they know:

- Their personal responsibility;
- The Local Safeguarding Children's Board procedures;
- The need to be vigilant in identifying cases of abuse;
- How to support and to respond to a child who tells of abuse.

The latest whole school training of teaching and non teaching staff took place in the academic year 2009-2010.

All new staff 2009/2010 have received training.

**2.6** Boldon School will notify the local Social Care & Health team and the Education Welfare Service if:

- We have to exclude a pupil on the child protection register (whether fixed term or permanently)

**2.7** Boldon School will notify the Education Welfare Service immediately if:

- There is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend); (or as agreed as part of any safeguarding children or core group plan).

**2.8** Boldon School will work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding children matters, including attendance at and providing written reports for initial case conferences, core groups and safeguarding children review conferences.

If the Director of Learning or designated teacher is concerned about a lengthy delay in dealing with referrals or in setting up a core group, the Education Welfare Services Manager is contacted.

**2.9** Boldon School will ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice with regard to children, and that such concerns are addressed sensitively and effectively in a timely manner.

### **3. Supporting the Pupil at Risk:**

**3.1** We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame.

**3.2** Boldon School may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.

**3.3** We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.

### **3.4** The school will endeavour to support the pupil through:

- The content of the curriculum to encourage self-esteem and self-motivation.
- The school ethos which (i) promotes a positive, supportive and secure environment (ii) gives pupils a sense of being valued.
- The school's behaviour policy which is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach, which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the pupil such as Social Care & Health, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and the Education Welfare Service and TaMHS.
- A commitment to develop productive and supportive relationships with parents whenever it is in a pupil's best interest to do so.
- Recognition that children living in a home environment where there is domestic violence, drug or alcohol abuse are vulnerable and in need of support and protection.
- Vigilantly monitoring children's welfare, keeping records and notifying Social Services as soon as there is a recurrence of a concern.
- Transferring information to the new school when pupils on the child protection register leave.

## **4. Preventing Unsuitable People from Working with Children:**

- 4.1** The school will operate safe recruitment practices including ensuring appropriate CRB and reference checks are undertaken according to Circular DfES/0278/2002 Child Protection: Preventing Unsuitable People from Working with Children and Young People in the Education Service. Mrs E Hayes, Head Teacher and Mrs J Buczynskij, Chair of Governors have attended the Safer recruitment Workshop.
- 4.2** The school will consult with the designated LA Officer for Safeguarding Children in the event of an allegation being made against a member of staff and adhere to the relevant procedures set out in the Education Child Protection Procedures, Local Safeguarding Children's Board procedures and the school's policy document B9.
- 4.3** The school will ensure that any disciplinary proceedings against staff relating to safeguarding children matters are concluded in full, even when the member of staff is no longer employed at the school, and that notification of any concerns is made to the relevant authorities and professional bodies, and included in references where applicable.
- 4.4** The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents as advised by the Local Authority's Code of Conduct.
- 4.5** The school will ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings taken against them, under the Sexual Offences Act 2003 (Abuse of position of trust).

## **5. Other Relevant Policies:**

### **5.1 Physical Intervention**

- Currently, we are waiting for the LA policy and guidance on physical intervention. Our draft policy on, 'Use of Force to Control or Restrain Pupils' is set out in a separate document and is reviewed annually by the governing body. We acknowledge that staff must only ever use

physical intervention as a last resort, and that at all times this must be the minimal force necessary to prevent injury to another person.

- We understand that physical intervention of a nature that causes injury or distress to a child, may be considered under Safeguarding Children or disciplinary procedures.

## **5.2 Bullying**

Our policy on bullying is set out in a separate document and is reviewed annually by the governing body. We acknowledge that to allow or condone bullying may lead to consideration under Safeguarding Children procedures.

## **5.3 Racist Incidents**

Our policy on racist incidents is set out in a separate document and is reviewed annually by the governing body. We acknowledge that repeated racist incidents or a single serious incident may lead to consideration under safeguarding children procedures.

## **5.4 Health & Safety**

Our Health & Safety policy is set out in a separate document and is reviewed annually by the governing body. It reflects the consideration we give to the protection of our children, both within the school environment, and away from the school when undertaking school trips and visits.

## **5.5 Use of the Internet**

This policy should be read in conjunction with the school policy C17A-Information and Communication Technology Internet Policy.

## **5.6 Children with Statements of Special Educational Needs**

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with learning difficulties, disabilities, sensory impairment, and/or emotional and behaviour problems are particularly sensitive to signs of abuse. Particular attention is paid to ensuring that those with communication difficulties are enabled to express themselves to a member of staff with appropriate communicative skills.

## **5.7 Confidentiality and information sharing**

- Staff will ensure confidentiality protocols are adhered to, and information is shared appropriately. If in any doubts about confidentiality, staff will seek advice from a senior manager or outside agency as required.
- The Head Teacher or Designated Teacher will disclose any information about a pupil to other members of staff strictly on a **need to know basis**.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets.

## **6. Governing Body Safeguarding Children Responsibilities:**

The governing body is accountable for ensuring that Boldon School has effective policies and procedures in place, in accordance with DFES 'Safeguarding Children in Education' guidance, and for monitoring the school's compliance with the guidance.

## 6.1 The governing body ensures that the school:

- Has a Safeguarding Children policy and procedures in place that are in accordance with LA guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request.
- Operates safe recruitment procedures and makes sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including Criminal Record Bureau and List 99 checks.
- Follows the procedures as laid down by the Local Safeguarding Children's Board and the LA for dealing with allegations of abuse against members of staff and volunteers.
- Has a senior member of the school's leadership team who is designated to take lead responsibility for dealing with safeguarding children issues, providing advice and support to other staff, liaising with the LA, and working with other agencies.
- In addition to basic safeguarding children training, the designated person undertakes training in inter-agency working that is provided by, or to standards agreed by, the Local Safeguarding Children's Board; that person also has refresher training at 2 yearly intervals to keep his/her knowledge and skills up to date.
- The governing body ensures that the Head Teacher, and all other staff who work with children undertake appropriate training to equip them to carry out their responsibilities for safeguarding children effectively. (This is kept up to date by refresher training at 3 yearly intervals.) The governors also ensure that temporary staff and volunteers who work with children are made aware of the school's arrangements for safeguarding children and their responsibilities.
- The governing body also remedies any deficiencies or weaknesses in regard to safeguarding children arrangements that are brought to its attention. This must be done without delay.
- The nominated governor for safeguarding children is Mr E Thompson who is responsible for liaising with the LA and/or partner agencies, as appropriate in the event of allegation of abuse being made against the head teacher.
- The governing body reviews its policies and procedures annually and provides information to the LA about them, and about how the above duties have been discharged.
- The governing body ensures that the school's arrangements for safeguarding children, as written in this policy, apply to before and after school activities which are directly under the supervision or management of school staff.

## 6.2 Where services or activities are provided separately by another body, the governing body will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and for child protection, and that there are arrangements to liaise with the school on these matters where appropriate.

This is particularly important with regard to work placements. The DfES advice is followed, that is, police checks are not a requirement for short-term work experience placements (i.e. up to 15 days). However, where the placement is long term, then the person in the work place specifically designated to have responsibility for looking after, supervising, or directing the training of the young person, should be vetted and subject to a CRB check. That person should also be given basic Safeguarding Children training to be aware of their responsibilities in accordance with " What to do if you are worried a child is being abused". They should be given details of a person to contact in the event that there are concerns about a child for whom they are responsible.

The children who are placed in these settings should also be given clear advice about who to contact if they are worried or uncomfortable about their surroundings, or if they suffer abuse.

If any safeguarding children issues are raised, normal procedures will be adopted. Mrs V Cowan who arranges, vets and monitors work placements has had basic training in safeguarding children.

**6.3** The designated teacher for Safeguarding Children will briefly report to the governing body on a termly basis. Individual pupil names will not be disclosed.

**7. Post 16 Education**

Where there are safeguarding children issues about any young person going to South Tyneside College, information will be sent to the nominated officer – Mrs Joanne Howe.

Similar procedures will be established with other Post 16 education providers.

**Consultation**

Consultation regarding this policy has taken place with the staff of Boldon School. The policy is also displayed on the school website and parents are invited to liaise with the school about the policy.

This policy was ratified on ..... and will be reviewed on .....

Signed by the Head Teacher .....



## Safeguarding Children Cause for Concern

|   |
|---|
| <b>Name of Child:</b>   |
| <b>Date of Birth:</b>   |
| <b>Address:</b>   |
| <b>Family Details:</b>  |
| <b>Contact telephone number:</b>  |
| <b>Date of the event/concern:</b>   |
| <b>Time of the event:</b>   |
| <b>Nature of Concern:</b>   |
| <b>Any action taken</b>   |
| <b>In the case of a disclosure please record details on the reverse of this sheet</b> |
| <b>Please print name</b>  |
| <b>Date:</b>  |
| <b>Signed:</b>  |

Please pass this form to the Director of Learning who will discuss the cause for concern with the designated person for Safeguarding Children.

**Action taken by Director of Learning**

**Action taken by designated teacher**

**Details of disclosure**

- **Full account of what child said (Do not ask the child to make a written statement)**

- **Account of questions put to the child**

- **Time and place of the disclosure**

- **Who was present at time of disclosure**

- **Demeanour of the child**

- **Where the child was taken and where returned to at end of disclosure**