

Phoenix Junior Academy



Child Protection Policy

This policy was adopted on: September 2010
Revised Jan 2011, Feb 2015,
Jan 2017,

The policy was reviewed: September 2017

Amended: October 2017

To be reviewed: September 2018

Designated Safeguarding Lead (DSL) Peter Sears

Safeguarding Nominated Governor: Andrew Ost

Introduction

*‘Education staff have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect at an early stage’
Working Together to Safeguard Children 2015*

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. The Governing Body is also committed to working together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

We recognise that all adults² at this school have a full and active part to play in protecting and safeguarding the children in our care, and that the pupils’ welfare is our paramount concern.

This policy takes into account the Kent and Medway Safeguarding Children Procedures

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002 and 2011, and in line with government publications:

“Working Together to Safeguard Children” 2015,
Statutory Guidance for School and Colleges - “Keeping Children Safe in Education” July 2015,
Revised Safeguarding Statutory Guidance 2 - “Framework for the Assessment of Children in Need and their Families” 2000,
“What to do if You are Worried a Child is Being Abused” 2003.

The guidance reflects “Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings” DCSF 2015 and Medway’s Safeguarding Children Board (MSCB) Safeguarding Children Procedures¹

Aims

- To provide a caring, positive, safe and stimulating environment that cares for the social, physical and moral development of the individual child. The governing body takes seriously its legal duty to safeguard and promote the welfare of the children and to work together with other agencies in so doing.
- To provide an environment in which pupils feel safe, secure, valued and respected; and where they feel confident and know how to approach responsible adults if they are in difficulties.
- To develop effective working relationships with all other agencies involved in safeguarding children.

¹ That is children and young people up to the age of 18 years ² All paid staff and volunteers

Procedures and Responsibilities

School procedures for safeguarding children are in line with Kent and Medway Safeguarding Children Procedures, which may be accessed at www.mscb.org.uk

A copy of 'What to do if you are worried about a child being abused' is available for all staff to read. This may also be downloaded from www.teachernet.gov.uk/publications

The school has a Designated Child Protection Co-ordinator (DCPC), who has undertaken basic child protection training delivered through the Medway Safeguarding Children Board and the one-day DCPC training provided by the Local Authority (LA). They will attend refresher training provided by the Local Authority every two years. We have a member of staff who will act in the DCPC's absence who has also received the basic multi-agency training and who will have been briefed in the role. The name and role of the DCPC will be clearly displayed in the school.

It is the responsibility of the DCPC to ensure that all adults in school receive a copy of the policy and follow the schools internal child protection procedures and Medway Council's record keeping procedures. All child protection records will be kept in a secure place away from school files, e.g. a locked cabinet in the head teacher's office. It is also the responsibility of the DCPC to phone CADS.

All adults who work in schools, whether paid or voluntary, are legally required to participate in child protection training at least every three years. Opportunities will be provided to receive training consistent with Medway Safeguarding Children Board's standards, in order to develop their understanding of the signs and indicators of abuse, and their knowledge regarding what to do if they feel a child may be suffering abuse.

All members of staff, volunteers and governors know how to respond to a pupil who discloses abuse, and they are familiar with procedures to be followed (see below).

If a child chooses to tell a member of staff about alleged abuse, there are a number of things that must be done to support the child:

- Do not make promises e.g. to keep secrets
- Stay calm and be available to listen.
- Listen with the utmost care to what the child is saying.
- Question minimally without pressurising, only using open questions.
- Do not put words in the child's mouth but note the main points carefully.
- Keep a full record - date, time, what the child did, said etc; on Medway Council's 'record of concern' form using a body map if appropriate. See Appendix 1
- Re-assure the child and let them know that they were right to inform us.
- Inform the child that this information will now have to be passed on.
- Immediately inform the DSL or a DCPC.

All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's child protection policy. Reference will be made to it in a prospectus/brochure and home school agreement.

Our DSL will ensure a systematic means of monitoring children known or thought to be at risk of harm, they will ensure that we contribute to assessments of need and support plans for those children.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.

Our DSL will ensure a structured procedure within the school, which will be followed by all of the members of school community in cases of suspected abuse.

Our policy and procedures will be reviewed annually and updated by the governing body, which will ensure that they are in line with Medway Safeguarding Children Board's policies and procedures.

Supporting children

We recognise that a child who has been abused or neglected, who witnesses abuse or lives in an abusive environment may feel helpless and, or humiliated. They may blame themselves, have low self-esteem and find it difficult to see the world as a positive place.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research demonstrates the behaviour of a child in these circumstances may range from that which is perceived to be normal to that which is aggressive or withdrawn.

We will 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. We will promote a school ethos that is positive and supportive, and a secure environment, which provides all pupils and adults with a sense of being respected and valued.

Safe School, Safe Staff

We will ensure that:

All members of the Local Governing Board understand and fulfil their responsibilities, namely to ensure that:

- there is a Child Protection policy
- the school operates safer recruitment procedures
- the school has procedures for dealing with allegations of abuse against staff
- senior leaders have Designated Child Protection responsibility
- the DSLs and DCPD undertake interagency training and DCPD training updates every 2 years in line with statutory guidance. (In Medway refresher training is delivered annually)
- all other staff have Safeguarding training every year
- any weaknesses in Child Protection arrangements are remedied immediately
- the Chair of the Local Governing Body is the nominated Governor for allegations against the Headteacher
- Child Protection policies and procedures are reviewed annually

The school has one trained Designated Safeguarding Lead and one Safeguarding Officer.

- The Designated Safeguarding Lead is Peter Sears (Headteacher)
- Claire Beer is also a Safeguarding Officer, both have undertaken the compulsory training delivered through the Medway Safeguarding Team, or by an approved external training provider, and will undertake other training as required, at least every 2 years.
- Sam Wady and Rebecca Warrener have also received the DCPC training
- The DSL is involved in recruitment and at least one member of the governing body will also complete Safer Recruitment Training (either via MSCB or currently on-line on the DfES website)

All members of school staff and volunteers:

- All members of staff and volunteers are provided with child protection awareness information at induction, included in their arrival pack and the school safeguarding statement so that they know who to discuss a concern with.
- All members of staff are trained in and receive regular updates in e-safety and reporting concerns.
- All other staff and governors have child protection awareness training, updated by the DSL or another approved provider every 3 years, to maintain their understanding of the signs and indicators of abuse.

- All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or disclosure of abuse.
- All parents/carers are made aware of the school's responsibilities with regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our prospectus/brochure and home/school agreement.
- Our Lettings policy will seek to ensure the suitability of adults working on school sites at all times.
- Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures.
- That child protection concerns or allegations against adults working in the school are referred to the LADO for advice - 01634 3331307 if they are not available contact the Educational Safeguarding Co-ordinator. Any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS) for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer. (Contact the LADO for guidance in any case. Failure to notify DBS service in appropriate circumstances is a criminal offence)

Our procedures will be regularly reviewed and up-dated.

The name of the Designated Safeguarding Lead and other members of staff for Child Protection will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the Safeguarding Officers names clearly displayed, as part of their induction into the school.

Parents/carers are made aware of this policy and their entitlement to have a copy of it via the school handbook/newsletter/website.

Safeguarding within the Curriculum

All students will undertake personal safety training through PSHCE Lessons and assemblies delivered by outside agencies. Specialist E-Safety workshops are arranged through the LA safeguarding Team for all year groups, NSPC Assemblies and workshops are scheduled for Year 5 & 6.

Supporting staff

We recognise that staff working in the school that have become involved with a child who has suffered harm, or who appears likely to suffer harm, may find this situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the Safeguarding Officers and to seek further support.

We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document 'Guidance for Safe Working Practices for the Protection of Children and Staff in Education Settings' provides advice on this and the circumstances that should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse made against staff. These matters form part of staff induction and are referred to in the staff handbook.

We recognise that Safeguarding Officers should have access to support and appropriate workshops, courses or meetings as organised by the Local Authority.

Confidentiality

We recognise that all matters relating to child protection are confidential, however, a member of staff must never guarantee confidentiality to a pupil, nor should they agree to keep a secret. Where there is a Child Protection concern it must be passed immediately to Designated Child Protection Co-ordinator, and before the end of the school day.

The Head Teacher or DCPC will disclose personal information, including the level of involvement of other agencies, about a pupil to other members of staff only 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.

Further information on Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM.

Warning signs that FGM may be about to take place, or may have already taken place, can be found by accessing the MSCB website or government publications. Staff are aware of their duty to report and notify concerns of

FGM in accordance with law ². Staff should initiate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Staff should complete awareness training of FGM.

Staff in the school are aware of the mandatory reporting duty which applied from 31.10.15, requiring regulated teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police.³

Preventing Radicalisation under the Counter-Terrorism and Security Act

Exposure of children to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation.

Every member of staff at Phoenix Juniors recognises that children exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children from other risks.

Every member of staff and governors of Phoenix Juniors have completed an e-learning training package developed by The National Counter Terrorism Policing Headquarters (NCTPHQ), in conjunction with the College of Policing which includes guidance on how to identify people who may be vulnerable to being drawn into terrorism, and how to refer them into the Channel process.

The Designated Safeguarding lead should also have attended additional training, which includes further information on the Prevent Duty.

Staff have also been trained in the identification of children at risk CSE (Child Sexual Exploitation) and the early signs of preparation for FGM (Female Genital Mutilation) they are also aware of the ways in which to report any concerns.

Safe staff

Checks will be undertaken on all adults working in the school to establish the suitability of a person to work with children corresponding to Safe Recruitment procedures. Records of these checks will be kept in accordance with Section 4.5 of 'Safeguarding Children and Safer Recruitment in Education' DfES 2006, each recruitment selection group and interview panel will have a 'Safer Recruitment' trained member.

² Serious Crime Act 2015, Section 74, part 5B (in addition to FGM Act 2003, Section 5A)

³ Please refer to "Mandatory Reporting of Female Genital Mutilation – procedural information" Annex A: FGM Mandatory Reporting Process Map for 'known' cases and the current process

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 with or in view of other adults.

All staff understand that they are employed in a 'Position of Trust' and that inappropriate behaviour with or towards children is unacceptable. It is an offence for a person in a position of trust to have a sexual relationship with a child under 18, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment even if s/he does not teach the child. Sexual Offences Act 2003

If an allegation is made against another member of staff, the member of staff receiving the allegation will immediately inform the headteacher or the most senior teacher if the headteacher is not present. The Headteacher or most senior teacher will then consult with the Local Authority Designated Officer (01634 331065) if she is not available contact Education Safeguarding Co-ordinator (01634 331017).

If the allegation made to the member of staff concerns the headteacher, the person receiving the allegation will immediately inform the chair of Local Governing Board who will consult the Local Authority, (as above) without notifying the headteacher first.

The school will follow the Local Authority procedures for managing allegations against staff, a copy of which can be found in the staff room. Where another body provides services or activities separately, using the school premises, the Local Governing Board will ensure that the body concerned has appropriate policies and procedures in place in regard to safe recruitment and safeguarding children.

Positive Handling

Some designated staff at Phoenix have undergone Positive Handling training (Sept 2015/October 2018). While not being used as an initial intervention there are on occasions the needs for Physical Restraint. If this should happen then it must be reported to the Headteacher and the appropriate form completed.

Whistle blowing

All staff should be aware of their duty to raise concerns about the attitude and actions of colleagues. If necessary, they should speak to the delegated "whistleblowing" governor **Kim Parnell** or consult with the Local Authority Designated Officer (01634 331065) are not available contact Education Safeguarding Co-ordinator (01634 331017). See also Medway Council Whistle-blowing procedures, if you are unhappy with the response you have received please contact Office for Standards in Education or contact the Department for Education (0870 000 2288 or complaints.peu@dfes.gov.uk).

Links to other policies

The child Protection Policy should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children in this school.

- ***Physical intervention/positive handling:*** Our Positive Handling included in the Behaviour Policy states that staff may only use physical intervention as a last resort. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.
 - ***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.
 - ***Racist incidents:*** Our policy on racist incidents is set out in a separate anti-racism or equal opportunities policy and acknowledges that repeated racist incidents, or a single serious incident, may lead to consideration under child protection procedures.
 - ***Health and safety:*** Our health and 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, for example in relation to internet use; and when away from the school for example when undertaking school trips and visits.
 - ***Safe recruitment:*** Our policy, which sets the vetting requirements for all staff that wish to work in our school whether paid or voluntary. All staff will have an Enhanced DBS check.
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**Confidential
safeguarding
record form**

Information sheet

School: Phoenix Junior Academy

Name of child:

Date of birth:

Any other name by which the child is known

Address	Telephone numbers
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Family members

Name	Relationship	Address

Other children associated

Professionals involved

Name	Agency	Address and phone number

**Confidential
safeguarding
record form**

School: Phoenix Junior Academy
Record of concern:

Name of child:

Date of birth:

Name and position of person completing the form: (please print)

Date and time of incident	
Incident	
Names of witnesses and any other information	Action taken
Signature	Date (dd/mm/yy) and time form completed

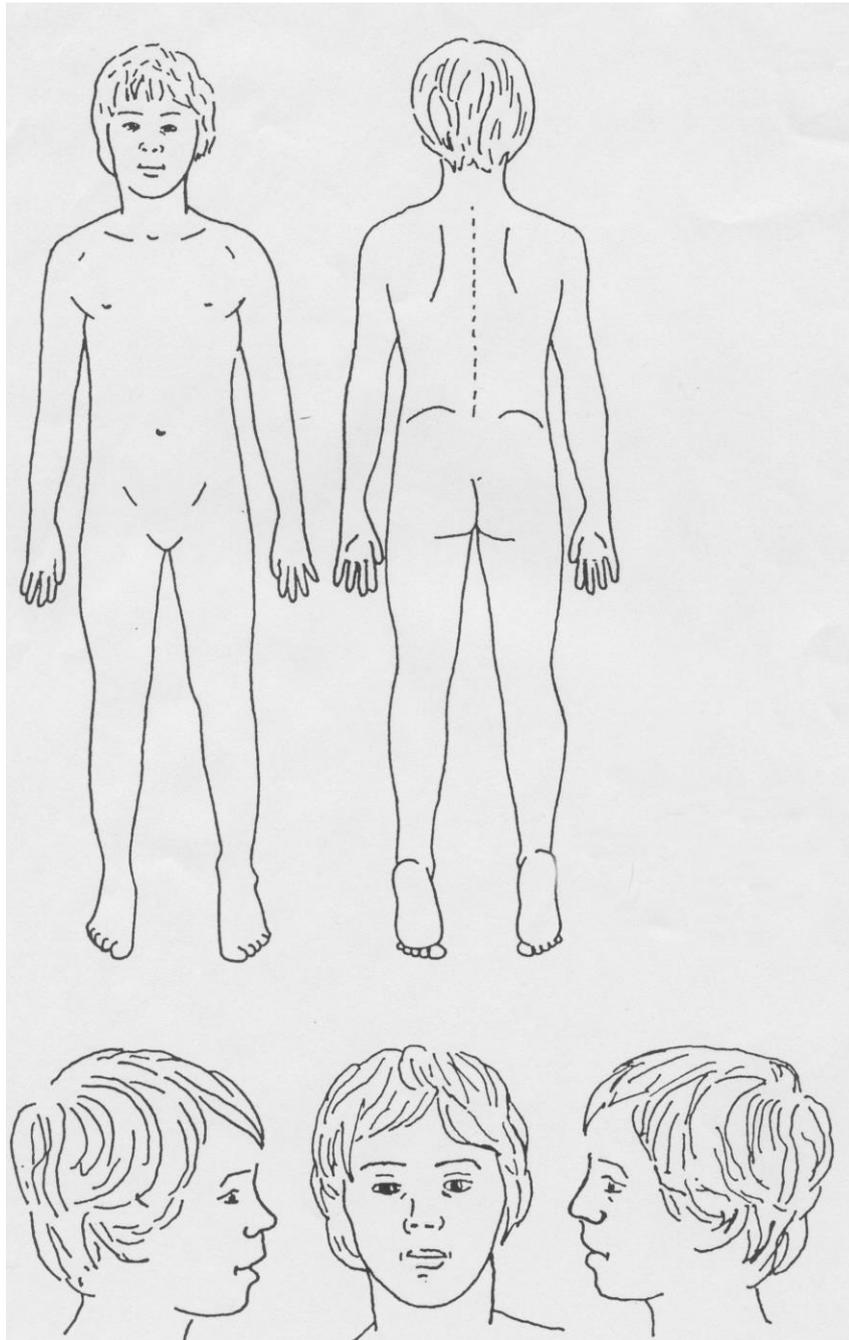
**Confidential
safeguarding
record form**

School: Phoenix Junior Academy

Body map: *(to be used in conjunction with a record of concern form).*

Name of child:

Date of birth:



Signature

Print name

Date (dd/mm/yy) and time form
completed

**Phoenix Junior Academy
Individual Pupil
Positive Handling Plan**

Child's Name:

Class:

SEN, Disability, Vulnerability, Medical or Social Needs:

What are the triggers? What has led to dangerous situations in the past?

What hazards have been seen in the past? Please tick all that apply

Spitting Kicking Punching Biting Slapping Hair Pulling Pushing Pulling Clothing
Pinching Neck Grabs or Holds Arm Holds Leg Holds Body holds Use of Missiles
Use of Weapons

Other? Please state:

Likelihood of it happening: Low Medium High

What can be done to prevent or reduce the risk these incidents happening?

Are there any distractions or diversions that would help to stop a situation from escalation or help to de-escalate it? Interests, key words, objects etc.

What de-escalation strategies have worked in the past? What should be avoided? Are there key people who the child may respond to?

Has physical intervention worked in the past? If the answer is yes, what strategies were used? Should any be avoided?

In the past, what calming strategies have been used after the incident? Is there anything that should be avoided?

Who needs to be informed of these incidents?

Parents/Carers Social Worker Educational Psychologist Doctor Hospital

Other: (please state)

People involved in formulating this plan:

Review Date:

Date:

Checklist for writing a Significant Incident/use of force report

Have you included the following if necessary?

- Any SEN, disability, vulnerability or medical need of the child?
- Names and roles of any staff involved
- Names and details of any witnesses
- Any attempts made by staff to de-escalate the situation
- Any warnings given that force may be used
- The reasons for recording this incident
- Any injury suffered by staff or pupils during the incident
- Any first aid and/or medical treatment required as a result of the incident
- The name/s of the person/people this form was shared with after the incident, including outside agencies

- The action taken after the incident i.e. support and/or disciplinary action
- When and how the parents/carers were informed and their reaction.
- Name and role of person compiling the report
- Name and role of person countersigning the report.

Prevent Referral form

Referral details

Name:			
Alternative names:			
Date of birth:		Gender:	
Address:			
Nationality:		Ethnicity:	
Language:		Religion:	
Family or carer details:			

Referring agency details

Referral author and contact details	
Agency:	
Date of referral:	

Referral factors

Faith / ideology issues	e.g. concerning comments relating to faith or ideology, association with extremists
Social mobility issues	e.g. Poverty, lack of social activity, isolation, lack of education or employment, immigration issues
Physical or mental issues	e.g. disability, learning difficulties, mental health concerns
Risk or harm factors	e.g. threat posed by family member (i.e. DV issues), victim of hate crime or personal attack
Criminal activity or association	e.g. involved in criminal activity, associating with known criminals

Summary reason for referral
Outline main reasons for referral
Existing agency involvement
Outline any agency involvement already in place (that you are aware of) e.g. Early Help/Preventative Services (CAF), MAPPA, Safeguarding
Any other relevant information

When completed please email to channel@kent.pnn.police.uk