

Child Protection and Safeguarding Policy and Procedure

Key Contacts

Role	Name	Contact details
Designated Safeguarding Lead	Paul Barber	p.barber@gildredgehouse.org.uk
Deputy Designated Safeguarding Lead	Carley Hawkins	c.hawkins@gildredgehouse.org.uk
Designated Safeguarding Officer	Laura Pettigrew	l.pettigrew@gildredgehouse.org.uk
Nominated Governor for Safeguarding and Child Protection	Mrs. Rachel Moreton	r.moreton@gildredgehouse.org.uk
Chair of Governors	Mr Julian Mace	j.mace@gildredgehouse.org.uk
Local Authority Designated Officer (LADO)	Amanda Glover	07825 782793
Referrals into Early Help and Social Care	Single Point of Advice	01323 464222 0-19.SPoA@eastsussex.gov.uk
	Emergency Duty Service - after hours, weekends and public holidays	01273 335906 01273 335905

Purpose

Gildredge House aims to ensure that children who are vulnerable, at risk, and have suffered or are likely to suffer significant harm are identified, and appropriate action is taken to keep them safe. We will ensure that staff feel confident that allegations of abuse will be handled professionally and sensitively, and with due regard to confidentiality (see Allegation of Abuse Policy).

This policy reflects our active commitment to promote and safeguard the welfare of all students at our school, including those in the EYFS, and is in line with the 'Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2018' document. We believe that children have a fundamental right to feel safe and protected from any form of abuse and exposure to marginal religious viewpoints and acts of terrorism or extreme cruelty in the name of any religious group. Therefore we will provide a secure and caring environment, with highly skilled and aware staff, and a curriculum which nurtures self-esteem and empowers children to protect themselves.

Gildredge House has, and will continue to develop, a systematic approach towards identification and referral of suspected child abuse to the appropriate agency. We recognise that abuse may be emotional, physical, sexual or through neglect (further guidance is available in the appendices).

In line with the law, this policy defines a child as anyone under the age of 18 years.

This policy applies to all members of staff in our school, including all permanent, temporary and support staff, governors, volunteers, contractors and external service or activity providers.

Legal Framework

Section 175 of the Education Act 2002 places a duty on governing bodies of maintained schools and further education institutions (including sixth-form colleges) to make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are students at the school. Section 157 of the same Act places a similar duty on non-maintained and independent schools, including free schools and academies.

- 4.2 Under section 10 of the Children Act 2004, all maintained schools, further education colleges and independent schools, including free schools and academies, are required to cooperate with the local authority to improve the well-being of children in the local authority area.
- 4.3 Under section 14B of the Children Act 2004, the Local Safeguarding Children Board can require a school or further education institution to supply information in order to perform its functions. This must be complied with.
- 4.4 This policy and the accompanying procedure have been developed in accordance with the following statutory guidance and local safeguarding procedures:
 - Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, September 2016
 - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2018
 - Pan-Sussex Child Protection and Safeguarding Procedures

In drawing up this policy we have considered the guidance from the Department for Education. We have also referred to the section on safeguarding in the Ofsted Evaluation Schedule.

Relationship to Other Policies

This policy is cross-referenced to the following policies:

- Allegations of Abuse
- E-Safety
- Health and Safety
- Safer Recruitment
- Whistle-Blowing and PSHEE Policies

For staff not wishing to use the school's whistle blowing policy about a Child Protection Concern, they can use the NSPCC line:

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

It is part of a coherent approach to safeguarding children in our school.

Roles and Responsibilities of Head Teacher, Other Staff, Governors

This policy applies to all staff, volunteers working in the school and visitors. Any one of them could be the first point of disclosure for a child.

The Head Teacher will:

- appoint a designated (senior) teacher to be responsible for all child protection matters and ensure that all staff know who this is and what their role is. The Designated Safeguarding Lead (DSL) will be on the school's Senior Leadership Team and their role of DSL will be explicit in their job description. This person should have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions

and inter-agency meetings - and/or to support other staff to do so - and to contribute to the assessment of children.

- make arrangements for this member of staff, and any other relevant staff, to be released to attend child protection conferences and training
- ensure that all staff selection panels include someone who has undertaken the Safer Recruitment training programme; all staff members of the school will undergo live safeguarding and child protection training (whole-school training) which is regularly updated and at least every three years. All governors must undergo governor specific online awareness training at least every two years.
- ensure that appropriate checks are carried out on all applicants for positions in the school - paid and voluntary
- maintain a single central record of all checks carried out on staff, volunteers and regular visitors to the school (e.g. contractors)
- ensure that child protection procedures set out in this policy are followed by all staff and volunteers
- ensure that all staff and volunteers have undertaken up-to-date training, including inter-agency working in the case of the Designated Safeguarding Lead. This will include providing child protection training for all new recruits
- have in place procedures for dealing with allegations of abuse against members of staff in accordance with Department of Education guidelines and ensure that all staff and volunteers are aware of them
- ensure that all staff and volunteers know how to raise concerns about poor or unsafe practice and address such concerns sensitively and effectively (see Whistle Blowing Policy)
- establish and maintain an environment 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 various opportunities which equip children with the skills they need to stay safe from abuse and to know who to turn to for help - including internet safety (see E-Safety Policy)
- include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills

In all cases in which it is alleged that a teacher, other member of staff, or volunteer in the school has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates that he or she is unsuitable to work with children, the Local Authority Designated Officer (LADO) will be informed immediately

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead must:

- have received training in how to identify abuse and know when it is appropriate to refer a case, together with a working knowledge of how to contribute effectively when required to local child protection conferences and other procedures and discussions
- have access to all relevant information and resources
- ensure that all staff and volunteers recognise that he/she is a source of information, advice, support and expertise within the school

- be responsible for co-ordinating referrals by liaising with the Local Authority Designated Officer (LADO), Social Services and other agencies over cases of abuse and allegations of abuse
- ensure that colleagues have had training in child protection relevant to their role and needs and know how to identify and report any concerns they have to the senior designated teacher immediately they arise
- ensure each member of staff and each volunteer has access to and understands this Child Protection Policy
- liaise with the Head Teacher to inform him of any issues and on-going investigations to ensure there is always cover for their role
- work with the governing body to ensure that this policy is reviewed and updated annually
- keep accurate, detailed and secure written records of referrals or concerns
- ensure parents/carers have access to the Child Protection Policy and are aware that referrals may be made by the school
- ensure that when a child transfers to another school the next school receives his/her child protection file in time to make any necessary arrangements, and advise the receiving school of the need for this file to be kept separate from the main school file. The DSL will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass any safeguarding concerns to ISEND - Teaching and Learning Provision. If the school is not known or no contact is made, the DSL will seek the relevant advice
- notify Social Services if there is an unexplained absence of more than two days for a student who is on the child protection register

All Staff

Staff have a responsibility to protect children from abuse. Anyone made aware of, or suspecting, child abuse should take immediate action. Actual physical injury, verbal statements of actual physical, emotional or sexual abuse and evidence of neglect justify urgent referral to the Designated Safeguarding Lead. They should respond to the child by:

- treating him/her with utmost sensitivity, doing nothing to damage the child further through thoughtlessness or carelessness in their reaction to the child's distress
- listening and recording as accurately as possible what the child says with dates and times, in keeping with the Allegation of Abuse Policy
- not asking leading questions
- not promising to keep secrets

The information should be passed directly to one of the designated staff members.

Parents and Carers

Parents will be informed that, should any member of staff suspect that a child might have been deliberately harmed or neglected by their parent/carer, the school has a duty to inform the LADO. The Designated Safeguarding Lead and the LADO will discuss the referral and decide what further action is appropriate.

Should further investigation be necessary, the police have the right to speak with the child without parental consent when it is in the best interests of the child. They may do so on school premises or in special premises where a video may be made. However, they cannot take a child off the school premises without the permission of the Head Teacher. When the police interview a child, a staff member known to the child should provide appropriate support.

Governing Body

The governing body will ensure that:

- this policy conforms to the DfE and Local Safeguarding Children Board guidance, and is reviewed annually
- the school has a senior designated teacher to take lead responsibility for dealing with child protection issues
- members of the governing body and all staff have received appropriate training and information to carry out their responsibilities for child protection
- any deficiencies in child protection arrangements are brought to the attention of the governing body and are remedied immediately
- a member of the governing body is nominated to be the person responsible for liaising with the Local Authority and external agencies in the event of allegations of abuse being made against the Head Teacher.

This nominated governor will:

- oversee procedures and take action according to Local Authority procedures, where there are allegations against the Head Teacher
- if not also the Chair of Governors, inform the Chair of Governors if allegations have been made against the Head Teacher

The nominated governor for safeguarding and child protection will undergo live Governor Services training prior to, or soon after, appointment to the role; this training will be updated every three years.

The Chair of Governors will ensure that this Child Protection Policy is reviewed and reported on annually to the governing body using the Investigation and Referral Support Co-ordinator's (IRSC) Self-Review Tool for Safeguarding and Child Protection in Schools.

Supporting the Child:

We recognise that children who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. They may feel helpless, humiliated and some sense of blame. Our school may be the only stable, secure and predictable element in their lives.

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

Gildredge House will support all students by:

- ensuring the content of the curriculum includes social and emotional aspects of learning
- ensuring a comprehensive curriculum response to e-safety, enabling children and parents to learn about the risks of new technologies and social media and to use these responsibly
- ensuring that child protection is included in the curriculum to help children stay safe, recognise when they do not feel safe and identify who they might or can talk to
- providing students with a number of appropriate adults to approach if they are in difficulties
- supporting the child's development in ways that will foster security, confidence and independence
- encouraging development of self-esteem and self-assertiveness while not condoning aggression or bullying
- ensuring repeated hate incidents, e.g. racist, homophobic or gender or disability-based bullying, are considered under child protection procedures
- liaising and working together with other support services and those agencies involved in safeguarding children

- monitoring children who have been identified as having welfare or protection concerns and providing appropriate support

Arrangements for Monitoring and Evaluation

The Head Teacher will report to the governing body annually on the implementation of the policy, identifying any necessary changes in approach which are deemed necessary.

Other evidence that could be considered by the relevant governor/committee includes:

- staff governors - contributions at meetings
- recruitment and selection policy, including arrangements for DBS checks
- single central record of employment checks
- recruitment and selection documentation
- record of training undertaken by governors and staff
- records of physical intervention and training undertaken by staff
- statistics on bullying, racist abuse, harassment and discrimination, the response made and evidence of impact
- plans in place to meet the needs of students with medical conditions and feedback from staff, students and parents/carers
- number of staff trained in providing first aid and records of interventions
- records of training and guidance concerning drug and substance misuse for students, staff and parents/carers, the resulting action and the evidence of its impact
- number of incidents of drug and substance abuse, the response and its impact
- risk assessments for educational visits
- strategies in place for providing intimate care - training for staff, communications with parents and carers
- internet safety - policy in place and evidence that it is monitored (including training for staff, parents/carers and students)
- response to issues which may be specific to a local area or population, for example gang activity and evidence of impact
- school security - strategies in place to monitor all visitors
- monitoring and evaluation of intervention by external agencies.

Record Keeping

All child protection and welfare concerns will be recorded and kept in line with the East Sussex Local Safeguarding Children Board guidance Keeping Child Protection and Welfare Concerns: Guidance for Early Years Settings, Schools and Colleges January 2014.

We will continue to support any student leaving the school about whom there have been concerns by ensuring that all appropriate information, including child protection and welfare concerns, is forwarded under confidential cover to the student's new school as a matter of priority.

Safer Workforce and Managing Allegation against Staff and Volunteers

We will prevent people who pose risks to children from working in our school by ensuring that:

- all individuals working in any capacity at our school have been subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2018
- agencies and third parties supplying staff provide us evidence that they have made the appropriate level of safeguarding checks on individuals working in our school

- Every job description and person specification will have a clear statement about the safeguarding responsibilities of the post holder
- We will ensure that at least one member of every interview panel has completed safer recruitment training
- We have a procedure in place to handle allegations against members of staff and volunteers in line with *Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2018*. This procedure is detailed in Appendix B.

Staff Induction, Training and Development

All new members of staff, including newly-qualified teachers and teaching assistants, will be given induction that includes basic child protection training on how to recognise signs of abuse, how to respond to any concerns, e-safety and familiarisation with the safeguarding and child protection policy, staff code of conduct, *Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, Part One, September 2018* and other related policies.

The induction will be proportionate to staff members' roles and responsibilities and will include, at a minimum, the online child protection training provided by the East Sussex Local Safeguarding Children Board.

The DSL will undergo updated child protection training every two years.

All staff members of the school will undergo live safeguarding and child protection training (whole-school training) which is regularly updated and at least every three years. All governors must undergo governor specific online awareness training at least every two years.

Staff members who miss the whole-school training will be required to undertake other relevant training instead, for example, by joining another school's whole-school training.

The nominated governor for safeguarding and child protection will undergo live Governor Services training prior to or soon after appointment to the role; this training will be updated every three years.

We will ensure that staff members provided by other agencies and third parties, e.g. supply teachers and contractors, have received appropriate child protection training commensurate with their roles before starting work. They will be given the opportunity to take part in whole-school training if it takes place during their period of work for the school.

The Designated Safeguarding Lead will provide an annual briefing to the school on any changes to child protection legislation and procedures and relevant learning from local and national serious case reviews.

The school will maintain accurate records of staff induction and training.

Confidentiality, Consent and Information Sharing

We recognise that all matters relating to child protection are confidential.

The Head Teacher or Designated Safeguarding Lead will disclose any information about a student to other members of staff on a need-to-know basis only.

All staff members must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being.

All staff members have a professional responsibility to share information with other agencies in order to safeguard children.

All staff members who come into contact with children will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children's welfare.

We will ensure that staff members are confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent. This is covered in greater detail in Appendix B.

Inter-Agency Working

We will develop and promote effective working relationships with other agencies, including agencies providing early help services to children, the police and Children's Social Care.

We will ensure that relevant staff members participate in multi-agency meetings and forums, including child protection conferences and core groups, to consider individual children.

We will participate in serious case reviews, other reviews and file audits as and when required to do so by the East Sussex Local Safeguarding Children Board. We will ensure that we have a clear process for gathering the evidence required for reviews and audits, embedding recommendations into practice and completing required actions within agreed timescales.

Contractors, Service and Activity Providers and Work Placement Providers

We will ensure that contractors and providers are aware of our school's safeguarding and Child Protection Policy and procedures. We will require that employees and volunteers provided by these organisations use our procedure to report concerns.

We will seek assurance that employees and volunteers provided by these organisations and working with our children have been subjected to the appropriate level of safeguarding check in line with Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2018. If assurance is not obtained, permission to work with our children or use our school premises **will** be refused.

When we commission services from other organisations, we will ensure that compliance with our policy and procedures is a contractual requirement.

Whistle-Blowing and Complaints

We recognise that children cannot be expected to raise concerns in an environment where staff members fail to do so. We will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they will speak with the Head Teacher, the Chair of Governors or with the Local Authority Designated Officer.

We have a clear reporting procedure for children, parents and other people to report concerns or complaints, including abusive or poor practice.

We will actively seek the views of children, parents and staff members on our child protection arrangements through surveys, questionnaires and other means.

Site Security

All staff members have a responsibility to ensure our buildings and grounds are secure and for reporting concerns that may come to light.

We check the identity of all visitors and volunteers coming into school. Visitors are expected to sign in and out in the School Office visitors' log and to display a visitor's badge while on the school site. Any individual who is not known or identifiable will be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual, parent or anyone else, that threatens school security or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse the person access to the school site.

Quality Assurance

We will ensure that systems are in place to monitor the implementation of, and compliance with, this policy and accompanying procedures. This will include periodic audits of child protection files and records by the Designated Safeguarding Lead.

We will complete an audit of the school's safeguarding arrangements at frequencies specified by the East Sussex Local Safeguarding Children Board and using the audit tool provided by them for this purpose.

The school's Senior Leadership Team and the governing body will ensure that action is taken to remedy, without delay, any deficiencies and weaknesses identified in child protection arrangements.

Child Protection Procedures

The Designated Safeguarding Lead will ensure that all staff members have their contact details.

The Designated Safeguarding Lead will ensure that all new staff members have been entered on the Single Central Register with each staff member having had a satisfactory DBS check prior to their working within the school.

Upon taking up posts, all staff, including volunteers, will be trained in the following procedures (an abridged copy of which is on the reverse of staff ID badges).

Any adult who believes that either a child is at risk of, or showing signs of, the following should make a referral to the Designated Safeguarding Lead:

1. Abuse
2. Physical Harm
3. Emotional Abuse
4. Sexual Abuse
5. Neglect
6. Undertaking activities which support or take an interest in minority religious activity and violence

The referral should be made in writing using the referral forms kept in all staff rooms and staff work areas. The referral must be a factual, balanced account of what was seen, reported or disclosed. This should then be passed, in a brown envelope directly to the Designated Safeguarding Lead by the Safeguarding & Welfare Officer via the Safeguarding tray in the School Office. If a concern is raised and the child is considered by the referrer to be at risk of immediate harm, the referral is handed straight to the Designated Safeguarding Lead. If this is not possible, for example, due to absence, the referral should be passed directly to the Head Teacher or her delegate.

Upon receiving the referral the Designated Safeguarding Lead will discuss with the referee the next cause of action. This could be:

1. Contacting parents/carers
2. Consulting with external agencies
3. Referring the matter onto Social Services
4. Referral to the LADO

The causes of action would depend on the child in question and whether any previous action or referrals had been made.

Policy Review and Approval

Review interval: 1 year
Review term: Summer (Term 3)
Reviewed by: Deputy Head Teacher & Governors' Safeguarding Lead
Approved by: Full Governing Board

First approved: July 2013
Last approved: Summer Term 2018
Next review: Summer Term 2019

A copy of this policy and other related policies can be obtained from the School Office.