

LEICESTERSHIRE COUNTY COUNCIL
CHILDREN & YOUNG PEOPLE'S SERVICE

MODEL POLICY AND PROCEDURES ON SAFEGUARDING/CHILD
PROTECTION FOR SCHOOLS

VERSION:01/09/12

Kibworth High School
A Community Technology College

This policy is reviewed annually by the Governing Body, and was last reviewed 18 March 2013

Signed:

Mr Andrew Munro, Chair of Governors

Review (date)

November 2013

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Names staff and contacts

- Designated Senior Person for Child Protection: Angela Edwards, Headteacher
- Deputy Designated Senior Person: Bill Pringle, Deputy Head
- Nominated Safeguarding Governor: Mr Andrew Munro
- Safeguarding and Improvement unit contacts:

Head of Safeguarding and Improvement Unit

Victor Cook) 0116 305 7409

Allegations Manager

Mark Goddard 0116 305 7597

Safeguarding Development Officers:

Inga Windley 0116 305 7317

Simon Genders 0116 305 7750

Children's Social Care: Central Duty Team Telephone 0116 3050005

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Email childrensduty@leics.gov.uk
Address Children's Central Duty Team
Eastern Annex
County Hall
Championship Way
Glenfield
LE3 8ST

For Advice and Guidance – Team Managers

Dawn Ballard 0115 3057790

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1 Introduction

1.1 Kibworth High School fully recognises the contribution it can make to protect children and support pupils in school. The aim of the policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance.

1.2 This policy is consistent with:

- the legal duty to safeguard and promote the welfare of children, as described in section 157 of the Education Act 2002 and the DCSF guidance *Safeguarding Children and Safer Recruitment in Education January 2007*.
- the Local Children's Safeguarding Board (LCSB) Procedures, which contain procedures and guidance for safeguarding children;

1.3 There are four main elements to our Child Protection Policy:

- **Prevention** (e.g. positive school atmosphere, teaching and pastoral support to pupils, safer recruitment procedures);
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns);
- **Support** (to pupils and school staff and to children who may have been abused);
- **Working with parents/carers** (to ensure appropriate communications and actions are undertaken).

1.4 This policy applies to all staff, governors, volunteers and visitors to the school. We recognise that child protection is the responsibility of all staff. We will ensure that all parents/carers and other working partners are aware of our child protection policy by mentioning it in our school prospectus, displaying appropriate information in our reception and by raising awareness at initial meetings with parents/carers of new pupils. We inform parents/carers via our website with a publication of the safeguarding policy.

1.5 **Extended school activities** Where the Governing Body provides services or activities directly under the supervision or management of school staff, the school's arrangements for child protection will apply. Where services or activities are provided separately by another body, the Governing Body should seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect children and there are arrangements to liaise with the school on these matters where appropriate.

Safeguarding Commitment

2.1 The school adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff hope that children and parents/carers will feel free to talk about any concerns and will see school as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from members of staff.

1.6 Our school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty;
- Include in the curriculum activities and opportunities for PSHE/Citizenship which equip children with the skills they need to stay safe from abuse, and to know to whom they can turn for help; Ensure every effort is made to establish effective working relationships with parents/carers and colleagues from other agencies;
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including references and Criminal Record Bureau checks.

2.3 Safeguarding in the Curriculum

(See appendix 4 – Section 2 of the Staff Handbook)

2 Roles and Responsibilities

3.1 General

All adults working with or on behalf of children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school.

The names of the designated Senior Persons for safeguarding for the current year are listed at the start of this document.

3.2 Governing Body

In accordance with the DCSF document "*Safeguarding Children and Safer Recruitment in Education*" January 2007, the Governing Body will ensure that:

- The school has a child protection/safeguarding policy and procedures in place, and the policy is made available to parents/carers on request.
- The school operates safe recruitment practices, including appropriate use of references and checks on new staff and volunteers. Further more, the Headteacher, a nominated Governor and other staff involved in the recruitment process have undertaken Safer Recruitment Training.
- There are procedures for dealing with allegations of abuse against members of staff and volunteers (see Appendix 2).
- There is a senior member of the school's leadership team who is designated to take lead responsibility for dealing with child protection (the "Designated Senior Person for Child Protection").
- The Designated Senior Person for Child Protection undertakes Local Authority training (in addition to basic child protection training) and this is refreshed every two years.
- The Headteacher, and all other staff and volunteers who work with children, undertake appropriate training which is kept up-to-date by refresher training every three years; and that new staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities. The Local Authority "green" leaflets, "Safer working Practice for Staff in Education Settings" and "Education Child Protection" will be used as part of this induction and are available for staff, governors and volunteers in our handbook on the intranet.
- Any deficiencies or weaknesses brought to the attention of the Governing Body will be rectified without delay.
- Chair of Governors (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Headteacher, in liaison with the Local Authority Allegations Manager.
- Policies and procedures are reviewed annually and information is provided to the local authority through the Annual Safeguarding

Return on how the Governing Body discharges its duties regarding safeguarding and child protection.

- There is an individual member of the Governing Body who will champion issues to do with safeguarding children and child protection within the school, liaise with the Designated Senior Person for Child Protection, and provide information and reports to the Governing Body.

3.3 Headteacher

The Headteacher of the school will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the Designated Senior Person for Child Protection and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- allegations of abuse against teachers or other school staff are notified to the Local Authority Allegations manager;
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to Children's Social Care Services or the Police.
- Ensure all staff, volunteers, governors and visitors make visible at all times their appropriate photo ID badge.

3.4 Designated Senior Person for Child Protection

The responsibilities of the Designated Senior Person for Child Protection includes:

- Provision of information to the Local Authority on how -the Governing Body discharges its duties regarding safeguarding and child Protection
- liaison with the Governing Body and the Local Authority on any deficiencies brought to attention of the Governing Body and how these should be rectified without delay.
- referral of cases of suspected abuse to Specialist Services Central Duty Team;
- act as a source of support, advice and expertise within the school;

- to attend and contribute to child protection conferences when required to do so;
- ensure each member of staff has access to and understanding the school's child protection policy especially new or part-time staff who may work with different educational establishments;
- ensure all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise.
- keep detailed, accurate and secure written records of concerns and referrals;
- obtain access to resources and attend refresher training courses every two years.
- where children leave the school, ensure their child protection file is handed to the Designated Senior Person and signed for in the new school/college as soon as possible.
- maintain and monitor child protection records, including monitoring and acting upon individual concerns, patterns of concerns or complaints, in accordance with section on "Records and Monitoring" below.

4. Records, Monitoring and Transfer

4.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within the school. The Designated Senior Person for Child Protection is responsible for such records and for deciding at what point these records should be passed over to other agencies.

4.2 Records relating to actual or alleged abuse or neglect are stored apart from normal pupil or staff records including any CAF (common assessment framework) forms. Normal records have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.

4.3 Child protection records are stored securely, with access confined to specific staff, i.e. the Designated Senior Person for Child Protection, the Headteacher.

4.4 Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of

complaints or concerns about any individuals and ensuring these are acted upon.

4.5 When children transfer school their safeguarding records are also transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Senior Person in the receiving school, with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a child moving out of area and a physical handover not being possible then the most secure method should be found to send the confidential records to a named Designated Senior Person and a photocopy kept. Files requested by other agencies e.g. Police should be copied.

5. Support to pupils and school staff

5.1 Support to pupils

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such children school may be one of the few stable, secure and predictable components of their lives. Other children may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. We will seek to provide such children with the necessary support and to build their self-esteem and confidence.

5.2 This school recognises that children sometimes display abusive behaviour and that such incidents must be referred on for appropriate support and intervention.

5.3 Complaints or concerns raised by pupils will be taken seriously and followed up in accordance with the school's complaints process.

5.4 Support for Staff

As part of their duty to safeguard and promote the welfare of children and young people staff may hear information, either from the child/young person as part of a disclosure or from another adult that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Designated Senior Person for Child Protection about the support he/she requires. The Designated Senior Person for Child Protection should seek to arrange the necessary support.

6. Working with parents/carers

The school will:

- Ensure that parents/carers have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Undertake appropriate discussion with parents/carers prior to involvement of CYPS Specialist Services (Children's Social Care) or another agency, unless to do so would place the child at risk of harm.
- Work to develop productive, supportive relationships with parents/carers whenever it is in the child's interest to do so.

7. Other Relevant Policies

- 7.1 The Governing Body's statutory responsibility for safeguarding the welfare of children goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies – (see appendix 4 – Section 2 of the Staff Handbook).

The list is not-exhaustive but when undertaking development or planning of any kind the school needs to consider the implications for safeguarding and promoting the welfare of children.

8. Recruitment and Selection of Staff

- 8.1 The school's safer recruitment processes are based on the DCSF Guidance: Safeguarding Children and Safer Recruitment in Education January 2007. The school will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection/inappropriate conduct. In accordance with the DfE guidance entitled "Dealing with Allegations of Abuse against Teachers and other staff" (July 2011), cases in which an allegation has been proven to be unsubstantiated, unfounded or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.
- 8.2 The school has an open safeguarding ethos regularly addressing safeguarding responsibilities during staff meetings and fostering an

ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children. See green leaflet entitled Safer Working Practice for Staff in Education Settings 2011 and staff intranet Section 2.6 Guidance of Safe Working Practice for the Protection of Children and Staff in Education Settings March 2009 Section 3.

- 8.3** On every interview panel for school staff at least one member (teacher/manager or governor) will have undertaken safer recruitment training either online on the DfE website or by attending the local authority one day training course.

APPENDIX 1

PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A CHILD

Contents

A	General	
B	Individual Staff/Volunteers/Other Adults - main procedural steps	
C	Designated Senior Person for Child Protection – main procedural steps	

A. General

- 1) The Local Safeguarding Children Board Procedures contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on LSCB website www.lscb.org: The Designated Senior Person (DSP) for Child Protection is expected to be familiar with these, particularly referral processes.
- 2) It is important that all parties act swiftly and avoid delays.
- 3) Any person may seek advice and guidance from the Central Duty Team Managers, particularly if there is doubt about how to proceed (see contacts at the start of this policy document). Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- 4) Written records, dated and attributed, must be made to what has been alleged, noticed and reported, and kept securely and confidentially.
- 5) In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents' knowledge and consent to the referral are expected, unless there is reason for this not being in the child's interest. However, there will be circumstances when informing the parent/carer of a referral that might put the child at risk, and in individual cases advice from the Children's Social Care will need to be taken.

B. Individual Staff/Volunteers/Other Adults – main procedural steps

- 1) When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
- 2) As soon as possible write a dated and timed note of what has been disclosed or noticed, said or done and report to the Designated Senior Person for child protection in the school.
- 3) If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another young person or child, the Headteacher must be informed.
- 4) If the allegation is about the Headteacher, the information should normally be passed to the Chair of Governors or the Local Authority Allegations Manager.
- 5) If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

C. Designated Senior Person for Child Protection – main procedural steps

- 1) Begin a case file which will hold a record of communications and actions to be stored securely (see Section on Records and Monitoring).
- 2) Where initial enquiries do not justify a referral to the investigating agencies inform the initiating adult and monitor the situation. If in doubt, seek advice from Children's Social Care.
- 3) Share information confidentially with those who need to know.
- 4) Where there is a child protection concern requiring immediate, same day, intervention from Children's Social Care (Priority 1), the Central Duty Team should be contacted by phone. Written confirmation should be made within 24 hours on the LSCB Agency Referral Form to Children's Social Care (see link <https://forms.leics.gov.uk/AF3/an/default.aspx/RenderForm/?F.Name=r1c2j94jcs3>). All other referrals to the Central Duty Team (Priority 2 or 3) should be made using the online form. The Central Duty Team Managers are available for advice on the telephone numbers given in the contact details at the front of this document.

If the concern is about children using sexually abusive behaviour, refer to the separate guidance.

- 5) If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents/Carers must be informed that the child has been taken to hospital.

- 6) Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving school, take advice from Children's Social Care (for instance about difficulties if the school day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent/carer arrives to collect the child, the member of staff has no right to withhold the child. If there are clear signs of physical risk or threat, Children's Social Care should be updated and the Police should be contacted immediately.

APPENDIX 2

PROCESS FOR DEALING WITH ALLEGATIONS AGAINST STAFF (INCLUDING HEADTEACHERS) AND VOLUNTEERS (References to staff in this process include staff in schools, central services and volunteers.

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children 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; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they worked regularly or closely with children.

Relevant documents:

- DCSF “Safeguarding Children and Safer Recruitment in Education” 2006, Chapter 5: Dealing with Allegations of Abuse Against Teachers and other staff
- LSCB Procedures Chapter 7.2
- DFE Guidance “Dealing with Allegations of Abuse against Teachers and other Staff” July 2011

1) Individual Staff/Volunteers/Other Adults who receive the allegation:

- i. Write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Report immediately to the Headteacher.
- iii. Pass on the written record.
- iv. If the allegation concerns the conduct of the Headteacher, report immediately to the Chair of Governors. Pass on the written record.

(If there is difficulty reporting to the Chair of Governors, contact the Allegations Manager, Safeguarding unit as soon as possible.)

2) Headteacher

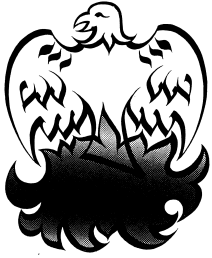
- i. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.

- ii. Before taking further action notify and seek advice from the Allegations Manager, Safeguarding unit on the same day.
- iii. You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- iv. Report to Children's Social Care if the Allegations Manager, Safeguarding unit so advises.
- iv. Ongoing involvement in cases:
 - Liaison with the Allegations Manager, Safeguarding unit.
 - Co-operation with the investigating agencies enquiries as appropriate.
 - Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.

3) Chair of Governors (only relevant in the case of an allegation against the Headteacher)

- i. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Notify the Allegations Manager, Safeguarding unit on the same day.
- iii. You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- iv. Report to Children's Social Care if the Allegations Manager, Safeguarding unit so advises; in cases concerning Headteachers, the report to Children's Social Care is sometimes undertaken by the Allegations Manager, Safeguarding unit on behalf of the Chair of Governors, following discussion.
- v.
 - Liaison with the Allegations Manager, Safeguarding unit.
 - Co-operation with the investigating agencies enquiries as appropriate.
 - Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.

APPENDIX 3



KIBWORTH HIGH SCHOOL
CHILD PROTECTION REFERRAL
CONFIDENTIAL

Pupil: _____ Form: _____

Name(s) of siblings at KHS: _____ Form: _____

Form completed by (print name): _____ Time: _____

Signature: _____ Date: _____

Name(s) of any other adult/child who was present when the disclosure/incident took place:

Reason for referral:

a) Disclosure re sexual abuse ; physical abuse ; emotional abuse ; neglect ; Other

b) non-specific general concerns

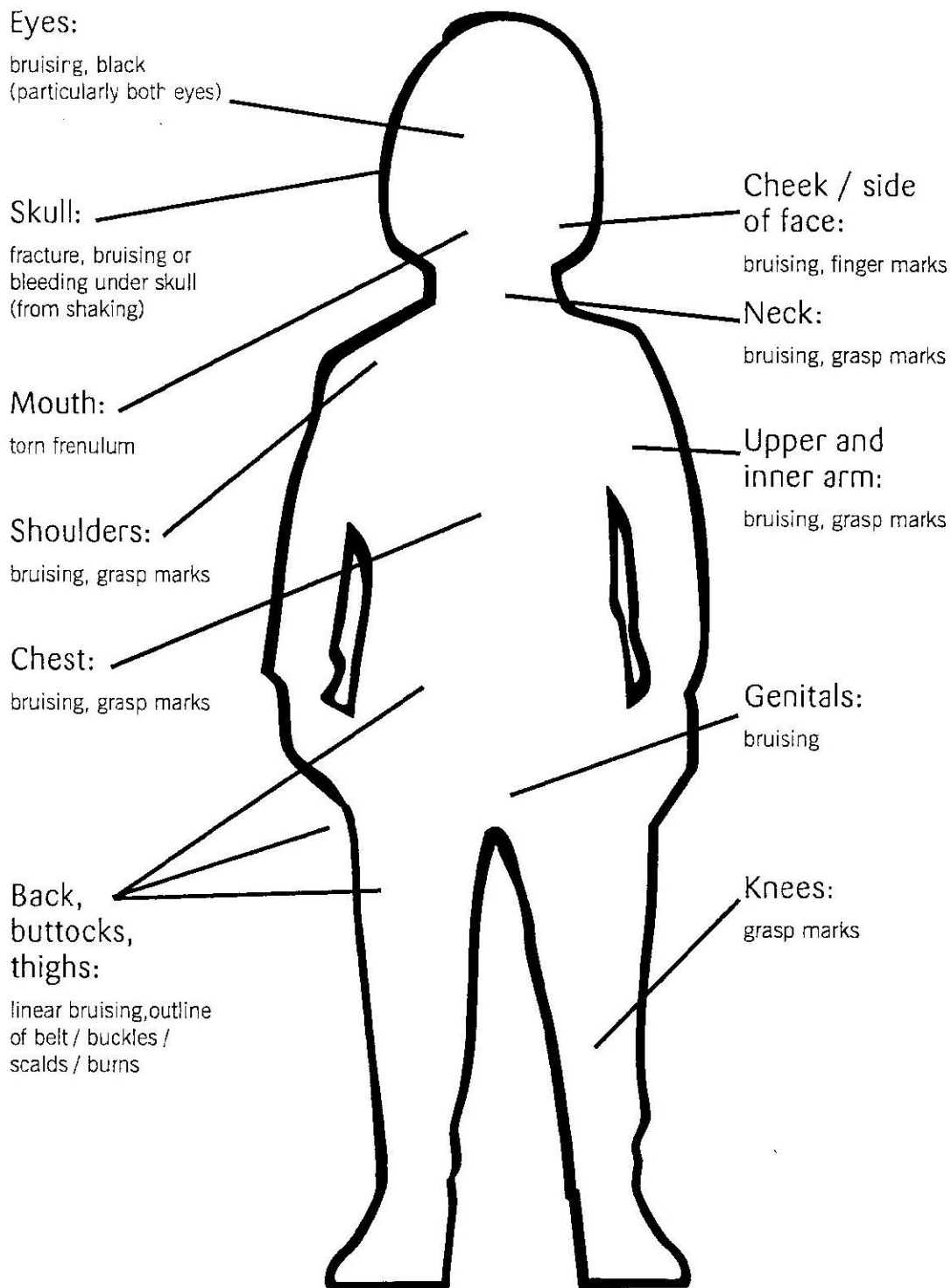
Please give details, including DATE/TIME/LOCATION of any disclosures/incidents/causes for concern, using the child's exact words where possible.

Continue overleaf if necessary

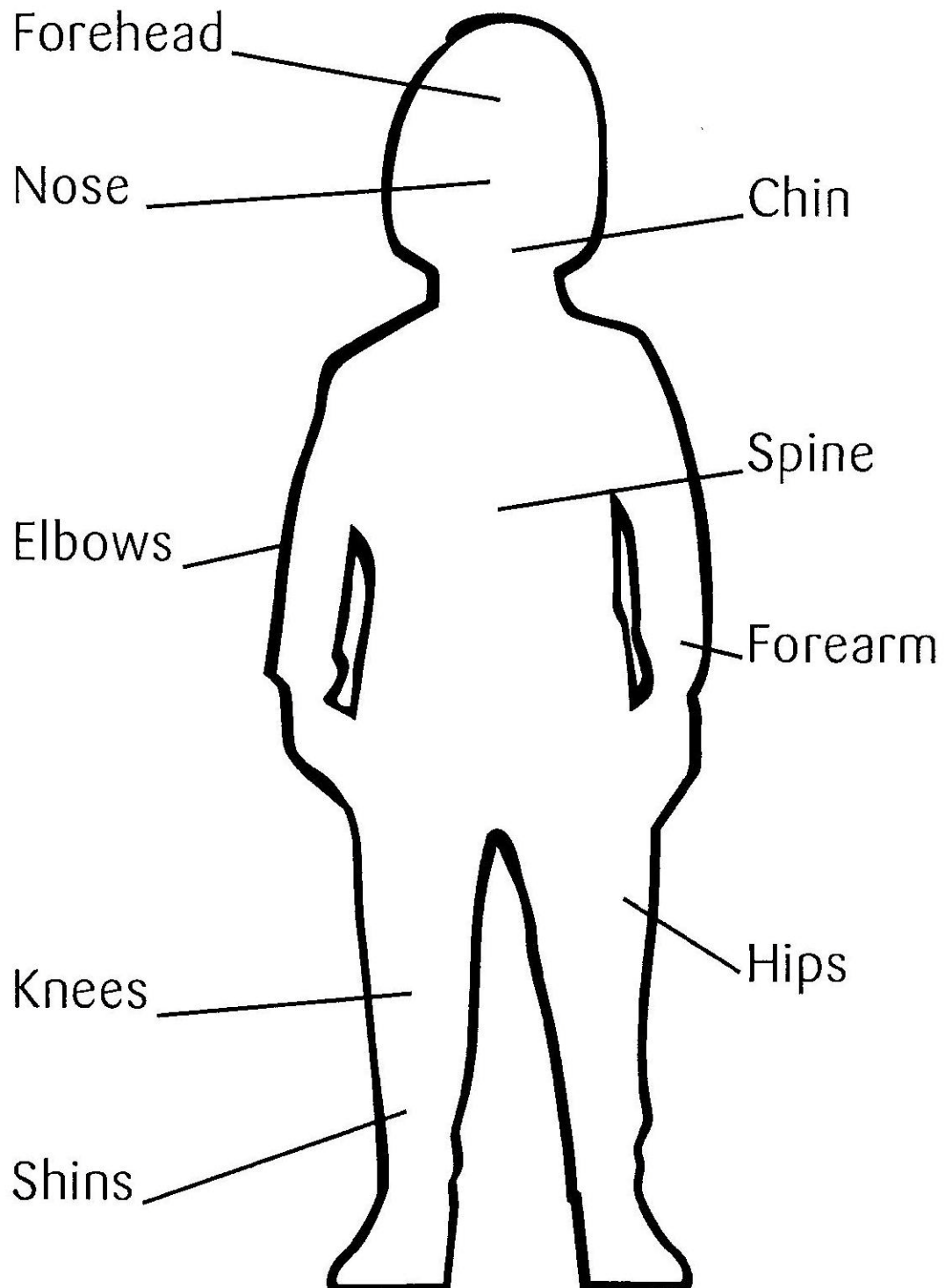
Please pass this form immediately to the Designated Senior Person (DSP) – Angela Edwards, or Bill Pringle in her absence.

Thank you

Common sites for *non-accidental injury*



Common sites for *accidental injury*



APPENDIX 4



Last Update
22/11/2012

intranet home staff home hhs website

Staff Handbook

Procedure for the maintaining storage & review of policies 02/03/2011

Section 2 : Safeguarding Children

2.1 - Health & Safety

Administration of medicines	23/08/2012
Critical Incident Policy	16/08/2010
Day Trips Policy - see section 2.5	←
Emergency Fire Procedures	08/11/2012
Emergency Fire Procedures - Assembly Point	11/12/2009
Fire Evacuation Procedure-Classroom example	14/01/2009
First Aid in the Workforce	23/08/2012
Guidance for Trip Organisers - see section 2.5	←
Health & Safety Policy	23/11/2010
Knife Safety	02/07/2012
Log of Accidents - Refer to B Cuppelditch	20/08/2012
Physical Interventions/Restraint of pupils	06/10/2009
Residential Trips Policy - see section 2.5	←
Toileting/Intimate Care - Refer to B Cuppelditch	20/08/2012

2.2 - Behaviour

Anti-Bullying Policy	20/03/2009
Bad Behaviour Procedure	06/09/2012
Classroom Code of Conduct	06/09/2012
Discipline Policy	06/07/2012
Sanction Flowsheet 2012	05/11/2012
Single Equality Scheme	07/11/2012

2.3 - Curriculum

Drugs and Substance Misuse	06/07/2012
E-Safety and ICT - see section 2.8	←
Sex & Relationship Policy	12/10/2010
SEN Policy 2012 (rev. Sept 2013)	19/09/2012
Safe To Learn	17/12/2009
Safe To Learn - Summary	17/12/2009
Trips - Allocation of Pupil Places - see section 2.5	←

2.4 - Child Protection

Attendance	01/09/2009
Child Protection Leaflet	22/08/2012
Child Protection Referral Form	19/11/2012
Pupil Support System	21/09/2009
Safeguarding Procedure	30/11/2011

2.5 - Educational & Residential Visits

Code of Practice - Educational Visits	29/09/2008
Day Trips Policy	25/01/2012
Application for the approval of an Educational Visit	25/01/2012
Guidance for Trip Organisers	09/11/2012
Insertions for Letters for School Trips	31/10/2012
Parental Medical Consent Form	11/05/2012
Trips - Allocation of Pupil Places	21/02/2012
Residential Trips Policy	25/01/2012
Safe School Trips - Teachers TV	27/05/2010
School Trip Payment Proposal	25/01/2012
School Visit Audit Trail Checklist	31/08/2012
Trip Admin - Proforma	16/11/2011

2.6 - Recruitment/Induction/Staff Code of Conduct

Recruitment Policy (inc. appointments & induction)	
Safe Guarding Children & Safer Recruitment	26/11/2009
Safer Working Practice for Staff leaflet	22/08/2012
Safeguarding Awareness Raising Session	03/10/2012
Staff Induction Policy	31/10/2011
Whistle Blowing Policy	17/11/2009

2.7 - Site Security/Community Work

Duty Guidelines	16/11/2012
Visitors in School - Code of Practice	06/09/2012

2.8 - ICT

E-safety Policy	25/03/2010
Health&Safety & Behaviour in ICT areas	08/09/2009
Network disaster recovery plan	28/10/2011
Personal Use of Social Media Sites Policy	24/02/2012
Preventing Misuse of ICT Policy	08/09/2009
Staff Acceptable Use Policy Aug 2012	29/08/2012
Student Acceptable Use Policy Aug 2012	29/08/2012
Whole school ICT Policy - DRAFT	04/11/2011