

Penarth Group School

Safeguarding Policy 2015-2016

Designated Safeguarding Officer and Child Protection Officer

Claire Glover

Named Personnel with Designated Responsibility for Child Protection

Academic year	Designated Senior Officer	Deputy Designated Senior Officers	Designated Officers	Owner of Company	
2015- 16	Claire Glover	Pat Swallow		Pat Swallow	

Policy Review Dates

Review Date	Changes Made	By Whom
2 nd Sept 2015	Full review and update in line with Keeping children safe in education: information for all school and college staff Sept 2015	Designated Senior Officer.

Dates of Staff Training and Details of Course Title and Training Provider

	Date Trained and Training Provider	Date due for Renewal
Designated Senior Officer	Level 5 Designated Safeguarding Lead Officer	February 2017
Deputy Senior Officer	Level 5 Safeguarding for managers	September 2016

Whole School	An awareness of child abuse And neglect - Safeguarding Board	April 2017
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Company owner Review of Policy Dates

Named: Pat Swallow

Review Policy Date: September 2016 or before if appropriate due to change in legislation

This policy is written in accordance with the Penarth Group School policies and practice

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Policy Aims

This document is the Safeguarding Children Policy for Penarth Group School, which will be followed and adhered to by all members of the school and followed and promoted by those in the position of leadership within the organisation.

This document complies with section 2.2 of the DfE '**Safeguarding children and safer recruitment in education: Statutory guidance**' and has regard to DfE '**Working Together to Safeguard Children**' of **March 2015** and '**What to do if you are worried a child is being abused**' of **March 2015**. It has been updated to reflect **Keeping children Safe in Education update of July 2015**.

This document is also written in accordance with locally agreed inter-agency procedures.

The aim of this Child Protection Policy is to promote good practice; it applies to ALL staff, governors and non-employees working within Penarth Group School.

NB Individual external agencies to which the Penarth Group School make referrals are responsible for ensuring that their staffs are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare – evidence will be an expectation as regards this area of child protection.

Penarth Group School is fully committed to ensuring that the application of this Safeguarding Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy Document.

Penarth Group School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Safeguarding Children is everyone's responsibility

Safeguarding Children and providing them with appropriate safety and protection whilst in the care of Penarth Group School is paramount, it is everyone's responsibility to ensure a child is safe.

Safeguarding and promoting the welfare of children is defined for the purposes of this Policy as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. (Children includes everyone under the age of 18).

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (employees and non-employees) have a responsibility to report concerns to the appropriate officer

INTRODUCTION

This policy applies to all adults, including non-employees, working in or on behalf of the school.

Keeping Children Safe in Education July 2015 states that 'Everyone who comes into contact with children and their families has a role to play in safeguarding children. School and college staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and colleges and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance *Working Together to Safeguard Children 2015*. Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm'.

'Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for students and young people to learn and develop in our Academy setting
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our Academy setting'

This document is reviewed annually or as events or legislation change requires by the Designated Senior Officer. This document is also reviewed by the Company owner. The next scheduled date for review is September 2016 or before if appropriate due to change in legislation.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents:

- Safeguarding Policy
- Model Relations Policy
- Attendance Policy
- Behaviour Policy
- Educational Visits Policy

PENARTH COMMITMENT

Penarth Group School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance.

Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk. We should respect all children, and will

work in consideration of the whole being of the child or young person, and we will include their physical, material and psychological well-being.

Children and young people's welfare comes first in all our work.

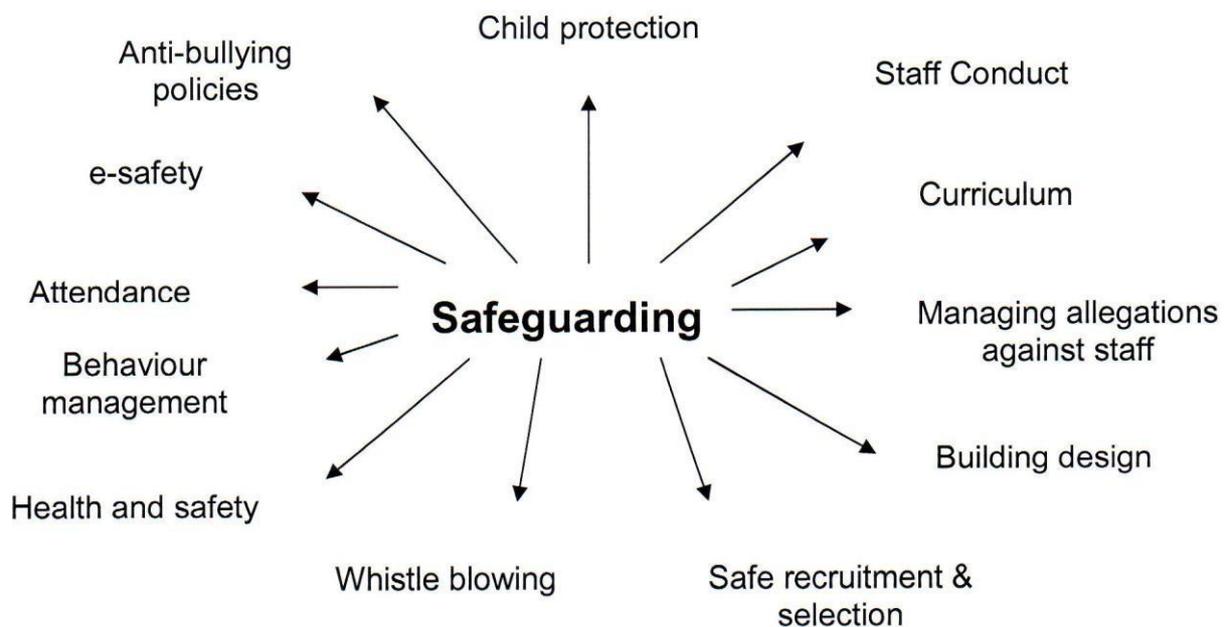
We recognise that some children may be especially vulnerable to abuse.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at Penarth Group School, some of their behaviours may be challenging.

We recognise that some children who have experienced abuse may harm others.

We will always take a considered and sensitive approach in order that we can support all of our pupils.

Any deficiencies or weaknesses in child protection arrangements will be remedied without delay.



PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

Penarth Group School pays full regard to current Department of Education and United Learning guidance and operates safe recruitment procedures including DBS checks and compliance with Independent School Standards Regulations. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the students as a safe and trustworthy adult including; volunteers and people employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes

undertaking interviews, requesting references and undertaking Barred List and Disclosure and Barring checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- An enhanced DBS check is obtained for **all** new appointments and volunteers to our school's workforce through staffing personnel and payroll.
- Penarth Group School is committed to keep an up to date Single Central Record (SCR) detailing the range of checks carried out on our staff and volunteers with the dates recorded for each check carried out.
- All new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate, including checking the right to live and work in the UK and relevant overseas police checks; the dates of all checks will be recorded.
- Penarth Group School uses supply staff only from the supply agencies that we have agreement in place with ensuring all safeguarding checks described above are carried out.
- Assurances are obtained from all agencies and organisations that regularly come into the school that all appropriate DBS checks and procedures are applied to any staff or volunteers employed by them.
- Should the situation arise that staff employed by another organisation to work with school pupils on another site, then assurances will be obtained that all appropriate DBS checks and procedures are in place.
- Identity checks must be carried out on all appointments to our school workforce before the appointment is made.

At least one member of each interview panel will have completed the Safer Recruitment in Education training.

Recruitment policy is that reference is made in job adverts to safeguarding checks that will be carried out and all recruitment processes are by application form only, CVs are not accepted, and references are taken up before any appointment can be confirmed. No open references are accepted.

Visitors

All visitors to the school must provide photographic identification at reception (Passports and Driving Licenses will be accepted, along with CORPORATE I.D). If they do not hold current enhanced DBS checks and have not provided evidence of the same to staff then they need to be accompanied by a member of school staff at all times, signed into and out of the building and their presence communicated to any staff working in the areas where they may see them or have them come into contact with them or the students. In this instance the visitor will be issued with a red lanyard indicating that they are a non-DBS checked visitor and therefore should be accompanied by a school member of staff. If the visitor does hold a current enhanced DBS check and has provided Reception staff with proof of the same then they will be issued with a yellow lanyard indicating that they do not need to be accompanied by an member of staff.

Visitors who are at the school more regularly, i.e. once a week for more than six weeks, are subject to more stringent checks including ID checks and may also be required to supply an up to date DBS check and supporting documents for records and noted on the SCR in the same way as a member of staff is, or to have the academy apply for a DBS check after the other documents have been checked. In this case also, however, visitors are not left unaccompanied until the enhanced DBS is approved.

2. Safe Practice

Safe working practice ensures that pupils are safe, in respect of this all staff:

- are responsible for their own actions and behaviours and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of the confidentiality expectations
- be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safeguarding Information for Pupils

All Penarth Group school pupils are aware of staff who they can talk to. We are committed to ensuring that pupils are aware of behaviours towards them that are not acceptable and how they can keep themselves safe. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Penarth Group School has form tutors, whose role it is to be a point of contact for students with any problems affecting their learning, including family break up, attendance issues and those under the care of the local authority.

4. Partnership with Parents

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Penarth Group School shares a purpose with parents to educate and keep students safe from harm

And too have their welfare promoted. Any referral made to Children's Services is shared with parents beforehand unless it is inappropriate to do so and Penarth Group School ensures regular contact with parents of all students.

5. Partnerships with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies.

There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all students.

6. Training and Staff Induction

Penarth Group School's member of staff with designated responsibility for child protection undertakes advanced child protection training and training in inter-agency working every 2 years. The Head teacher and all other Penarth Group School staff, including non-teaching staff, undertake basic child protection training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals. Or through out the year with up to date issues.

All staff (including temporary staff and volunteers) are informed of the Penarth Group's child protection arrangements on induction and policies and procedures are always shared with them at an extended induction meeting.

7. Support, Advice and Guidance for Staff

- All new staff receive induction training in the systems and processes of the school, including child protection and safeguarding. This must be done before any new colleague begins any work with students.
- All staff undertakes full training in Child Protection and multi-agency working during their first year. This is renewable every three years.
- Staff will be supported in their work by the designated officer for safeguarding. (In addition to working with the designated safeguarding lead staff members should be aware that they may be asked to support social workers to take decisions about individual children).
- The designated senior person for Safeguarding and Child Protection will be supported by the Head teacher and Children's Services.
- Advice is available from Stockport Children's Services at any time via Locality, LSCB and Children's Services.

8. Related Academy Policies

'.....safeguarding covers more than the contribution made to child protection in relation to individual students. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of studentsproviding first aid, Academy security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population'
Safeguarding Children and Safer Recruitment in Education DfES 2007

- Penarth Group School Recruitment and Selection Policy outlines in detail all safer recruitment

processes.

- The Behaviour policy documents the school's procedures for incidents involving substance misuse.
- The Attendance Policy details the interventions in place related to poor attendance and when these are treated as safeguarding issues. The school follows the Stockport LA procedures "Children Who May Be Missing/Lost from Education". A child going missing from an education setting is a potential indicator of abuse or neglect. Staff members will follow their procedures for dealing with children who go missing, particularly on repeat occasions. They should act to identify any risk of abuse and neglect, including sexual abuse or exploitation.
- The Trips and Visits policy documents the checks that are carried out when a trip is going ahead; these include all reasonable checks and risk assessments regarding the safety of the site as well as the people students will come into contact with. In the event that a person on the site of a trip is not DBS checked they will not be left unaccompanied with our students at any time.
- This policy documents the process for disclosure/reporting of safeguarding allegations against a member of staff.
- The Internet Safe Usage Policy is signed by all staff and is renewed each year in order to ensure staff are reminded of the ICT Protocols.

9. Confidentiality

Penarth Group School ensures the confidentiality of its students and their families in all circumstances except those whereby there is an obligation to reveal particular information relating to the welfare of a young person in order to prevent harm, or to the LA in the normal accountability processes.

Information is shared only a need to know basis.

10. Pupil Information

Penarth Group School will endeavor to keep up to date and accurate information in order to keep students safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives and siblings
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)

- relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information in files kept in the main office or, in the case of confidential information, in the security of the Designated Senior Officer for Child Protection's base.

11. Roles and Responsibilities

The Local Governing Body is responsible for the review and scrutinisation of Penarth Group School policies and giving feedback on these which should be fed into the Company owner.

Joint Governance means that the company owner, with the Local Governing Body has responsibility for ensuring:

- Penarth Group School has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- Penarth Group School operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with students;
- Penarth Group School has procedures for dealing with allegations of abuse against staff and non-employees that comply with guidance from the local authority and locally agreed inter-agency procedures;
- Staff undertake appropriate child protection training;
- Staff highlight, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- In the event of allegations of abuse being made against the Head teacher, the Company owner would direct an investigation and would be responsible for liaising with the LA and /or partner agencies
- Where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding students and child protection and liaises with the school on these matters where appropriate.

- They review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.

The Head teacher will ensure that:

- the policies and procedures adopted by the Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to students, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Officer with Designated Responsibility for Child Protection will:

Ensure

- cases of suspected abuse or allegations are referred to the relevant investigating agencies;
- in cases of serious harm will inform the Police immediately
- act as a source of support, advice and expertise within the educational establishment for all stakeholders
- liaise with the Head teacher to inform him of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how Stockport Children's Services operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- ensure that all staff have access to and understand the Penarth Group School's child protection policy;
- ensure that all staff have induction training;
- keep detailed accurate secure records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- ensure the child protection policy is updated and reviewed annually and work with the Company director regarding this;

- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves the school, ensure the child protection file is copied for the new establishment ASAP and transferred to the new establishment separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to Stockport Children's Services

All staff and volunteers will:

- fully comply with the School's policies and procedures
- attend appropriate training
- inform the designated person of any concerns
- wear their ID pass at all times whilst on the premises

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Teachers and other adults in Penarth Group School are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Students may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving students in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging students to behave in sexually inappropriate ways.

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to students that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on students. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing students frequently to feel frightened or in danger, or the exploitation or corruption of students. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caretakers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

See also appendix 4.

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME

All staff follow the guidance issued by the Department of Education. Changes to this guidance are circulated to staff when appropriate.

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior officer with responsibility for child protection (or another senior member of staff in the absence of the designated officer) prior to any discussion with parents.

Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.

1. Staff must immediately report to the DCPO or a named deputy:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to students (e.g. living in a household with students present)

2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. The school recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity and ensure that where necessary appropriate translation is available to allow students to express themselves clearly but without feeling threatened.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person by recording this on note of concern form (Monitoring System which securely monitors child protection, safeguarding and student welfare).

Where there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm following allegations of abuse by one or more pupils against another pupil the DCPO will report their concerns to Stockport Children's Services in addition to any appropriate school disciplinary action.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that she can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- clarify the information
- try to keep questions to a minimum and never ask leading questions, instead asking questions of an 'open' nature e.g. 'Can you tell me what happened?', 'what do you mean by that?' rather than 'Did x hit you?' Leading questions must be avoided so as not to jeopardise any future potential criminal investigations.
- try not to show signs of shock, horror or surprise
- not express feelings or judgments regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible ensuring the child knows they have done nothing wrong and have been right in telling someone
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

If staff have concerns about a child they should raise these with the DCPO. This also includes situations of abuse which may involve staff members. The safeguarding lead will usually decide whether to make a referral to children's social care, but it is important to note that any staff member can refer their concerns to children's social care directly.

3. Action by the Designated Child Protection Officer (or other Designated Deputy Officer in their absence)

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child

- making an enquiry to find out if the child is subject to a Child Protection Plan
- discussing the matter with other agencies involved with the family
- consulting with appropriate agencies e.g. Social Care
- the child's wishes

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately
- make a referral to the local social services department immediately, as far as possible, and no later than 24 hours (in writing or with written confirmation of a telephoned referral) of a disclosure or suspicion of abuse.

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. completion of Common Assessment Framework form) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented on note of concern forms. All referrals to social care will be accompanied by a standard referral form (CAF).

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

4. Action Following a Child Protection Referral

The Designated Child Protection Officer or other appropriate member of staff will:

- make regular contact with the Social worker involved to stay informed
- wherever possible, contribute to the Strategy Discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference

- if the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Safeguarding Unit.
- where a child on a Child Protection Plan moves from the Academy or goes missing, immediately inform the key worker in Social Care

5. Recording and monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. Information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Head teacher and DCPO. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection.' If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Education Social Work Service.

From 2010, original copies will be retained until the child's 25th birthday.

6. Supporting the Child and Partnership with Parents

- Penarth Group School recognises that the child's welfare is paramount, however good child protection practice and outcome is it relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Students will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Officer will determine which members of staff need to know personal information and what they need to know for the purpose of supporting and protecting the child.

See appendix 5 for flow diagram of 'Action when a child has suffered or is likely to suffer harm'

Parents will not be consulted before a referral to Social Care if child discloses any of the following information

- Where Sexual Abuse or Sexual exploitation is suspected
- Where organised or multiple abuse is suspected
- Where fabricated or induced illness is suspected
- Where planned or actual female genital mutilation is suspected
- Where contacting parents/carers would place a child, yourself or others at immediate risk
- Where there are concerns over possible forced marriage – at home or abroad

You MUST NOT discuss your concerns on any of the above matters with parents/carers.

You MUST report this directly to the Designated CP Officer - Claire Glover .

Making a referral to the Contact Centre

A referral involves giving Children's Social Care or the Police information with regards concerns relating to an individual or family. Parents or carers will be informed if a referral is being made unless circumstances prevent this.

This will be done by Claire Glover.

Information required when making an initial referral.

- Your name, telephone number and position
- Pupil family name
- Pupil address
- Pupil date of birth
- Ethnicity, first language and any special needs
- Information of allegation:-
- Such as where incident took place
- When it took place
- Time and date
- People involved
- Injuries if any
- Parent/Carer awareness of disclosure

USEFUL NUMBERS

Designated Child Protection Officer DCPO (Claire Glover)
Telephone 0161 483 1212

CONTACT CENTRE – SOCIAL CARE
Telephone 0161 217 6028
Out of Hours 0161 7118

STOCKPORT SAFEGUARDING CHILDREN UNIT and LADO
Telephone 0161 474 5657

Senior Advisor for Safeguarding in Education (Julia Storey)
Telephone 0161 474 5958

Safeguarding Head of Service Stockport (Jane Connolly)
Telephone 0161 474 5656

POLICE CENTRAL SWITCHBOARD
Telephone 0161 872 5050
999 for emergencies

7. Allegations Regarding Person(s) Working In or On Behalf of Penarth Group School (including Volunteers)

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document.

Allegations against staff, volunteers or the designated person with responsibility for safeguarding must be reported to the Head teacher or, in the Head teacher's absence, the Company Director of Penarth Group.

Investigations will be carried out under the guidance of LA procedures, with union representatives and with HR support.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Staff have a responsibility to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil for example; in one to one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil and so on. The Model Relations Policy is to be used in conjunction with this Safeguarding Policy.

Initial Action

- The person who has received an allegation or witnessed an event involving a member of staff or other adult in the building will immediately inform the Head teacher.
- The Head teacher will take steps, where necessary, to secure the immediate safety of students and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of students
- The DCPO may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The DCPO will consult with the Local Authority Designated Officer (LADO) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation. The school will not undertake their own investigations of allegations without prior consultation with the LADO.

- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The Principal will inform the Chair of Governors of any allegation and subsequent actions.
- In the event that an allegation is made against the Head teacher it must be reported directly to the Managing Director of Penarth Group, the chair of the LGB and the LADO by the person receiving the allegation. The Penarth Managing Director will proceed from this point as the 'Head teacher' in the following steps.
- The DCPO is required to report to the Disclosure and Barring Service (DBS) within one month of leaving the school any person (whether employed, contracted, volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. A failure to make such a report to the DBS constitutes an offence. Compromise Agreements cannot be offered in these circumstances.

Adopted by the Penarth Group School LGB on 9th October 2015

Signed by P Swallow (Chair of Governors)



Date _____

Signed by S Watson(Principal)



Date _____

APPENDIX 1; Penarth Group School Policy Statement – Tracking of Visitors and Contractors

Visitors

All staff have a responsibility to ensure the following:

- Ensure any that any Visitor coming into the school has been told they need to bring either their passport or driving license as a form of photographic identification, or their CORPORATE ID. A visitor who fails to bring their photographic identification more than three times will not be allowed entry to the school.
- If visitors have been DBS checked then the school needs to know well in advance of their name and DBS number.
- An e-mail must be sent to Penarth Group school at least 24 hours in advance with a list of names, the organisation they are from, what member of staff will be responsible for them and their expected time of arrival.
- When collecting visitors, staff must ensure that they have signed in, had their ID checked and are wearing their visitor pass
- Staff must ensure that visitors are escorted back to reception when departing, sign out of the visitor book and hand their pass back to Reception.

In addition to the above it is a requirement that all staff wear their ID badge around their neck at all times whilst on the premises.

The visitors' book is located on the Reception desk and is clearly marked. It **MUST** be completed by all visitors to the school.

Note: ID Checks

Before signing in a supply member of staff, agency member of staff or interview candidate, the member of staff on Reception should carry out an ID check prior to the visitor signing in. Only photographic identification will be accepted as formal proof of identity.

The member of staff who has carried out the ID check should complete the "Daily Visitor Log" to indicate that the ID check has taken place and their staff initials should be recorded in the relevant area.

On occasion, it may be appropriate for another member of staff to conduct the ID check however this will still be logged at the Main Reception in the "Daily Visitor Log".

Signing In

- Visitors should complete the Visitor Book, including car registration details if they have a car in the car park.
- Visitors will be given a colored lanyard – Red for visitors without a current enhanced DBS, yellow for visitors with a current enhanced DBS. These visitors will be accompanied at all times by a member of staff

- Visitors should be informed that their pass must be worn at all times whilst they are on the premises.
- Visitors should be reminded to sign out and return their pass when leaving.

Signing Out

Members of staff should escort their visitor back to Reception to ensure they sign out and return their Visitors Pass.

All passes should be returned.

At 08:00 each day, any passes returned after school hours should be checked for any passes returned after 17:00 from the previous day and again be cross referenced with the visitor book and the time of 17:00 recorded as a signing out time.

Contractors

All contractors coming on site should be notified that they will be required to show photographic identification upon arrival, only passports and driving licenses will be accepted.

Contractors should sign in and out in the contractor's book, wear their ID pass at all times whilst on site and should complete the Permit to Work when necessary.

The site team should be contacted to collect the contractor from Reception.

All contractors should be accompanied by a member of the site team at all times during their visit unless:

- Students are not on site
 - They have an Enhanced DBS check by a trusted body
-

Daily Visitor Log

The Daily Visitor Log should be filed at the end of each day in the Visitor Log File.

If there are any visitors who have not signed out and have not returned their pass, an email should be sent to the member of staff whom they were visiting to alert them to the fact that their visitor did not sign out and did not return their pass.

Breach of Process

Continued failure to adhere to the above process will result in staff being informed.

APPENDIX 2; Penarth Group School Policy Statement – After School Activity Registration and Student Safety

1. Members of staff who are running the activity will keep a register of the students who are attending the activity and be responsible for those students. The register will be kept by the member of staff in charge of the activity and it will be the responsibility of the Activity Coordinator to ensure registers are being completed: the registers for all activity will be monitored half termly by the AP in charge of Activity.
2. Students who are involved in activities outside of normal school hours remain the responsibility of the school. Where students are involved in organised activities attendance is recorded accurately and appropriate risk assessments and health and safety measures are in place.
3. Where the activity is off site a full risk assessment is in place and all parents/ carers permission will be sought. A list of the different activities and the student's names of all the students attending will be left in the head teacher's along with the contact phone number of the member of staff who is with the students.

The above allows Penarth Group School to;

1. Ensure the safety of our students
2. Monitor the number of students who are accessing our After School Activity programme
3. Analyse the micro populations who are accessing our After School Activity Programme

How is Penarth Group School ensuring the safety of its students?

1. Registering students ensures that staff are aware which students are on site after 2.40pm in case there is a fire alarm so all students can be accounted for.
2. Registering students also ensures that if a parent contacts the school to see if their child is at school we are able to say whether they are in school taking part in after school provisions or not. As reception staff can easily see what is taking place they can contact the relevant member of staff to check.
3. Activities are fully supervised by members of staff.
4. If students go off site for their activity a parental consent form is signed and returned.

Fire Alarm after core hours

1. The member of staff who is taking any activities is responsible for students if there is a fire alarm, and must bring a paper register with them to ensure all students are accounted for.

APPENDIX 3; Penarth Group School Policy Statement – Tracking of Non-Employees

1. Ask whether the person has been DBS checked. If so the HR needs the original copy of this DBS or an email from the body who completed the check confirming the date and DBS number.
2. Non-Employees will be issued with a visitor's badge. This must be handed in each time they leave the premises.

Appendix 4 ; Indicators of abuse – what you might see

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised.

The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the designated person.

Remember, it is your responsibility to report your concerns. It is not your responsibility to investigate or decide whether a child has been abused.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss school or arrive late
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive or happy-go-lucky to withdrawn
- challenge authority
- become disinterested in their school work
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DCPO to decide how to proceed. It is very important that you report your concerns – you do not need 'absolute proof' that the child is at risk.

Impact of abuse

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well buried. For some children, full recovery is beyond their reach, and the rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.

Children who may be particularly vulnerable and at risk of abuse

Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

To ensure that all of our pupils receive equal protection, we give special consideration to pupils who are:

- disabled or have special educational needs
- living in a domestic abuse situation
- affected by parental substance misuse
- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying
- living in temporary accommodation
- living transient lifestyles
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- involved directly or indirectly in prostitution or child trafficking
- are not fluent in the English language

Special consideration includes the provision of safeguarding information and resources in community languages and accessible formats.

Note: Stockport Academy considers forced marriage to be abuse and deals with such incidents through this Child Protection (Safeguarding) Policy.

Further information on Child Sexual Exploitation and Female Genital Mutilation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

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. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or

may have already taken place, can be found on pages 11-12 of the Multi-Agency Practice Guidelines referred to previously. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

Documents for Reference

Department of Education Documents

Safeguarding Children and Safer Recruitment in Education (DfES 2006)

Working Together to Safeguard Children(HM Government March
2015)

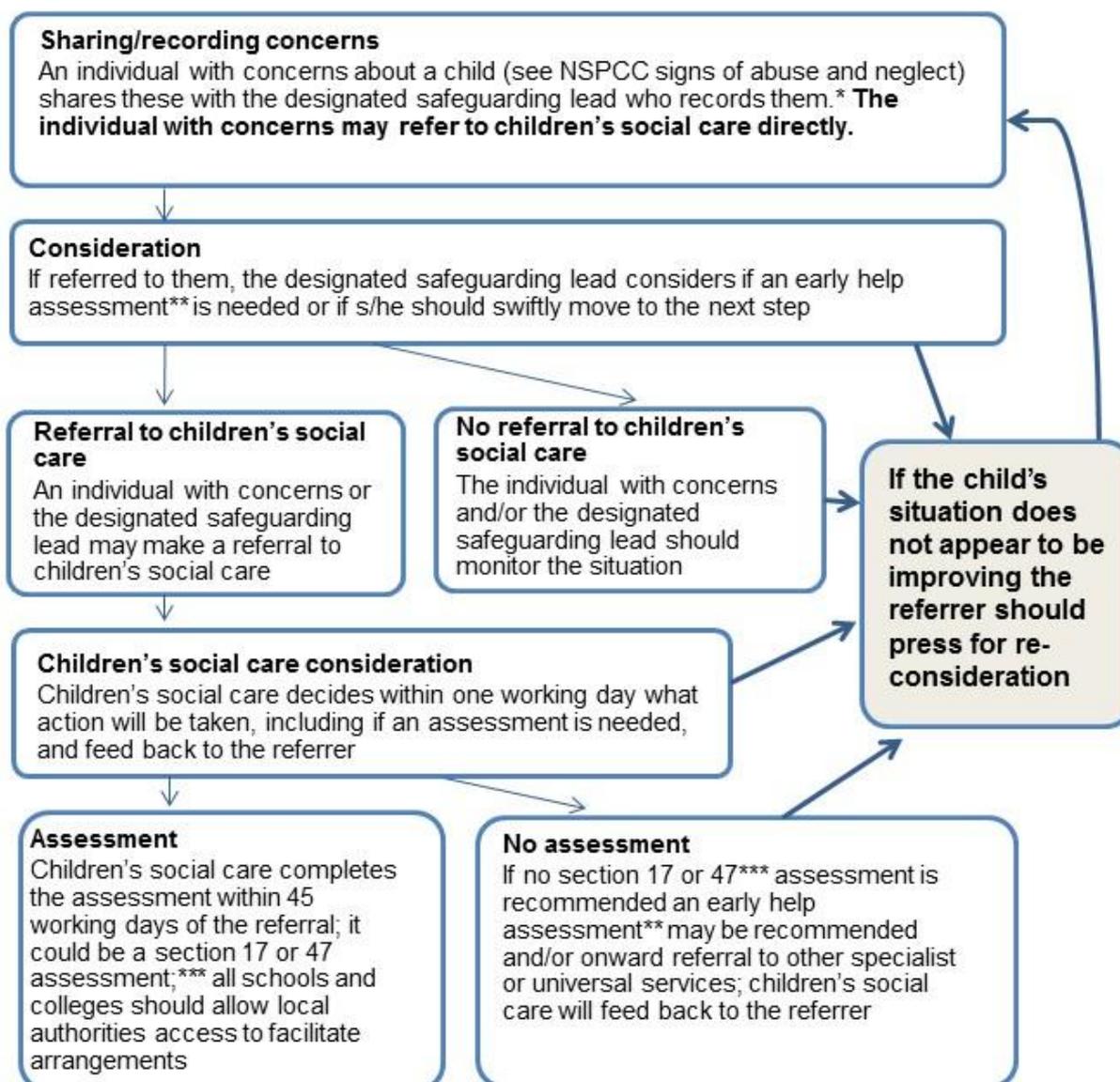
What to do if you're worried a child is being abused

(HM Government March 2015)

Action when a child has suffered or is likely to suffer harm

This diagram illustrates what action should be taken and who should take it when there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately.

Anybody can make a referral.



* In cases which also involve an allegation of abuse against a staff member, see part four of this guidance which explains action the school or college should take in respect of the staff member

** Where a child and family would benefit from coordinated support from more than one agency (eg, education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor.

*** Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns local authority services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989.