

PLYMOUTH HIGH SCHOOL FOR GIRLS

POLICY: Child Protection

SLT LINK MEMBER: Pete Neve

GOVERNORS SUB COMMITTEE: Teaching and Learning

This policy was adopted/updated: **Updated March 2016**

This policy will be reviewed: **January 2017**

Statutory Policy: YES

Source: Various

POLICY FOR CHILD PROTECTION

Safeguarding Statement

Plymouth High School for Girls recognises our moral and statutory responsibility to safeguarding and promoting the well-being and welfare of all students. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and maltreatment and will follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in this policy apply to all staff and governors and are consistent with those of the Local Authority.

Core principles

This policy is one of a series in the school's integrated safeguarding portfolio. Our core safeguarding principles are as follows:

- The school's responsibility to safeguard and promote the welfare of children is of paramount importance.
- Safer children make more successful learners.
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Adults who work and are seen to work with children should do so in an open and transparent way, be responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Representatives of the whole school community of students, parents, staff and governors will be involved in policy development and review.
- Policies will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an interim review.

(Note that 'Staff' includes volunteers and anyone else on site working for, or on behalf of the school.)

There are four main elements to our Safeguarding Policy:

1. Prevention (e.g. positive school atmosphere, teaching and pastoral support offered to students);
2. Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Safeguarding concerns);
3. Support (to students and school staff and to students who may have been abused);
4. Working with parents / carers (to ensure appropriate communications and actions are undertaken).

Portfolio of Safeguarding Policies

In addition to this policy '**Child Protection**', Plymouth High School has a wide range of other policies and procedures in place to meet the core principles stated above:

- Anti-bullying and Cyber bullying
- Behaviour Management
- Drugs Education and Substance Misuse
- Educational Visits Policy and Guidance
- Equality Scheme
- E-Safety
- Every Child Matters
- Fire Safety
- First Aid and Administration of Medication
- Health and Safety
- Management of Personal Data
- Preventing Extremism & Radicalisation
- Restrictive Physical Intervention
- Risk Management
- Safeguarding Children including Safe Working Practices and Safer Recruitment
- Sex, Relationships and Education
- Site Security
- Special Educational Needs.

Rationale

This policy has been developed in accordance with the principles established by the following Legislation and Guidance:

Legislation

- Children Act 1989
- Children Act 2004
- Safeguarding vulnerable groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Education Act 2002
- Adoption and Children Act 2002
- Sexual Offences Act 2003
- Female Genital Mutilation Act 2003
- Children and Adoption Act 2006
- Children and Young Persons Act 2008
- Border, Citizenship and Immigration Act 2009
- Apprenticeship, Skills Children and Learning Act 2009
- Education Act 2011

Policy and Guidance

- Working Together to safeguard children 2015
- Keeping Children Safe in education 2015
- Plymouth Safeguarding Children Board – Policies and Guidance:
- <http://www.plymouth.gov.uk/localsafeguardingchildrenboard/>

The Governing Body take seriously their responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within the school to identify, assess and support those children and young people who are suffering harm.

We recognise that all staff and governors have a full and active part to play in protecting our students from harm, and that the student's welfare is our paramount concern.

All staff believe that our school provides a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Aims

- To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- To raise the awareness of all teaching and support staff of the need to safeguard children and young people in a variety of ways, and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children and young people known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children and young people.
- To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding children and young people.
- To develop a structured procedure for safeguarding children and young people, identifying concerns and reporting incidents within the school which will be followed by all members of the school community.
- To develop effective working relationships with all other agencies involved in safeguarding children and young people.
- To ensure that all adults within our school who have access to children and young people have been checked as to their suitability and understand our Child Safeguarding procedures. This includes other community users of our facilities.

Child Protection Guidelines

General

- We have a Designated Senior Person for Child Protection who sits on SLT and a Child Protection officer. Both have undertaken Child Protection Training delivered through the Local Authority. Other training is taken, as recommended, by the LA every two years.
- All members of staff, volunteers and governors are provided with opportunities to receive child protection training every three years. A record is kept of training dates so that renewal of training can occur on time.
- All members of staff, volunteers and governors know how to respond to a student who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Safeguarding Children Policy on our website, and reference to it in our prospectus/brochure and home school agreement.
- Our selection and recruitment procedure includes all appropriate checks on staff suitability including Reference and Disclosure and barring Service checks.
- All adults (including supply teachers, non-teaching staff and volunteers) new to our school, will be given/loaned a copy of our child protection policy, the booklet "What to do if you're worried a child is being abused", and the name and contact details of the Designated Person and Child Protection officer, and have these explained as part of their induction.

Confidentiality

- We recognise that all matters relating to child protection are confidential.
- The Headteacher or Designated Person will disclose personal information about a student to other members of staff on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children, following information sharing guidelines and permissions.
- All staff must be aware that they cannot promise a child or young person to keep secrets which might compromise the child or young person's safety or well-being, or that of another.
- Staff will take every opportunity to preserve dignity when dealing with children and young people.
- We will always undertake to share our intention to refer a child to Social Care with their parents/carers unless to do so could put the child or young person at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Advice and Assessment at Social Care on this point.

Responsibilities

- Through training, all staff will be familiar with the categories of abuse – physical, sexual, emotional, neglect. In addition, all staff will be aware of cultural/ethnic diversity and be watchful for racist abuse, radicalisation, sexual exploitation and signs of FGM; and be aware of the difficulties for young people when domestic violence is evident.
- All staff will understand that the responsibility to safeguard children requires that all staff appropriately share any concerns that they may have about children. The flowchart (Appendix 1) provides a summary of procedure.
- Staff can never agree to keep a secret: if approached by a student, staff must always ensure the child or young person is reassured that they will listen, but that they might have to tell someone if what they say causes concern.
- Staff will take note of remarks made by a child of untoward experiences and pass them on to the Designated Person. (Questioning is not allowed.)
- Staff will take note of and report to the designated person any concerns they have about a young person's wellbeing. They should use the 'School Welfare Concern Form'(see Appendix 2)

- Staff will inform the Designated Person of any untoward marks on the child or young person and these will be recorded.
- No staff member will keep child protection documents or information other than the Designated Person, who will keep them securely in one place.

The Designated Person

- **The Senior Person for Child Protection is Peter Neve – Deputy Headteacher.**
- **The other designated person is Sam Payne the Child Protection Officer.**
- The Designated Person will refer a student's details to the appropriate 'Advice and Assessment' service, (Plymouth, Devon or Cornwall) by the most appropriate means, if there are concerns about his/her welfare, possible abuse or neglect.
- The Designated Person will refer a student's details to Devon and Cornwall Police or 'Channel' by the most appropriate means, if there are concerns about suspicions around FGM or radicalisation.
- A written record of the referral will be securely posted to Social Care (using the multi-agency referral form) and a copy to the LA Senior Education Welfare Officer for Child Protection (LADO) as soon as possible within the same school day.
- The Designated Person will promptly consider any measures to be put in place to protect the student following an allegation of abuse.
- The police will also be notified if the school becomes aware of students involved in prostitution, or when unauthorised people try to or make contact with our students.
- They will ensure that all such records are kept confidentially and securely and are separate from student records, with a front sheet listing dates and brief entry to provide a chronology.
- They will act as a focal point for staff to discuss concerns and liaise with other agencies and professionals.
- The Designated Person will attend (or delegate this requirement to another appropriately informed member of staff) case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributing to the Framework for Assessments process, and providing a report which has been shared with the parents.
- They will ensure that any student who currently has a Child Protection plan who is absent without explanation is referred to their Social Care key worker's team.
- They will ensure that all school staff are aware of this policy and know how to recognise and refer any concerns.
- The DSCP will provide an annual report for the governing body detailing: any changes to the policy and procedures; training undertaken by the Designated Person and by all staff and governors; relevant curricular issues; number and type of incidents/cases; and number of children referred to Social Care and those who have a Child protection Plan (anonymised).
- They will keep themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training provided by the Area Child Protection Committee or the LA.
- They will provide refresher training to all staff every 3 years.

Supporting Children

Our school will support all students by:

- Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.

- Providing Childline and independent listener telephone numbers in the school environment and access to telephone calls that can be private.
- Providing privacy, counselling and other confidential professional appointments.
- Keeping the door open or staying within sight of other adults when working with individual children or young people.
- Promoting a caring, safe and positive environment within the School.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children and young people.
- Staff being familiar with the school processes that are used when they suspect the child/young person may be subject to or have been abused.
- Notifying Advice and Assessment at Social Care as soon as there is a significant concern.
- Ensuring that a named teacher is designated for Looked After Children (LAC) and that an up to date list of children is regularly reviewed and updated.
- Providing continuing support to a student (about whom there have been concerns) who leaves the school by ensuring that such concerns are forwarded to the appropriate agency under confidential cover.
- No images of young people are used anywhere without signed consent of the parents/young people

GUIDANCE FOR STAFF - DISCLOSURES OF ABUSE AGAINST STUDENTS

- If a student is disclosing an act of abuse against themselves, listen quietly, do not ask questions, reassure them they are right to tell someone and inform them you must tell someone else, i.e. that you can not keep this information to yourself.
- Inform the Designated Person as soon as possible. If in doubt about the validity of the information, speak to your line manager.
- If the Headteacher or your line manager is implicated in the information you have received go to the 'next level' of seniority of personnel.
- Record in writing using the **School Welfare Concern form** who has made the disclosure, the nature of it, who you reported it to and at what time. This record should be handed to the Designated Person (or whoever is dealing with the matter).
- If you become suspicious of abuse against a student but there is no disclosure; record your suspicions on the **School Welfare Concern form** and pass it on as above.
- If you feel a person or school practice is placing students at risk you should alert your line manager or a senior manager as appropriate.
- You may contact Ofsted direct if you feel any of the school personnel or practices put students at risk of abuse or serious harm – (details at the end of this Policy).
- Reporting issues that concern you will not prejudice your status, position, or employment within Plymouth High School.
- Failure to report an actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child is a disciplinary offence. Please see the Conduct Policy and Disciplinary Procedures for details of the action that the school will follow.

Supporting Staff

Our School will support all staff by:

- Recognising that staff working in the school who have become involved with a child or young person who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- Supporting such staff by providing an opportunity to talk through their anxieties with the Designated Person and ensure they know where to seek further support.
- Training will provide staff with advice on the boundaries of appropriate behaviour.
- Provide staff with access to counselling services which are free and confidential.
- Ensuring staff have training on compulsory policies and require them to sign to confirm that they have read and understood these policies.

Allegations against Staff

All School staff should take care not to place themselves in a vulnerable position with a child or young person. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

- All staff should be aware of the policy 'Safeguarding Children including Safe Working Practices and Safer Recruitment' as well as the whole school policies for Race Equality, Anti-Bullying, Behaviour, Domestic Violence, E-Safety.
- If an allegation is made against a member of staff, the allegation will immediately be reported to the Headteacher or the LA line manager if the Headteacher is not present.
- The Headteacher/LA line manager on all such occasions will discuss the content of the allegation with the Local Authority's Designated Officer (LADO) for Allegations Against Staff.
- If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LADO for Allegations Against Staff.
- The school will follow the LA procedures for managing allegations against staff. These are set out the in Discipline Policy.

ALLEGATIONS OF ABUSE MADE AGAINST STAFF

- When an allegation of abuse is made against a member of staff, the Headteacher must immediately be informed or, if the allegation is against the Head, the Chair of Governors.
- Social Care Team, the LA, Ofsted and Police will be notified as appropriate.
- A Child Protection Strategy Meeting will be convened, and if appropriate, the member of staff will be removed from duties.
- The member of staff will be subject to the agreed Disciplinary procedures, a copy of which is to be found in the Policies file.
- If the member of staff is dismissed as a result of actions relating to harming or potential to harm a child or vulnerable adult, the school will inform the Independent Safeguarding Authority (ISA) immediately

Whistleblowing

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the Chair of Governors or the Local Authority's Lead Officer for Allegations Against Staff.
- There is a Local Authority Policy for Whistleblowing which has been adopted by the school which sets out recommendations and guidance for handling complaints and safeguarding all persons within the process.

Prevention

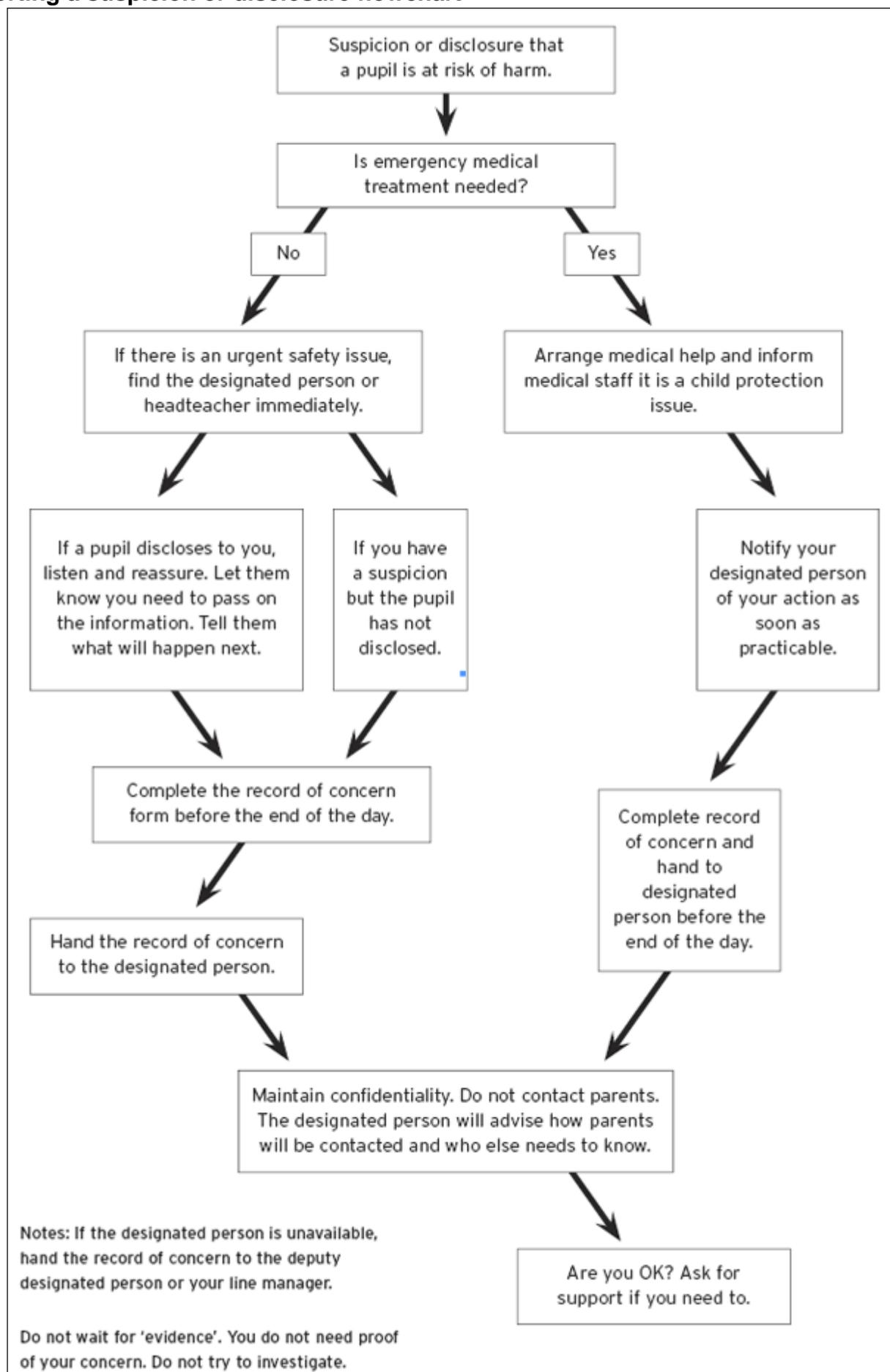
The School will:

- Establish and maintain an ethos, understood by all staff, which enables children and young people to feel secure and encourages them to talk knowing that they will be listened to.
- Ensure that only permitted adults (as defined by the Barring and Vetting Scheme, 2009) have contact with children and young people in their care.
- Ensure that all children and young people know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Provide across the curriculum, including PSHE, opportunities which equip children and young people with the skills they need to stay safe from harm to know to whom they should turn for help.

Safeguarding across our Community

- The School will work with all relevant partners to ensure that all community users of school facilities are made aware of our child protection procedures.
- We will work with relevant partners to ensure that community users will have valid DBS checks where this is required.

Reporting a suspicion or disclosure flowchart



Welfare Concern Form

Use this form to record any concern about a student's welfare and give it to the **designated person for child protection**, (Pete Neve or Sam Payne).

If you suspect the student may be suffering abuse or neglect, or you have received a disclosure of abuse from a student, or you have heard about an allegation of abuse, you must complete the welfare concern form in as much detail as you can, and hand it to the designated person immediately.

Student's Full Name: **Tutor Group:**

Why are you concerned about this student?

Please provide a description of any incidents/conversations and the dates they occurred. You must make clear what is fact and what is opinion or hearsay. You must not ask the student leading questions or try to investigate the concern yourself.

What have you observed and when? (This relates to anything you have personally witnessed)

What have you been told and when? (Write here anything you have been told by the student or any other person. Be clear about who has said what)

What have you heard and when? (This may be third-party information that is relevant but as yet unsubstantiated)

If an allegation has been made, give any details you have about the alleged abuser

Does the student have any visible injury, or have they told you they have been injured? YES NO

If yes, has medical advice been sought?

Has any action already been taken in relation to this concern? (For example, student taken out of class, first aid)

Have you spoken directly to the student? YES NO

What did they say? Use the student's own words

Have you spoken to anyone else about your concern? YES NO

Who?

Is this the first time you have been concerned about this student? YES NO

Further details

Do those with parental responsibility know this form has been completed? YES NO

If not, why not?

If yes, what did they say?

NOTE: Those with parental responsibility should not be contacted by anyone in the school if this could place the student at risk. Speak to the designated person first.

Date and time of this record:

Your details

Full name:

Position:

Signature:

If you are not a member of the school staff please provide details of your school, agency or service together with a contact telephone number.

Name of the person this record was handed to:

Position:

Signature:

Date and time the above person received this record:

Deputy Headteacher DSPCP Job Description

Safeguarding

- Lead on child protection and safeguarding for the School; being / line managing the Senior Designated Person for Safeguarding; undertaking / overseeing all the responsibilities of a Senior Designated Person, including keeping the Headteacher informed of safeguarding issues.
- Set the tone for a caring and nurturing culture in which students feel confident to talk to someone if they have a problem and where staff feel able to pass on any safeguarding concerns they may have.
- Respond effectively and immediately to safeguarding / child protection concerns raised by staff or students, or brought to his/her attention through other means.
- Work with the Headteacher to ensure all school safeguarding policies are up-to-date, in order to exceed the National Minimum Standards required by Ofsted.
- Actively raise awareness of safeguarding / child protection issues with all staff, ensure that all staff are aware of school safeguarding policies and are appropriately trained to recognise and deal with safeguarding / child protection issues.
- Ensure compliance with current safeguarding regulations, guidance and best practice.
- Monitor the keeping, confidentiality and storage of records in relation to child protection.
- Maintain links with LADO (Local Authority Designated Officer).
- Complete the annual safeguarding audit in conjunction with the designated safeguarding governor.