



St. Cecilia's Catholic Primary School

Safeguarding

Policy and Procedures

Change Summary

Version	Issue Date	Section	Description of change
1	Autumn 1995		
2	Autumn 1998		
3	18/2/02		Update to be in line with new policy layouts
4	15/5/03		No change, reviewed and accepted by Governing Body
5	Spring 2005		Change to designated person
6	Autumn 2005		Changes as recommended by the LEA
7	Summer 2006		Change to designated person
8	Spring 2008		Various grammatical changes
9	Spring 2009		New Mission Statement
10	Spring 2010		Significant changes and additions to keep in line with current legislation on Safeguarding.
11	Spring 2011		No Change
12	Spring 2012		Change to Director's Phone Number. Addition – Training & Monitoring.
13	Spring 2013		No Change
14	Spring 2014		Changes to contact details and update procedures.
15	Spring 2015		Updated to new format. Changed name from Child Protection to Safeguarding
16	Autumn 2015		Updated to include new legislation, particularly CSE, FGM and Prevent from KCSIE
17	Autumn 2016		Addition of Honour Based Violence in Appendix 2
18	Autumn 2017		Addition of definition for 'child sexual exploitation'. Changes to named personnel and telephone details.
19	September 2018		Updated by J. Rowley, Safeguarding, London Borough of Sutton to incorporate new legislation and contact numbers.

Next Review

Autumn term, 2019

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St. Cecilia's Catholic Primary School – Safeguarding Policy

School Mission Statement

At St Cecilia's

- *We live by God's Word and share His love throughout our school and global family.*
- *We respect and value the contribution that we each make throughout our journey.*
- *We encourage every individual to be an inspired learner for life.*

"THE WELFARE OF THE CHILD IS PARAMOUNT"

At St Cecilia's Primary School the safety and welfare of our pupils is of the utmost importance. Because of the day-to-day contact with children, our staff are well placed to observe the outward signs of abuse.

All adults working in the school must protect children/young people from all forms of harm and abuse as set out in 'Keeping Children Safe in Education 2018'. (See appendix A)

We have a duty to safeguard and promote the welfare of our pupils under the Education Act 2002 and Children Act 1989 through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

In addition to our child protection policy and procedures, we have policies and procedures to cover the roles of staff, pupils/students and parents as listed below.

- Child Sexual Exploitation (CSE) Policy
- Children Missing Education Policy
- Extremism and Anti-Radicalisation Policy
- Allegations of Abuse Against Staff Policy
- Behavioural Policy
- Staff Code of Conduct
- Data Protection Policy
- Whistleblowing Policy
- Anti-Bullying Policy
- Exclusion Policy
- E-Safety Policy
- Guest Speaker Policy
- Personal Electronic Devices Policy
- Data and E-Security Breach Prevention and Management Plan

Our policy applies to all staff, governors and volunteers working in the school and pupils and parents are informed about this and our other policies in the school prospectus and on our website.

There are a number of elements to our policy:

- Ensuring safe recruitment practice in checking the suitability of all our staff and volunteers to work with children;
- Raising awareness of child protection/safeguarding issues amongst all staff and volunteers and of what to do if they have concerns;
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;

- Developing effective links with relevant agencies and co-operating as required with their enquiries regarding child protection matters including attendance at case conferences and core group meetings;
- Establishing and maintaining a safe environment in which children feel secure and are encouraged to talk freely about anything that concerns them;
- Ensuring children know there are adults in the school who they can approach if they are worried about anything;
- Including opportunities in the PSHE curriculum to develop and equip pupils/students with the skills needed to recognise risks and stay safe from abuse;
- Supporting pupils who have been abused or may be at risk of harm in accordance with any agreed child protection plan;
- Ensuring we respond appropriately to any concern or allegation about a member of staff or volunteer; and
- Ensuring staff follow accepted “safe practice” principles when working with pupils/students.

If there are Child Protection concerns then Suttons’ Social Care MASH referral systems are followed in accordance with the principles of the London Child Protection Child Protection Procedures.

The Sutton Local Safeguarding Children Board (LSCB) has adopted these procedures. This policy and procedure also accords with:

- “Working Together to Safeguard Children” (*HM Government, July 2018*).
- ‘Keeping Children Safe in Education’ DfE September 2018 (KCSIE)
- ‘What to do if you’re worried a child is being abused’ (*HM Government, March 2015*)
- Disqualification by Association 2018 - **NEW** rules for schools and see appendix A

If lower level concerns or needs (i.e. not child protection) are identified then the MASH referral process will be used to access ‘Early Help’ interventions.

1. Definition

Safeguarding is about every child and child protection is about significant harm.

Safeguarding and promoting the welfare of pupils relates to any child or young person (i.e. under 18 years of age) who has suffered from, or ***may be at risk of abuse as set out in Appendix A in KCSIE 2018***

2. Recognition of abuse

The first indication of concern about a pupil’s welfare is not necessarily the presence of a serious injury. Concerns may be because of:

- bruises or marks on a pupil’s body;
- remarks made by the pupil, another pupil, a parent or another adult;
- observations of the pupil’s behaviour;
- unexplained changes in the pupil’s behaviour or personality;
- evidence of disturbance or explicit detail about abuse or possible abuse in a pupil’s play, drawing or writing;
- evidence of neglect, failure to thrive or exposure to unnecessary risks;
- unauthorised absence from school; and / or
- information about the parent(s) / carer(s) of the child/young person or their home

background.

3. Designated Safeguarding Lead

At St Cecilia's, we have a senior member of staff, Mrs Bernadette Martin, Assistant Headteacher who is the designated person with responsibility for child protection issues. Other staff available to provide significant cover when Mrs Martin is absent are Mr V. Burke, Head Teacher and Mrs S. Dean, Head of EYFS. Any member of staff concerned about a pupil should tell the designated safeguarding lead or, in her absence, the other designated staff immediately. If they are unavailable, a senior member of staff should be advised. We also have a nominated governor for safeguarding who is Mr B. Fuller.

The Designated Safeguarding Lead has a responsibility to:

- Liaise with the nominated governor, the Multi Agency Safeguarding Hub (MASH) local authority Education and Children and Family Services, Police and other agencies on individual child protection cases;
- Act as the contact person within the school, providing advice and support and ensuring that all staff (including temporary, supply staff and volunteers and members of the governing body) are aware of their role;
- Be responsible for co-ordinating action within the school on child protection issues;
- Discuss individual cases with staff on a "need to know basis" to protect children's right to confidentiality;
- Oversee the planning of any curricular or other provision in relation to child protection/safeguarding matters;
- Ensure staff are familiar with this Policy and Procedure, the London Child Protection Procedures, and any other relevant guidance;
- With any other relevant staff (e.g. class teacher), represent the school at child protection meetings and be a member of a core group if required;
- Raise awareness about child protection on an ongoing basis;
- Together with the Head Teacher and external trainers arrange regular training for ***all according to their roles and responsibilities*** and that all training undertaken is recorded on the schools' Single Central Record (SCR);
- Ensure that they the Designated Safeguarding Lead and other staff who provide significant cover receive update training at least every 2 years and recorded on the SCR.

4. Role of Individual Staff

Everyone in the school must be alert to the possibility that any pupil, regardless of race, religion, culture, class or family background, could be the victim of abuse or neglect, exploitation, FGM and Radicalisation/Extremism and must be familiar with all of these procedures as set out in KCSIE September 2018. All staff must read and understand section 1 of KCSIE and appendix A and a record is logged on the school's Single Central Record.

Concern about a pupil must be discussed with the Designated Safeguarding Lead immediately so that if necessary, a referral can be made without delay.

Members of staff should not investigate child protection/safeguarding concerns, but gather information including any witnesses of an incident. An investigation is done by Children's Social Services and/or the Police. However, if a pupil says something, it is vital to listen carefully, so you can record and report it accurately and pass onto the Designated Safeguarding Lead as soon as

possible.

5. Confidentiality of records

Our pupils and their parents/carers have the right to expect all staff to deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents/carers and, where appropriate, pupils should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child. Child protection issues relating to individual cases **must not** be subject to open discussion in the staff room or elsewhere in the school. Members of staff should also remember not to promise to pupils/students to keep “secrets”.

6. Working with children and young people

We recognise that children who are abused, neglected, or who witness abuse or neglect may find it difficult to develop a sense of self worth. They may feel helpless, humiliated and a sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through:

- the content of the curriculum;
- the school ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued;
- the school behaviour policy which is aimed at supporting vulnerable pupils in the school; we will ensure that pupils know that some behaviour are unacceptable and that they are valued and not blamed for any abuse which has occurred;
- liaison with other agencies that support pupils such as social services, the child and adolescent mental health service, the borough school attendance service and the educational psychology service; and
- ensuring that, where a pupil with a child protection plan leaves the school, their information is transferred to any new school immediately and that their social worker is informed.

7. Recruitment, selection, training and supervision of all staff and volunteers

In our recruitment and selection of staff and volunteers we will at all times adhere to the Government guidance contained within “*Working Together to Safeguard Children*” (HM Government 2018), ‘*Keeping Children Safe in Education* (DfE September 2018).

In particular we will ensure that:

- for good practice, our interview panel includes at least one member who has completed safer recruitment training,
- that we always follow up gaps in previous employment,
- that we always require specific references from employers for the last five years and
- that for all posts, paid and voluntary, the appropriate Disclosure and Barring Service (DBS) information has been received

We keep a single central record (SCR) of all staff with the date and outcome of their DBS check as well as all other relevant information associated with working in a school.

8. Contractors and outside agencies

We expect all contractors providing services within the school whose staff have access to school premises to comply with this policy and the attached procedure. The contractor or individual must agree to this in writing.

In particular we require any contractor or organisation delivering a service on behalf of the school or using our premises to provide evidence they adhere to the above requirements in terms of recruitment, selection, training and supervision of their staff and any volunteers, in particular DBS information. Checks are usually only required if a contractor's member of staff will be left unsupervised.

This policy and procedure will also apply to any organisation using school facilities. They must agree to this in writing.

CHILD PROTECTION PROCEDURE

When a child discloses or you are aware there is a safeguarding issue

1. Tell the Designated Safeguarding Lead as soon as you can - it may be necessary to interrupt a lesson to do this - do not leave notes as they may not get these until the end of the day when the pupil has gone home;
2. Early referral gives more time to offer help to the pupil and family before the situation becomes severe or serious;
3. When the matter is already severe or serious, early referral gives more time for others to protect the pupil;
4. The Designated Safeguarding Lead may consult the MASH.
5. At the earliest opportunity make a written record of your concerns - record facts accurately and be clear when you are expressing an opinion and the basis for this - these notes will help to ensure accuracy in recalling events later - notes should be legible, signed and dated;
6. These notes must be given to the Designated Safeguarding Lead as soon as possible.
7. Do not take photographs of any physical injuries, record on a body map and also do not use audio to record disclosures.

Listen - do not ask questions or interrogate. Consider interpreting services if English is a second language.

Remain calm - if you are shocked, upset or angry the pupil/student will sense this and this could stop them from saying more.

Reassure - the pupil/student that s/he has done nothing wrong - tell them it is alright to talk.

Do not promise to keep it secret - tell the pupil/student you cannot keep the matter secret and will need to take advice from someone who can help.

Any member of staff can make a referral to Social Services or to the Police but they should always consult the Designated Safeguarding Lead wherever possible. However, a referral must not be delayed - if the Designated Safeguarding Lead or their deputies are not available a senior member of staff should be advised and the referral made to the [Sutton Multi Agency Safeguarding Hub](#)

The MASH social care team or the Education Safeguarding Children's Adviser will be happy to discuss concerns even if you are not sure at that stage that a referral needs to be made. They can be contacted on 020 8770 6001/5590 Mobile:07736 338962

- **If in doubt, consult;**
- **Do not ignore concerns, even if these are vague;**
- **Your first responsibility is to the pupil; and**
- **If you need help or support to manage your own feelings, this can usually be provided.**

Contact with the family **should always** be discussed with the Designated Safeguarding Lead, who may consult the MASH social care team or the Education Safeguarding Children's Adviser.

In cases where a minor physical injury causes concern, then the schools' policy for dealing with accidents should be followed. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the pupil from harm), the pupil (as appropriate), parent or carer should be informed that the matter must be referred to the Children and Family Social Work Service via the MASH.

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between school staff and the family about sources of help (e.g. the Children and Family Social Work Service), but if concerns persist, the

Designated Safeguarding Lead will need to refer to the MASH.

In cases where there are suspicions of sexual abuse, the Designated Safeguarding Lead will seek immediate advice from the MASH before discussing this with the family.

1. Recording incidents

- All records relating to child welfare concerns will be kept on the pupil's file and the file will be kept secure - a chronology of concern should be kept;
- Where there are concerns about a pupil, the pastoral form in the class register shows the child's name in red, indicating there are concerns about the pupil and teachers should refer to the DSL for further information;
- We will keep written records of any concerns about pupils on the Pastoral Care Database, this links automatically to the Head Teacher and the DSL;
- Information from records will only be accessed by staff on a "need to know" basis;
- Key staff will need to know when a pupil is subject to a Child Protection Plan so they can monitor the pupil's welfare;
- Records relating to the pupil's welfare will remain on the pupil's file as long as the pupil is at the school;
- When the pupil leaves the school, the new school will be advised in writing that our records contain information about child protection concerns even where these are no longer current. Records should be sent in a way that is lawful in terms of the requirements of the Data Protection Act.
- When a pupil joins the school a letter requesting any safeguarding/child protection information is sent to the previous school.

2. Managing allegations against staff

- Allegations or concerns about a member of staff, worker or volunteer must immediately be **notified to the head teacher** (or the chair of governors if the concern is about the head teacher);
- The head teacher (or chair of governors) will always consult the Local Authority Designated Officer (LADO).
- Following consultation, the head teacher (or chair of governors) in agreement with the LADO will decide on appropriate action:
 - consider a Senior Strategy meeting
 - consideration of disciplinary proceedings
- It is important to bear in mind that although the concern may relate to an individual pupil, other pupils may also be at risk;
- The procedures are in Sutton LSCB Procedure and 'Keeping Children safe in Education DfE September 2018 and in the schools' policy documents.
- When appropriate with guidance from the LADO, consideration will be given to referral of a member of staff to the DBS for consideration of the case.
- If a member of staff believes a reported allegation or concern is not being dealt with appropriately, they should report the matter to the Local Authority Designated Officer (LADO) to give support and direction on how to proceed.
- Further guidance can also be sought from the MASH.

3. Harm from or to other children (peer to peer abuse, see appendix A)

- Abuse or concerns about a risk of abuse or harm by other children/young people is subject to the same safeguarding procedures as in respect of children or young people being abused by an adult;
- Professionals responding should be alert to the risk a child/young person may pose to children/young people other than any “current” victim; and
- Children or young people who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse, witnessed domestic violence or committed criminal offences).

In such cases there will usually be a need to refer the alleged perpetrator of harm to the Children and Families Service.

4. Foreign Exchange visits (We do not have Foreign Exchange visits at St Cecilia’s)

We will seek the consent of our host families to carry out checks with the appropriate local authority to ensure suitability. In the event that a host family has been subject of some kind of concern, unless there is a satisfactory resolution, the family will be regarded as unsuitable to receive or continue to host a student from overseas.

We will take reasonable steps to ensure that a comparable approach is taken with our or by our companion schools abroad.

5. Hosting exchange visits (We do not have exchange visits at St Cecilia’s)

Where the school is arranging for a visiting child/young person to be provided with care and accommodation in the UK in a home of a family to which the child/young person is not related, the responsible adults are considered to be in regulated activity for the period of the stay.

In such cases, the school is the regulated activity provider; therefore the school will obtain of the necessary information required including a DBS with barred list information to inform its assessment of the suitability of the responsible adults.

6. Working with other agencies

- All school staff have a legal duty to assist local authority Children and Family Social Care Services or the Police when they are making enquiries about the welfare of pupils;
- Information about a pupil must therefore be shared on a "need to know" basis with other agencies;
- When telephone requests for information are received, **always** maintain security by checking the telephone number listing for the caller and calling back to a switchboard number **before** giving information or confirming the student is on the school roll;
- Always advise the designated person about such requests for information;
- Requests for attendance at meetings about individual pupils (e.g. child protection conferences) should be notified to the designated person, who will arrange preparation of a report and attendance at the meeting;
- Reports should contain information about the child's:
o academic progress, attendance, behaviour, relationships with children/young people and adults, family and any other relevant matters;
- Reports should be objective, distinguishing between fact, observation, allegation and opinion;
- Unless you specify otherwise, reports will normally be made available to the child’s family.

7. Pupils/students subject to CP Plan

- The school will be told by the relevant local authority Children and Family Social Work Service when a pupil is subject to a Child Protection Plan (previously the Child Protection Register) whether the London Borough of Sutton or another local authority;
- The name of the key social worker must be clearly recorded on the pupil's record;
- The school will participate fully in the work of Core Groups for these pupils to assist with the objectives of the Child Protection Plan for the pupil;
- When a pupil is subject to a Child Protection Plan, the school will report all unexplained absences even if only for a day;
- When a pupil is subject to a Child Protection Plan, the school will report all behavioural changes or other concerns to the key social worker; and
- when a pupil who is subject to a Child Protection Plan leaves the school, all the child protection information will be transferred to any new school.

All staff must observe the above policy and procedure at all times. They will be reviewed annually and as required in line with changes in local (LSCB) or national guidance.

8. Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the Headteacher or Chair of Governors. The LA named contact is the LADO (Local Authority Designated Officer).

9. Evaluation and Monitoring Procedures

The Governors monitor the policy on an annual basis in line with their statutory responsibilities. The Governor with responsibility for child protection and safeguarding also monitors the safeguarding register and reports back to the full governing body.

10. General Issues

All staff must observe the above policy and procedure at all times. They will be reviewed annually and as required in line with changes in the local LSCB (Local Safeguarding Children's Board) or national guidance.

11. Sutton contacts for safeguarding

- LB Sutton Multi-Agency Safeguarding Hub (MASH) – 020 770 6001
- Cognus Limited, Education Safeguarding Children Adviser - 020 8770 5590 (if unavailable contact the MASH)
- Cognus Limited, Education Safeguarding and Wellbeing Lead – 020 8770 5571

● Locality Teams

Green West 0208 770 5204/0208 770 5703

- Manager - Shirleen Nelson
- ATM's – Akeh Bernardine, Pia Nash & Sally McLeish

Blue Central 0208 7705202/0208 770 4995

- Manager – Andrea Bryant

- ATM's – Faye Bannister, Melanie Slamet & Sherifa Adenmosun
- Red East** 0208 770 5199/0208 770 4894
- Manager - Michele Grady
 - ATM's – Annemie Fourie, Evlyn Quinn & Natalie Paye
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- LB Sutton Children & Families, Referral & Assessment Service (RAS) - 020 8770 4343/4263
 - LB Sutton (out of office hours) Children & Families Emergency Duty Social Work Team (EDT) - 020 8770 5000X9
 - LBS Child Protection Advisor (Quality & Performance Unit) - 020 8770 4532 (if unavailable ask for the deputy or contact the Referral and Assessment Service)
 - Local Authority Designated Officer (LADO) - 0208 770 4022. If there is a need to make a *referral outside of these times call the Out of Hours service on: 0208 770 4322.*

12. Key Safeguarding documents

- Working Together to Safeguard Children – July 2018
- Keeping Children Safe in Education – DfE September 2018
- What to do if you think a child is being abused – DfE March 2015
- Advice for Schools on the Prevent Duty – DfE 2015
- Section 26 of the Counter – Terrorism and Security Act 2015
- Section 5B of the Female Genital Mutilation Act 2003 – section 74 of the Serious Crime Act 2015 places a mandatory duty for schools to report from October 2015 to the police.