



# Hackbridge Primary School and Spencer Nursery School

## Child Protection and Safeguarding Policy

### **"THE WELFARE OF THE CHILD IS PARAMOUNT"**

At Hackbridge Primary School and Spencer Nursery 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 schools, on either site, must work to protect children from harm and abuse and be aware that any pupil may be abused or at risk of harm or abuse. We have a duty to safeguard and promote the welfare of our pupils under the Education Act 2002 and Children Act 1989 by identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

In addition to this policy we have policies in place to cover the roles of staff, pupils and parents in respect of health and safety, online safety, behaviour, restraint, racism and confidentiality. In reference to our Confidentiality Policy, we make clear that 'The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe.' 'This includes allowing practitioners to share information without consent.' – Keeping Children Safe in Education 2019 page 22 paragraphs 80 to 83.

We ensure that issues of child protection and safeguarding are raised age appropriately with pupils through the Personal, Social and Health Education (PSHE) curriculum through the teaching of Relationships Education. Our policy applies to all staff, governors and volunteers working in the school. Parents are informed about this and our other policies in the school brochure and via the school website.

**Safeguarding** is the action that is taken to promote the welfare of all children and protect them from harm.

**Safeguarding means:** protecting children from abuse and maltreatment, preventing harm to children's health or development, ensuring children grow up with the provision of safe and effective care.

**CHILD PROTECTION** – is the protection of a specific child at Hackbridge Primary School or Spencer Nursery School.

Child protection is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect.

**This policy has been updated in September 2019.**

**This policy has been agreed by Governors on: 16.09.2019**

**The next review date is September 2020.**

#### **Monitoring and Review**

This policy is monitored by the Governing Body and will be reviewed annually, or sooner, if necessary.

#### **Key People Involved with Child Protection and Safeguarding at Hackbridge Primary School**

**The Designated Lead for Child Protection and Safeguarding (DSL) is Mrs Natasha Edmonds-Chappell - Assistant Headteacher.**

She is responsible for child protection and safeguarding issues. Any member of staff concerned about a child should inform the DSL immediately.

#### **DSL Deputies:**

**Mrs Emma Walford** – Headteacher

**Miss Natalie Robins** – Deputy Headteacher / SENCo

**Miss K O'Doherty** – Assistant Head / Lead Practitioner for English

**Mr A Jasper** – Assistant Head / Lead Practitioner for Maths

**Other senior members of staff are:**

**Mrs T Ruparelia** – SLT / Class Teacher

**Mrs Y Adnyana** – SLT / Class Teacher

**Mrs Angela Baughan** - Safeguarding Governor

**Mrs Carole Cook** - Deputy Safeguarding Governor

**Key People Involved with Child Protection and Safeguarding at Spencer Nursery School**

**The Designated Lead for Child Protection and Safeguarding (DSL) is Mrs Sandra Tanner – School Business Manager**

She is responsible for child protection and safeguarding issues. Any member of staff concerned about a child should inform the DSL immediately.

**DSL Deputies:**

**Mrs Emma Walford** – Headteacher

**Miss Natalie Robins** – Deputy Headteacher / SENCo

**Mrs Sharon O'Connor** – Class Teacher

**Miss Lauren Jackson** - Room Leader

**Mrs Angela Baughan** - Safeguarding Governor

**Mrs Carole Cook** - Deputy Safeguarding Governor

**Sutton Contact Details – SEE APPENDIX A**

**Other Contact Details**

Childline 0800 1111

NSPCC 0808 800 5000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

Ofsted 0300 1231231

Police 999 or 112 (emergency) 101 (non-emergency) Safer Neighbourhood Team 0208 721 2773

**There are a number of elements to our policy:**

- Ensuring safer recruitment practice in checking the suitability of all our staff and volunteers to work with children (for further details see Safer Recruitment Policy)
- Raising awareness of child protection issues amongst all staff and volunteers and of what to do if they have concerns
- Contextual safeguarding including being aware of what is going on around children in their home and everyday lives and risks that may be particular to our school and / or local area
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- Developing effective links with relevant agencies and cooperating 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 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.

If there are Child Protection concerns the London Child Protection Procedures <http://www.londoncp.co.uk/> (regularly updated) must be followed. The Sutton Local Safeguarding Children Partnership (LSCP) has adopted these procedures. This policy and procedure also accord with:

- DfE document ‘Keeping Children Safe in Education – Statutory Guidance’ September 2019  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

- ‘Working Together to Safeguard Children’ (HM Government 2018).  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/729914/Working\\_Together\\_to\\_Safeguard\\_Children-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)

If lower level concerns or needs (i.e. not child protection) are identified about a particular pupil a referral to the Families Matter service may be recommended for further support and advice.

### **Definitions of terms**

**Abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused by an adult or adults or another child or children. 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**, physical injury, neglect, emotional abuse, sexual abuse, spiritual or ritual.

### **Types of abuse include:**

**Physical Abuse** – a form of abuse which involves 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.

**Neglect** – the persistent failure to meet a child’s basic physical, emotional and/or psychological needs likely to result in the serious impairment of the child’s health or development. Neglect may include inadequate supervision or failure to ensure that other adults are giving adequate care and supervision. Neglect may occur during pregnancy as a result of maternal substance abuse.

**Emotional Abuse** – the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual Abuse** – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. This may include non-contact activities such as allowing children to see sexual images, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for sexual abuse including via the internet.

More detailed definitions of the four kinds of abuse can be found on page 13 of the DfE document ‘Keeping Children Safe in Education – Statutory Guidance’ September 2019

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### **Pupils with SEND**

As a school we recognise that children with **SEND** may face additional safeguarding challenges and, therefore, additional barriers can exist when recognising abuse and neglect.

Such barriers include the following:

- Assumptions that indicators of possible abuse are simply related to the child’s SEND
- Children with SEND being disproportionately impacted by bullying
- Communication barriers that hinder the child in reporting that they have been abused

### **Contextual Safeguarding**

Staff will be well placed to get to know children and, to some extent, about their home situations. As a school we consider the wider environmental factors in a child’s life that may be a threat to their safety and/or welfare, and we will always consider contextual safeguarding when assessing a child’s situation. The DSL and Deputies may hold further information about a child and their home life and the risks they may be subject to outside school.

### **Child Sexual Exploitation (CSE)**

CSE involves exploitative situations, contexts and relationships where young people receive something in return for engaging in sexual activities. These could include physical items such as food, gifts or money or could be in return for affection or membership of a group or gang. CSE involves varying degrees of coercion, intimidation or enticement including unwanted pressure of peers to have sex, sexual bullying including cyberbullying and grooming online. The perpetrator holds power over their victim, and this increases as the exploitative relationship develops. The victim may truly believe they are loved by the perpetrator. In such cases a young person may not realise they are being sexually exploited and will therefore show no external signs of the abuse.

**Signs and indicators may include:**

- The child being obsessed with a new friend and spending a lot of time with them including time online
- Unexplained gifts
- A change of mood
- Distancing family or other friends

**So-called Honour Based Violence (HBV)**

So-called 'honour based' violence encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, this included Forced Marriage and Female Genital Mutilation. Forced Marriage is one entered into without the full or free consent of one or both parties where violence, threats or any other form of coercion. This is not the same as an arranged marriage. All staff must be aware that this practice does occur and could affect a family at Hackbridge or Spencer. Any disclosures by a child or suspicions that any member of any family might be at risk must be taken seriously. Any disclosures and/or suspicions must be recorded and reported to the DSL or Deputy DSL, who will in turn report this to the relevant contact at the London Borough of Sutton, making a referral, if deemed necessary, or following their advice.

**Female Genital Mutilation (FGM)**

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK to perform or arrange for such a procedure to take place including procedures that would be performed outside the UK.

Mandatory Reporting Duty - There is a statutory duty on teachers and school staff to report disclosures regarding FGM on a female under eighteen years of age. This includes procedures that may be about to take place and those that have already taken place.

FGM could be carried out on girls as young as four or five years old; some cultures and or families do not wait until girls are nearing puberty. Girls are at particular risk from certain countries and cultures – please refer to map 'Prevalence of FGM by Country'. Girls from families where it is known that the mother has been subjected to FGM are also at risk. As a school we endeavour to know our families well and understand their cultures and backgrounds. We work closely with other agencies in order to receive appropriate safeguarding and medical information that helps us to protect female pupils from this type of abuse.

**Signs and indicators may include:**

- A girl saying that she is going on a special holiday or talking about a special celebration to become a woman.
- A girl frequently wanting to go to the toilet and / or spending a long time in the toilet.
- Reluctance or refusal to take part in PE lessons with no medical reason given by a doctor.

**Children Missing Education**

All children are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing in education is a potential indicator of abuse, neglect or a child being placed at some form of risk. Staff are aware of potential safeguarding risks such as travelling to conflict zones, CSE, FGM and forced marriage.

When a child leaves our school we make sure we know which school that they are moving on to and have confirmation that they are attending that school.

Where there is no confirmation that a child has a place at a new school we contact parents, if possible, and complete a referral form that is available to inform Children's Services so that children do not remain without a school place and can be monitored to ensure their safety. We follow up relentlessly and track children so that we leave no stone unturned until we know that they are safe.

When a child is absent from school, but we have received no reason from a parent, we ensure that we have at least two numbers that we can contact in order to establish that the child and family are safe.

We work with the Local Authority Admissions team who are responsible for Children Missing from Education and procedures are in-line with the statutory guidance for Children Missing in Education September 2016. It is the school's duty to inform the Local Authority under some circumstances where children are deleted from the school register. (*Regulation 12(3) of the Education (Pupil Registration) (England) Regulations 2006.* [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing)

[Education - statutory guidance.pdf](#) Our Attendance Policy explains what we do when children have poor attendance.

### **Private Fostering**

Private Fostering is when a child under 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage / affinity.)

There is a mandatory duty to notify the Local Authority of a Private Fostering Arrangement.

### **The Prevent Duty**

HM Government has published guidance for authorities, including schools, on their responsibilities under the Counter-Terrorism and Security Act.

Under the Act, schools and other authorities have a duty to "have due regard to the need to prevent people from being drawn into terrorism".

The statutory Prevent guidance summarises the requirements on schools in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

- Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. Schools and colleges should have clear procedures in place for protecting children at risk of radicalisation. These procedures may be set out in existing safeguarding policies. It is not necessary for schools and colleges to have distinct policies on implementing the Prevent duty.
- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Boards (LSCBs).
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best placed to assess the training needs of staff in the light of their assessment of the risk to pupils at the school of being drawn into terrorism. As a minimum, however, schools should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.
- Schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place. It is also important that schools teach pupils about online safety more generally.

The Department for Education has also published advice for schools on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts other sources of advice and support.

In order to safeguard all children and their families, the school has a PREVENT agenda policy, which all staff, governors and volunteers are made aware of, below is a breakdown of the key points:

- All staff must be aware of the PREVENT agenda, even though the children who attend are very young, staff must remain aware, parents/carers/guardians may be drawn into extremism and staff may notice a change in their behaviour/attitude.
- Children may be taken out of school without adequate explanation, which must be challenged.
- Children may make you aware that they have witnessed "inappropriate" material and/or language.
- Any suspicious behaviour must be reported to the Head teacher and/or member of the Senior Leadership Team.

Acting under this guidance we will:

- Teach a broad and balanced curriculum which promotes the spiritual, moral and cultural development of pupils and prepares them for the opportunities, responsibilities and experiences of life in Modern Britain
- Assess the risk of pupils being drawn into terrorism, and work together to identify pupils at risk and refer them to relevant authorities eg. CHANNEL

- Set out protocols for ensuring that visiting speakers are suitable and appropriately supervised
- Work in partnership with other local bodies and follow local authority inter-agency procedures
- Ensure that staff are trained to identify pupils at risk of being drawn into terrorism, challenge extremist ideas and refer children to appropriate authorities where necessary
- Ensure the school has internet filters in place to block terrorist and extremist material
- Update training regularly in light of any new information

The Prevent Duty – Guidance for Schools – June 2015

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

### **Children With Family Members in Prison**

Children with family members in prison can be at risk of poverty, stigma, isolation and poor mental health. [NICCO](#) provides information designed to support professionals working with offenders and their children. School will seek appropriate advice and support.

### **Child Criminal Exploitation: County Lines**

This refers to drug networks or gangs grooming and exploiting children to carry drugs and money from urban areas to suburban areas, rural areas and market and seaside towns. Staff may notice children missing school in regular episodes, where they may have been trafficked for the purpose of transporting drugs – a referral to the National Referral Mechanism should be considered. Concerns should be subject to and reported immediately in the same way as any other CP concern.

### **Domestic Abuse**

Exposure to domestic abuse can have long lasting emotional and psychological impact on children. The [NSPCC](#), [Refuge](#) and [SafeLives](#) all have advice on how children who are affected by domestic abuse can be identified and supported. Concerns should be subject to and reported in the same way as any other CP concern.

### **Homelessness**

Being, or being at risk of, becoming homeless presents a real risk to a child's welfare. The DSL and deputies will be aware of contact details and referral routes in to the Local Housing Authority so they can raise and progress concerns at the earliest opportunity. EYFS / Primary age children could also be affected by older siblings, who, for a range of reasons, may be living independently from their parents or guardians (e.g. through exclusion from their home). Concerns should be reported to a DSL.

### **Peer-on-Peer Abuse**

Children can abuse other children. Peer on Peer abuse occurs where both victim/s and perpetrator/s are under 18 years of age. Abuse or concerns about abuse or harm by other children should be subject to and reported in the same way as any other CP concern and using school procedures. Abuse may take place physically, verbally or online. This can include, but is not limited to, bullying, including cyberbullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Staff will be alert to the risk a child may pose to children other than any "current" victim; and be aware that children who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse, witnessed domestic violence or witnessed, or have been part of, criminal activity).

The risk of Peer on Peer Abuse will be minimised through:

- Educating our pupils about how to keep safe and what they should do if they feel unsafe in any way. We update this regularly in class through our child friendly booklet.
- Reminding children to watch out for their peers and tell an adult if they are aware of anyone being bullied or upset by others.
- As a school deal with bullying quickly and effectively so we create a culture where this is unacceptable.
- Offering support to victims and perpetrators.
- Regular teaching about online safety so that children are very aware of how to keep safe, how to report when others are unkind or abusive online and how they can block unwelcome contact online.

Peer on Peer Abuse will be recorded in the same way as all Child Protection issues using school procedure.

Investigation will involve listening to the children, gaining an insight into what has happened, involving parents and dealing with the issue through our Behaviour Policy. We are aware that in some cases we may need to involve Children's Services and the police. We are aware of the need to act quickly and inform parents so that children are not going home to be abused by the perpetrators in person or online.

### **Sexual Violence and Sexual Harassment between Children in Schools and Colleges**

Sexual violence and abuse can occur between two or more children of **any** age and sex. Some groups of children will be more at risk such as children with SEND and LGBT. This is never acceptable and should never be treated as a bit of 'fun' or 'teasing'. When referring to 'sexual violence offences' this is under the Sexual Offences Act 2003. Sexual harassment is 'unwanted conduct of a sexual nature' and can occur online or offline. Concerns should be subject to and reported immediately in the same way as any other CP concern.

### **Upskirting - Voyeurism (Offences) Act 2019**

"The Voyeurism (Offences) Act 2019 creates 2 new offences criminalising someone who operates equipment or records an image under another person's clothing (without that person's consent or a reasonable belief in their consent) with the intention of viewing, or enabling another person to view, their genitals or buttocks (with or without underwear), where the purpose is to obtain sexual gratification or to cause humiliation, "alarm or distress." The offences will be triable and carry a maximum 2-year prison sentence. If staff have a concern about a child or a child makes a report to them, they should follow the school's referral procedures.

### **Key Areas of Safeguarding/Child Protection Risk Particular to Hackbridge Primary School**

Key risks that we have identified for our pupils are:

- Pupils left to their own devices e.g. parents wanting them to travel home alone, pupils waiting unaccompanied outside school in the morning, pupils informing staff they are left alone at home.
- Internet safety including the safe use of mobile phones, inappropriate / underage use of social media sites, gaming / playing inappropriate games for their age. Where children have permission to bring a mobile phone to school this is kept by the class teacher until the end of the school day to reduce the risk of children accessing inappropriate online content during the school day.
- Attendance.
- Mobility of the school population; checking pupil and family information when pupils join the school and checking where pupils move on to when they leave us.

### **Key Areas of Safeguarding/Child Protection Risk Particular to Spencer Nursery School**

- Parents not collecting children from nursery at the end of the session.
- Internet safety including the safe use of mobile phones, inappropriate / underage use of social media sites, gaming / playing inappropriate games for their age.
- Attendance.

### **Initial Concerns**

The first indication of concern about a pupil's welfare is not necessarily the presence of a serious injury.

Concerns may include:

- 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 or reactions
- unexplained changes in the pupil's behaviour or personality
- evidence of disturbance or explicit detail in a pupil's play, drawing or writing
- evidence of neglect, failure to thrive or exposure to unnecessary risks.
- unauthorised absence from school
- information about the parent(s)/carer(s) of the child or their home background.

**The DSL has a responsibility to:**

- liaise with the LA, Children & Family Services, Police and other agencies on individual cases of suspected or identified child abuse or 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

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- be responsible for co-ordinating action within the school on child protection issues
- liaise with staff on a “need to know basis” to protect pupil's right to confidentiality
- oversee the planning of any curricular or other provision in relation to child protection matters
- represent the school at child protection meetings and be a member of a “Core Group” if required
- or ensure that appropriately trained staff are delegated responsibility to attend
- ensure staff are familiar with this Policy and Procedure, the current London Child Protection Procedures, the LA Guidelines and DfE guidance
- raise awareness about child protection on an ongoing basis
- together with the local authority child protection training officer, arrange child protection training for all staff at least once every two years and arrange attendance at separate sessions arranged by the LA for new staff commencing work between whole school training sessions or absent for whole school sessions
- ensure that the designated person and deputies, receive update training three times a year.
- ensure that the designated governor receives appropriate training and updates.
- provide appropriate information to the Governing Body and designated governor with regards to child protection matters.

#### **The role of individual staff:**

Every adult in the school must be aware that any pupil, regardless of race, religion, culture, class, gender or family background, may be the victim of abuse or neglect. All adults must know what to do when they have a concern about a child and must know and follow the school procedures. Concerns about a pupil must be reported to the DSL immediately so that, if necessary, a referral can be made without delay. Individual staff must ensure that if the DSL is not available then they speak as a matter of urgency to a DSL Deputy, all of whom are trained as designated persons. If these persons are not available, it is the responsibility of the individual member of staff to seek advice from another member of school staff or call one of the following:

**The Children’s First Contact Service (CFCS) – 020 8770 6001**

**LB Sutton Children & Families Emergency Duty Social Work Team (EDT) 020 8770 5000 (out of office hours after 5.00 p.m.)**

For children who do not reside in Sutton staff can also report concerns through **Report Abuse To Your Local Council** <https://www.gov.uk/report-child-abuse-to-local-council> . This link will enable the correct contact details to be accessed by typing in the child’s postcode.

**Please also see – ‘Hackbridge Primary - School Child Protection Procedures’ and ‘Spencer Nursery - School Child Protection Procedures’.** These documents set out clearly what to do when managing a Child Protection concern at either of the sites. They also set out what to do if the DSL is not available.

Members of school staff should not investigate child protection concerns. This will be done by Children’s Social Services or the Police. However, if a pupil says something, it is vital to listen carefully, so you can report it accurately. Do not tell children that you will keep what they tell you secret. You can reassure them that you are acting in their best interest.

Do not give opinions in your notes, but write factually about what you have heard or seen. Remember that your notes will be passed to other professionals and may become evidence in court. Records will also assist other members of staff who may have concerns.

#### **Concerns Regarding School Procedures**

If staff have a concern about school practice or procedures, they should raise this with the DSL and / or the SLT so that the concern can be addressed and changes made to school systems if necessary.

The **NSPCC Whistleblowing Helpline** is available if any member of staff does not feel able to raise concerns regarding child protection failures internally. This information is given to staff through update training throughout the school year. Staff can call on the NSPCC on 0800 028 0285 from 8.00am to 8.00pm Monday to Friday, email them on [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or write to them at NSPCC, Weston House, 42 Curtain Road, London, EC2A 3NH.

#### **Confidentiality**

Pupils, parents and carers have the right to expect that all staff will deal sensitively and sympathetically with their situation. It is important that information is only available to those who 'need to know' it. All members of staff must respect issues of confidentiality. Child protection issues relating to individual cases must not be subject to open discussion in the staff room or elsewhere in the school. Information must only be shared amongst professionals and be in the best interests of the child. Child protection records are kept securely in the Headteacher's office.

### **Support For Children**

We recognise that children who are abused, neglected, or who witness such things, may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some 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 pupil through:

- Teaching children about how to keep safe by recognising when they are at risk and knowing how to get help when they need it
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school – the school will ensure that the pupil knows that some behaviour is unacceptable, but they are valued and not blamed for any abuse which has occurred
- Liaison with other agencies that support the pupil such as Social Services, the Child and Adolescent Mental Health Service, (CAMHS), and the Educational Psychology Service
- Ensuring that, where a pupil with a child protection plan leaves the school, their information is transferred to any new school immediately and that the social worker is informed.

### **Safer Recruitment, Selection, Training and Supervision of Staff and Volunteers Recruitment and Selection**

In our recruitment and selection of staff and volunteers we will at all times adhere to the appropriate guidance which followed the Bichard Enquiry Report ("Safeguarding Children and Safer Recruitment in Education", DfE January 2007).

In particular we will ensure that our interview panellists are appropriately trained, that we always follow up gaps in previous employment, that we always require specific references from employers and that, for all posts, paid and voluntary, the appropriate DBS disclosure check is conducted.

We keep a central record of all staff with the date and outcome of their DBS check and dates of safeguarding and child protection training.

### **Training**

All staff receive Basic Safeguarding training every three years. In addition, regular safeguarding/child protection training is delivered to all staff, by the DSL to ensure that staff are kept up to date on key areas and are reminded of their responsibilities - this is done at least once a year, at the beginning of the new school year, and as necessary throughout the year.

New staff joining the school receive the information on the key areas of Safeguarding and Child Protection and school processes as part of their induction, together with a personal copy of the important school policies. They will receive Basic Safeguarding Training on the next available validated course.

Designated Leads for Safeguarding initially attend Basic Training for Safeguarding Leads and then training each term. Termly training includes new information, updates on key areas relevant to the role and talks and information from key personnel including the Local Authority, the MASH, Children's Services and the Police.

Volunteers and adults undertaking work experience receive in house CP and Safeguarding training from the DSL and SBM.

### **Supervision of Staff and Volunteers**

We understand that dealing with serious matters regarding Child Protection can cause a range of emotions and can be upsetting for staff or volunteers. Where this is the case school will access supervision from the Local Authority Lead for Safeguarding and Wellbeing.

The DSL and other key staff will receive supervision on a half termly basis.

**LIST OF CONTACTS****HACKBRIDGE PRIMARY SCHOOL****Designated Leads for Safeguarding:****Mrs Natasha Edmonds-Chappell** – Assistant Headteacher / DSL**Mrs Emma Walford** – Headteacher**Miss Natalie Robins** – Deputy Headteacher / SENCo**Miss K O’Doherty** – Assistant Headteacher / Lead Practitioner for English**Mr A Jasper** – Assistant Headteacher / Lead Practitioner for Maths**Other main contacts are:****Mrs T Ruparelia** – SLT / Class Teacher**Mrs Y Adnyana** – SLT / Class Teacher**Mrs Angela Baughan** - Safeguarding Governor**Mrs Carole Cook** - Deputy Safeguarding Governor**SPENCER NURSERY SCHOOL****Mrs Emma Walford** – Headteacher**Mrs Sandra Tanner** – School Business Manager / DSL**Miss Natalie Robins** – Deputy Headteacher / SENCo**Mrs Sharon O’Connor** – Class Teacher**Miss Lauren Jackson** – Room Leader (Ladybirds and Bumblebees Class)**Safeguarding Governor:** Mrs Angela Baughan**Deputy Safeguarding Governor:** Mrs Carole Cook**Sutton Contact Details**

The Children’s First Contact Service (CFCS) – 020 8770 6001

LB Sutton Children &amp; Families Emergency Duty Social Work Team (EDT) 020 8770 5000 (out of office hours after 5.00 p.m.)

**For children who do not live in the London Borough of Sutton, appropriate contact details for local Children’s Services can be accessed through ‘Report Abuse to Your Local Council’** <https://www.gov.uk/report-child-abuse-to-local-council> . This link will enable the correct contact details to be accessed by typing in the child’s postcode.

**Other Contact Details**

Childline 0800 1111

NSPCC 0808 800 5000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

Ofsted 0300 1231231

Police 999 or 112 (emergency) 101 (non-emergency) or Safer Neighbourhood Team 0208 721 2773

### Child Protection Procedures

Concern may arise from observations of the pupil (e.g. injury, behaviour, appearance, nature of play or work produced) **or** as a result of something said by the child, another child or an adult. If concern arises regarding the welfare of a pupil the following procedures must be followed.

#### Hackbridge:

- Tell the DSL (Mrs Edmonds-Chappell), Deputies (Mrs Walford, Miss Robins, Miss O'Doherty or Mr Jasper), or other staff as specified above, as soon as you can – it may be necessary to interrupt a lesson to do this. Make a referral via 'MY CONCERN' online platform. If the concern is deemed to be a serious or urgent matter the member of staff should also find and speak to the DSL or a deputy.
- If, for any reason, you are not able to make a referral through 'MY CONCERN' find a DSL or Deputy or complete a 'Yellow Form'. Do not leave 'Yellow Form' notes in a DSL's pigeonhole / tray as they may not get back to check their post until the end of the day and this may be after the child has gone home.
- Appendix C 'Child Protection Incident Report Sheet' (Yellow Form) can be used to record initial concerns if the referrer is unable to access 'MY CONCERN'.
- Report concerns as soon as possible. Early referral gives more time to offer help to the child and family before the situation becomes severe or serious. When the matter is already severe or serious, early referral gives more time during the school day to arrange protection for the child.
- The DSL may consult the Children's Access Team which is part of the Multi-Agency Safeguarding Hub (MASH).

#### Spencer:

- Tell the DSL (Mrs Tanner), deputies (Mrs Walford, Miss Robins, Mrs O'Connor or Miss Lauren Jackson), as soon as you can – it may be necessary to interrupt a lesson / session to do this. Complete and personally hand a 'CP Concern Form' to Mrs Tanner or a DSL Deputy as soon as possible.
- Appendix D 'Child Protection Concern Report Sheet' (stored on Q Drive at Hackbridge and I Drive at Spencer Nursery) is used to record initial concerns.
- Report concerns as soon as possible. Early referral gives more time to offer help to the child and family before the situation becomes severe or serious. When the matter is already severe or serious, early referral gives more time during the school day to arrange protection for the child.
- The DSL may consult the Children's Access Team which is part of the Multi-Agency Safeguarding Hub (MASH).

#### Concern from something the pupil says:

**Listen** - do not ask leading questions.

**Remain calm** - if you are shocked, upset or angry the pupil will pick this up and this may stop them from saying more.

**Reassure** - the pupil has done nothing wrong - tell them it is alright to talk.

**Do not promise to keep it secret** - tell the child you cannot keep the matter secret and will need to take advice from someone who can help. Write down details of the conversation including reported speech. (Appendix C (for HPS) or D (for SNS) – Child Protection Incident Report Form)

**Please also see – 'School Child Protection Procedures'. This document lays out clearly what to do when managing a Child Protection issue.**

#### Make written notes

- at the earliest opportunity make a written record of your concerns writing only the facts of what you have heard or observed (Use My Concern or Appendix C or D – Child Protection Incident Report Form – copies available in the staff room, the office, the main medical room).
- these notes must be legible, signed and dated with the note takers name also printed on the form.
- these notes must be given to the designated person as soon as possible and will help to ensure accuracy in recalling events later. Written notes must NOT be left in a pigeon hole / tray or pushed under a door; they **must** be handed to the designated person or deputy.

## Referral Process

The DSL or Deputies will make necessary referrals to the Multi Agency Safeguarding Team (MASH) or the Police. However, if the DSL or Deputies are not available a senior member of staff should be advised and the referral made. Anyone can make a referral if necessary. The MASH will be happy to discuss concerns even if you are not sure at that stage that a referral needs to be made.

### Remember:

- your first responsibility is the safety and welfare of the child.
- do not ignore concerns, even if these are vague.
- if in doubt ask for support.
- if you need help or support to manage your own feelings, this can be provided.

## Contact With Parents and Carers

Discussion with parents and carers about Child Protection concerns are always a sensitive matter. When there is a Child Protection concern, contact with parents and carers should be made by the DSL or a Deputy. The DSL or Deputy may take advice from the MASH or Children's Services before doing this.

In cases where, for example, a minor physical injury causes concern or a child reports that they have been smacked, it may be appropriate to discuss this in the first instance with the parent or carer. If the explanation suggests a non-accidental cause for the injury, a failure to protect the pupil from harm and / or little understanding that physical chastisement is unacceptable, the parent or carer should be informed that the matter will be referred to the Children Services. If the decision is made to speak to parents we will endeavour to call them before the end of the school day rather than speak to them at collection time, however, this may not always be possible.

In cases of possible neglect or emotional abuse, the concern is likely to have built up over a period of time. There may have been discussions between school staff and the parents or carers about sources of help (e.g. Families Matter), but if concerns persist, the DSL will refer to the MASH. The DSL will normally advise the parents or carers of this, unless deemed not to be in the best interests of the child.

**In cases where there are suspicions of serious physical abuse, the DSL will seek immediate advice from Children's Services or the MASH before discussing the matter with the family.**

**In cases where there are suspicions of sexual abuse, the DSL will seek immediate advice from the Children's Services or the MASH before discussing the matter with the family.**

## Recording

- all records relating to child welfare concerns will be kept on the pupil's file and the file will be kept secure by the DSLDSL – a chronology of concern should be kept
- we will keep written records of any concerns about pupils, even where there is no need to refer the matter immediately
- information from records will only be used on a "need to know" basis and where it is in the best interests of the child
- appropriate staff will need to know when a pupil is subject to a Child Protection Plan (CPP) or Child in Need Plan, so that 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 a pupil at the school
- when the pupil leaves the school, the new school will be advised in writing that the school's records contain information about child protection concerns even where these are no longer current

## Concern about a staff member, carer or volunteer

- 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) may consult the LA Designated Child Protection Officer (LADO)
- following consultation, the Head teacher (or Chair of Governors) will decide on appropriate action
- it is important to bear in mind that although a concern may relate to an individual pupil, other pupils may also be at risk

- the procedures in “Safeguarding Children and Safer Recruitment in Education” (DfE 2007) and the Sutton LSCB Procedure will be followed in such cases

#### **Request for assistance by other agencies**

- schools have a legal duty to assist Children’s Services and / or the Police when they are making enquiries about the welfare and protection of children.
- information about a child must therefore be shared on a "need to know" basis with other agencies.
- the DSL or a deputy should provide requested information.
- when telephone requests for information are received, **always** maintain security by checking the telephone number listing and calling back to a switchboard number **before** giving information or confirming the pupil is on the school roll.
- requests for attendance at meetings about individual children (e.g. child protection conferences) should be notified to the DSL or a deputy, who will ensure preparation of a report and attendance of an appropriate person at the meeting.
- reports should contain information about the pupil’s:
  - academic progress
  - attendance
  - behaviour
  - relationships with children and adults
  - family
  - any other relevant matter
- reports must be objective and distinguish between fact, observation, allegation and opinion.
- unless deemed inappropriate, reports will normally be made available to parents or carers.

#### **Pupils subject to a Child Protection Plan (CPP) or Child in Need (CIN) Plan**

- the school will be told by the relevant local authority Children’s Services when a pupil is subject to a CPP or CIN Plan whether residing in 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 CPP for the pupil
- when a pupil is subject to a CPP, the school will report all absences, even if only for one day, behavioural changes or other concerns to the key social worker
- when a pupil whose is subject to a CPP or CIN Plan leaves the school, all the child protection information will be transferred to the new school by registered mail or hand delivered.

#### **General Issues**

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

#### **Contractors and Outside Services**

We expect all services providing services within the School, whose staff have access to the school premises, to comply with this policy. In particular we require any service 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 the DBS disclosure checks. Work undertaken by contractors who are not regularly on our premises is not classed as ‘regulated activity’ and therefore these personnel will not have a DBS check. All contractors must either be supervised on site or undertake work outside of school hours.

All CP Incidents must be reported to the Designated Lead for Safeguarding (DSL), or other Designated Person, as soon as possible. This form can be used if 'MY CONCERN' cannot be accessed. This form must be handed to an appropriate person and not left in a tray or placed under doors etc.



**HACKBRIDGE PRIMARY SCHOOL**



**CP Incident Report Sheet**

**Child's Name(s):** .....

**Class:** ..... **Time:** ..... **Date:** .....

**Name and Signature of person reporting incident:** .....

**Brief outline of concern:**

**Record of conversation/observation:**

**Time/Date received by DSL:**.....

**Action to be taken:**

**Name and signature of DSL:** .....

**Spencer Nursery School / Child Protection/Welfare Concerns Reporting Form**

<b>Pupil name</b>	<b>Date of Birth</b>	<b>Year Group</b>
Name & position of person completing form (please print)		
<b>Time &amp; Date of incident / concern:</b> dd.mm.yy		
<b>Incident / concern (who what where when)</b>		
<b>Any other relevant information (witnesses, immediate action taken)</b>		
<b>Action taken</b>		
Reporting Staff Signature ..... Date:		
<b>Safeguarding Lead – Response / Outcome</b>		
SL Signature ..... Date:		

**KEY SAFEGUARDING DOCUMENTS**

- Working Together to Safeguard Children - July 2018
- Keeping Children Safe in Education – DfE September 2019
- 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.
- Female Genital Mutilation: Guidance for school – DfE June 2019
- Teaching Online Safety In School – DfE June 2019
- Relationships Education (Primary), Relationships and Sex Education (RSE, Secondary) and Health Education – DfE 2019
- Sexual violence and sexual harassment between children in schools and colleges – DfE May 2018

Specific Notes for Spencer Nursery School:-

**ADULT: CHILD RATIOS**

To ensure that all children and adults are protected and in ratio at all times, Spencer Nursery School adheres to the legal requirements for adult:child ratios at all times. The following ratios are adhered to:

For children aged under two years of age: 1 adult to every 3 children

For children aged under three years of age: 1 adult to every 4 children

For children aged under five years of age: 1 adult to every 8 children

However, during education hours in term time when Spencer's teacher (or a member of staff qualified to Degree level (7), is present in the classroom a ratio of 1 adult to every 13 children can be applied.

**MOBILE TELEPHONES**

Spencer Nursery School have a strictly no mobile telephone policy. All staff, volunteers, parents/carers and visitors are advised of this. Mobile telephones cannot be used in the School buildings at all. For staff, volunteers and supply staff, lockable lockers are provided where their mobile telephone can be stored for the duration of their visit. For full details, please see the Mobile Telephone Policy. This policy and procedure will also apply to any organisation using school facilities. The one exception to this policy is the School Business Manager (SBM)'s mobile telephone, which remains in the office, for fire and security reasons, the school is linked to London Borough of Sutton Civic Offices and if any alarm is raised the school telephone is engaged ringing the borough. Therefore, the Civic Office Security Team have the SBM's mobile number and will ring to check if there is a fire/security issue.