



## CHRISTLETON HIGH SCHOOL

# SAFEGUARDING POLICY FOR CHILDREN AND YOUNG PEOPLE

“Staff in Education have a crucial role to play in helping identify welfare concerns and indications of possible abuse or neglect at an early stage”. *Working Together 2006*

“Schools have a duty to ensure that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of the children who are its students”.  
*Education Act 2002 Section 175*

“Children become the victims or beneficiaries of adult actions”.  
*Hugh Cunningham 2006*

## 1. Introduction - The National Picture

### 1.1 Safeguarding and Promoting Welfare

“Safeguarding” is an umbrella term encompassing the whole wellbeing of a child and recognises the importance of the preventative agenda. Child Protection is an important component of “safeguarding”

### 1.2 Definition

All adults working in education have a duty to safeguard and promote the welfare of children which is defined in the Children Act as:-

- a Protecting children from maltreatment
- b Preventing impairment of children’s health and development
- c Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and
- d Undertaking that role so as to have optimum life chances and to enter adulthood successfully.

*Working Together 2006 P34*

- 1.3 This school recognises that every member of its staff and governing body has a key role in prevention of harm, early identification, intervention and support for students at risk of significant harm and will endeavour to provide an environment where children are valued and know that their concerns will be taken seriously. Where young people are safe and feel safe, and are able to work in a happy and hardworking environment so they can fulfil their potential.

#### **1.4 Leadership and Management**

This school acknowledges that anxiety undermines good practice and has identified a clear line of accountability to ensure that staff dealing with child welfare concerns are supported and have access to appropriate training and advice. In this school any individual can contact the following if they have concerns about a young person:-

Safeguarding Lead is Ms K Saxon and Mrs S Williams will deputise in her absence.

The Safeguarding Governor is Mrs J. Charlton.

#### **1.5 Training**

“Staff across frontline services need appropriate support and training to ensure that as far as possible they put themselves in the place of the child or young person and consider first and foremost how that situation must feel for them. “

*Lord Laming 2009*

All frontline staff in education should be aware of the signs and symptoms of abuse and know how to respond appropriately to these concerns. Everyone has a duty to make a brief, accurate record of the concerns and to discuss these without delay with the safeguarding lead.

All staff need to attend safeguarding training accredited by the local Safeguarding Child Board every 3 years.

The Safeguarding Leads require retraining every 2 years and must attend additional multiagency training in order to ensure the school works well with partner agencies to safeguard children.

#### **1.6 Listening to and responding to children**

“Every child should be listened to, no matter how difficult they are to talk to”

*Laming Report 2009*

This school acknowledges that empowering young people to talk to adults that they trust and ensuring that these individuals respond appropriately is the most effective way of keeping children safe from abuse. This school has developed strategies to ensure that its students have a range of adults with whom to share their concerns i.e. Student Services, Form Tutor, work in PSHCE, School Counsellor.

#### **1.7 Record keeping procedure**

- a Any member of staff who has concerns about the welfare of a child must share this information without delay, following the guidance in the flow chart. (Annex A)
- b Staff must make a brief accurate record of these concerns using the agreed pro-forma, recording any allegations that the child makes in the child's own words, if possible. (Annex B) In order to comply with the local Safeguarding Children Board procedure, staff must provide a copy of all notes made, including print-offs of relevant emails, as well as completing the on-line chronology.

- c These records must be stored securely and the information shared with staff only on a “need to know basis”.
- d The child protection record must be transferred to the Safeguarding Lead of the admitting school should the child move to another school.

### **1.8 Confidentiality**

- a We recognise that all matters relating to child protection are confidential.
- b The Headteacher or Safeguarding Lead will disclose any information about a student to other members of staff on a need to know basis only.
- c All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- d All staff must be aware that they cannot make a promise to a child to keep secrets.

### **1.9 Referral**

The designated Safeguarding Lead should assess all information available to the school about a child and refer to Social Care Access Team, if appropriate, and confirm this referral in writing by completing the Safeguarding Children in Education Referral Form, within 48 hours. (Annex C)

### **1.10 Support for Vulnerable students**

This school believes that it has an important role in preventing the harm that children can experience because of exposure to forms of abuse eg by including activities or programmes which enable students to build their confidence and self worth within the school curriculum.

We are committed to working with other agencies to support our most vulnerable students. We recognise we can contribute through the TAF process, attending Child Protection Conferences, Core Groups and Child Care meetings, Case Conferences by Social Services and working with CAHMS.

This school will undertake to regularly review the emotional wellbeing of its students through the pastoral system.

### **1.11 E-Safety**

We acknowledge that new technologies, whilst enhancing learning opportunities, can provide ways of exposing young people to potentially harmful experiences. This school has an acceptable user policy and all staff must take such abuse seriously. Procedures are outlined in the E-Safety policy. The school will ensure every member of staff has a copy and is aware of the content. Students undertake modules on E-Safety in each Year of KS3.

### **1.12 Domestic Abuse**

“The effect of domestic violence on children is such that it must be considered as abuse”

*Safeguarding Children and Safer Recruitment in Education 2007*

Our Staff must take any incidents of domestic abuse seriously and take a proactive role in ensuring the safety of those impacted including contributing to the MARAC process and referring students for additional support.

### **1.13 Bullying**

“The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent it affects their health and development or, at the extreme, causes them significant harm (including self harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti bullying strategies.”

*Working Together to Safeguard Children 2006*

See also the Anti-Bullying Policy and Drugs Policy.

### **1.14 Making Children Aware**

As part of developing a healthy lifestyle children should be taught:-

- a to recognise and manage risks in different situations and then decide how to behave appropriately.
- b to judge what kind of physical contact is acceptable and unacceptable.
- c to recognise when pressure from others (including people they know) threatens their personal safety and develop effective ways of resisting pressure, including knowing where and when to get help.
- d to use assertiveness techniques to resist unhelpful pressure.

Children should feel valued, respected and able to discuss any concerns they have. Posters displayed in the school promote Children’s Helplines (NSPCC, ChildLine) help to provide assurance that it’s okay to talk.

### **1.15 Safer Recruitment and Retention**

- a This school operates vetting and safe recruitment practices.
- b The Leadership Group, Personnel Officer and various Governors are accredited in Safer Recruitment and at least one member of the recruitment panel will have passed the required assessment. All staff will be given safeguarding and code of conduct information as part of their induction.
- c Procedures are in place to support all staff who have concerns about the conduct of any adults working in school, either in a professional role or in a voluntary capacity as outlined in our Whistle Blowing Policy.

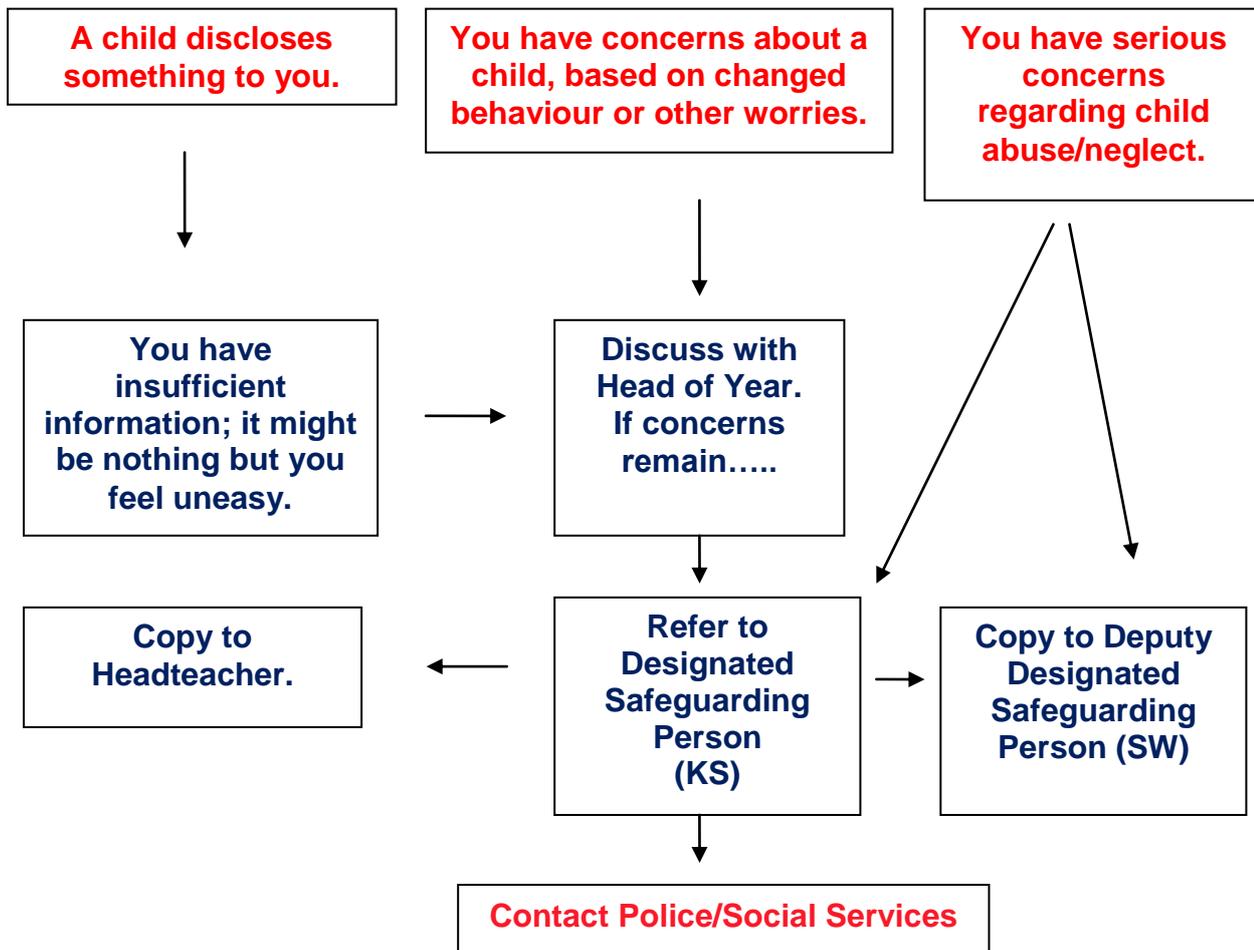
### **1.16 Allegations against Professional Carers**

In the event of an allegation about the behaviour of a teacher or other professional carers this school will contact the Personnel Department/Safeguarding Unit and follow Local Authority procedures.

Approved by the Governing Body on 22 November 2012.

Reviewed by KS September 2013.

Re-Approved by the Governing Body on 1<sup>st</sup> December 2015.

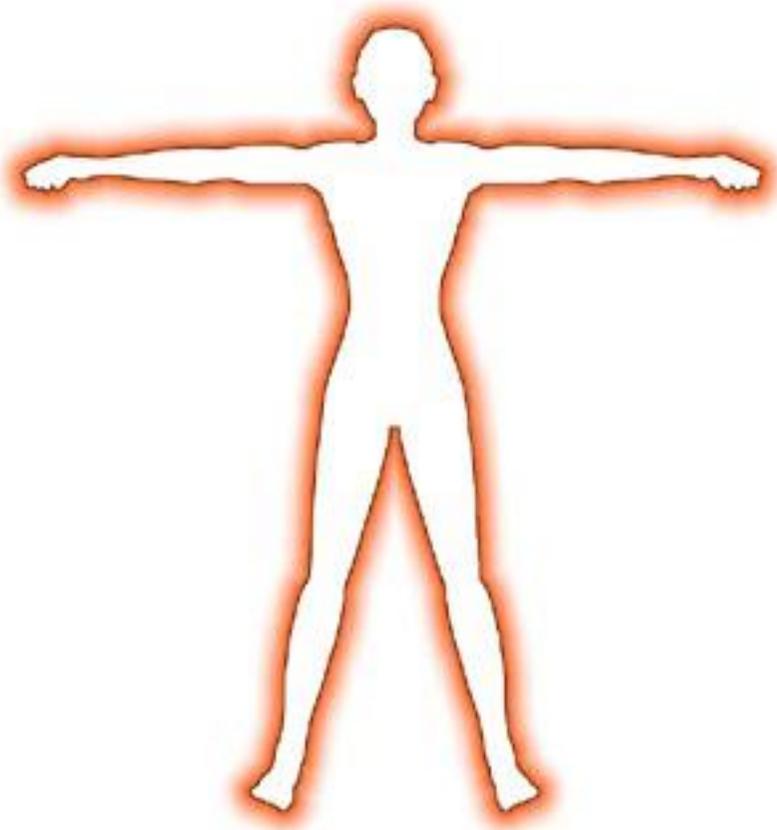


- Never offer total confidence.
- Be kind, caring and listen but do not interview or 'draw'.
- If in doubt, refer to the next level of seniority for advice.
- "What's the worst that can happen?" If in doubt, follow the above procedure.
- Good, well thought out action solves problems. Judgemental and impetuous action doesn't.
- The person receiving the disclosure should make a written record and copy it to the Child Protection Officer.
- The welfare of the student is of paramount importance.
- You have a statutory duty to safeguard and promote the welfare of all students.



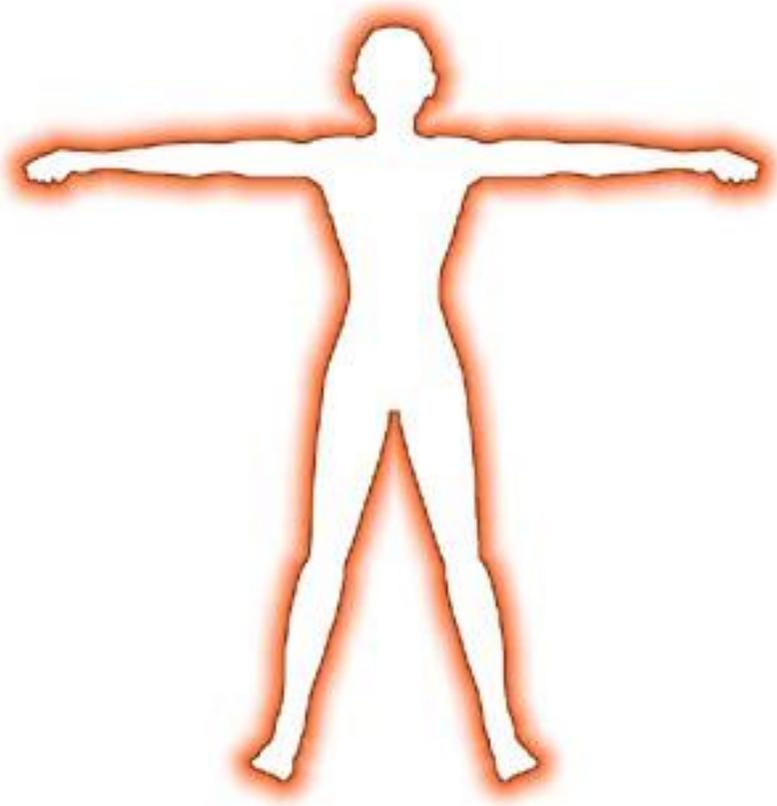
# Sites of Injury

ANNEX B (continued)



FRONT VIEW

FRONT VIEW



BACK VIEW



## SAFEGUARDING CHILDREN IN EDUCATION REFERRAL CONFIRMATION FORM

If you have concerns about Safeguarding a Child discuss concern with your Line Manager, Designated Teacher, Head Teacher, Safeguarding Children in Education Team tel: 01244 977963

If you decide to share your concern with Social Care it will be helpful if you can have gathered as much of the following information as possible.

This form provides written confirmation of a (telephone) referral to Social Care Access Team.

|                 |     |     |
|-----------------|-----|-----|
| • Name of Child | dob | Age |
|-----------------|-----|-----|

|                 |          |
|-----------------|----------|
| • Ethnic Origin | • School |
|-----------------|----------|

|                               |
|-------------------------------|
| • Time, Date Contact with SSD |
|-------------------------------|

• Do you have Child Protection concerns?  yes  no

• Has this concern been discussed with carers?  yes  no

|                   |  |
|-------------------|--|
| • Name of Referee |  |
|-------------------|--|

• **Allegation/Present Concern** *What child has actually said in the child's own words. Description of incident/injury, observation of child's behaviour. Time, date of alleged incident or changes in behaviour*

• **Referrer's Perception**  
*Idea of urgency/risk  
Why they feel level of urgency*

• **Details of Child in Need** *Sex, Special Needs, Address, who they live with*

• **Basic Information**  
*Family Content – siblings + previous concerns/ incidents – parent responsibility. Relevant family history. Any family members who would present risk to child or to worker. Other adults who have regular care of child.*

Child's GP (if known)

Child's Social Worker (if known)

• **Education Referrer (Name)**

**(Status/Role)**

**Signature**.....

• **School Details:**

Address:

Tel No:

**Other agencies involved:**

| Name | Contact details |
|------|-----------------|
|      |                 |

Send a copy of this form within 48 hours to Social Care Access (Duty) Team and Senior Education Welfare Officer in your location.

Date copy sent:.....

**Contact Numbers**

|                     |              |
|---------------------|--------------|
| Access West Tel No: | 01244 973400 |
| After hours No:     | 01606 76611  |

|   |               |
|---|---------------|
| Social Care Access Team – West          | 01244 973400  |
| Safeguarding Children in Education Team | 01244 977963  |
| Domestic Abuse Family Safety Unit       | 01606 351375  |
| Police Referral Unit                    | 01244 614205  |
| Childline                               | 0800 1111     |
| National Domestic Violence Helpline     | 0808 2000 247 |
| NSPCC                                   | 0808 800 5000 |

### **Useful Links**

[www.cheshire.gov.uk/socialcareandhealth/children/LSCB](http://www.cheshire.gov.uk/socialcareandhealth/children/LSCB)

[www.nspcc.org.uk](http://www.nspcc.org.uk) National Society for the Prevention of Cruelty to Children

[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk) Every Child Matters

[www.ceop.gov.uk](http://www.ceop.gov.uk) Child Exploitation and On-line Protection Centre

[www.teachernet.gov.uk](http://www.teachernet.gov.uk) Teachernet

[www.kidscape.org.uk](http://www.kidscape.org.uk) Kidscape

The Department for Children, School and Families – [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

## Commonly Used Acronyms

|       |   |
|-------|---|
| NPCC  | National Police Chiefs' Council (previously known as ACPO - Association of Chief Police Officers) |
| MARAC | Multi Agency Risk Assessment Conference   |
| MAPPA | Multi Agency Public Protection Arrangements   |
| LSCB  | Local Safeguarding Children Board   |
| YOT   | Youth Offending Team  |
| SCiE  | Safeguarding Children in Education  |
| SCR   | Serious Case Review   |
| EWS   | Education Welfare Service   |
| ECM   | Every Child Matters   |
| DCSF  | Dept of Children, Schools and Families  |
| DV    | Domiciliary Visit <u>or</u> Domestic Violence   |
| DA    | Domestic abuse  |
| RIP   | Research in Practice  |
| CAVA  | Children and Vulnerable Adults (a Police Database)  |
| CEOP  | Child Exploitation and On-line Protection Centre  |
| NSPCC | National Society for the Prevention of Cruelty to Children  |
| TAF   | Team Around the Family  |