



**Safeguarding  
Children Board**



**St Martin's CE Primary**

# **CHILD PROTECTION & SAFEGUARDING POLICY**

## **For Schools and Education Establishments in Cornwall**

Approved by MAT Board  
September 2018

*Reviewed by Head of School and shared with staff and parents via website*

Next Review due: September 2019



# Child Protection and Safeguarding Policy

**This policy was developed and adopted in May 2013**

**The policy is to be reviewed annually**

**The name of the Designated Child Protection Officer (DCPO) is  
Holly Bridges**

**The name of the Deputy Designated Child Protection Officer is  
Louise Collins Lucy Hall**

**The name of the Designated Teacher for Children in Care is  
Louise Collins**

**The named Member of the Board of Directors for safeguarding is  
Rebecca Couch**

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## **Meeting your communication needs:**

We want to ensure that your needs are met. If you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact the school's Equality and Diversity team.

## **Purpose of Policy**

The purpose of the Child Protection and Safeguarding Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those pupils who attend our school. The policy aims to ensure that:

- All our pupils are safe and protected from harm;
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices; and
- Staff, pupils, governors, visitors, volunteers and parents are aware of the expected behaviours and the school's legal responsibilities in relation to safeguarding and promoting the welfare of all our pupils.

## **Policy Statement**

**This policy develops procedures and good practice within our School, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote**

**the welfare of children and young people including those who are vulnerable. It provides evidence of how this will be implemented within our School and within multi-agency working arrangements.**

### **Introduction**

This policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002, the Children Act 2004 and Keeping Children Safe in Education Sep 2016 revised in Sep 2018, in line with government publications and local guidance.

The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard<sup>1</sup> and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm

### **Ethos**

Improving outcomes for all children and young people underpins all of the development and work within this school.

Safeguarding is considered everyone's responsibility and as such our school aims to create the safest environment within which every pupil has the opportunity to achieve. Our school recognises the contribution it can make in ensuring that all registered pupils or those who use our school feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

### **Governing Body/Board of Directors Responsibilities**

Our Board of Directors has a legal responsibility to make sure that the school has an effective safeguarding policy and procedures in place and monitors that the school complies with them. The Board of Directors has appointed a Designated Child Protection Officer (DCPO) who has lead responsibility for dealing with all safeguarding issues in our school. In the absence of the DCPO, the school has a Deputy Designated Child Protection Officer. The DCPO (and Deputy DCPO) has undertaken multi agency child protection training which is refreshed every two years.

Our Board of Directors recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may

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<sup>1</sup> Safeguarding (as defined in the Joint Inspector's Safeguarding report) is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies".

be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services.

All members of staff are provided with opportunities to receive appropriate training in order to develop their understanding of the signs and indicators of abuse and of the school's child protection procedures every three years.

All members of staff, volunteers and governors know how to respond to a pupil who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection and Safeguarding Policy.

When services are delivered by a third party, education or otherwise, on the school site our lettings and visitors policies will seek to ensure the suitability of adults working with and in the presence of children at any time<sup>2</sup>. Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures.

Our school operates safer recruitment procedures including making sure that: statutory duties to check staff who work with children are complied with; statutory guidance relating to volunteers is followed; and recruitment panel members are properly trained. We hold a single central record (SCR) which demonstrates we have carried out the range of checks required by law on our staff.<sup>3</sup>

An enhanced criminal record check is sought for all positions in Regulated Activity as currently defined by the Safeguarding Vulnerable Groups Act 2006 (and as amended by the Protection of Freedoms Act 2012). The Disclosure and Barring Service (formerly the CRB) provides clear guidelines relating to posts that meet the definition of Regulated Activity and that are eligible for an Enhanced Disclosure.

Should we dismiss or remove a member of staff or a volunteer because they have harmed a child, or poses a risk of harm to a child or would have done so if they had not left, we will report this to the Disclosure and Barring Service (DBS).

Our safeguarding policies and procedures will be annually reviewed and updated.

### **Designated Child Protection Officer's (DCPO) Responsibilities**

We will follow the procedures set out in the South West Child Protection Procedures ([www.swcpp.org.uk](http://www.swcpp.org.uk)) and take account of both national guidance issued by the Department of Education and local guidance.

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<sup>3</sup> Where a third party is responsible for running the services there should be clear lines of accountability and written agreements setting out responsibility for carrying out the recruitment and vetting checks of staff and volunteers: DfES2007

<sup>3</sup> Under the terms of the School Staffing (England) Regulations (2009) and the Education (Independent School Standards) (England) Regulations 2010

Our Designated Child Protection Officer (DCPO) is responsible for:

- advising on LSCB threshold /continuum of need guidance;
- contacting by telephone the Multi Agency Referral Unit (MARU) 0300 123 1116 as a matter of urgency, in order to discuss the child protection concerns of possible abuse or neglect that the designated person has in connection with the child, being prepared to provide the child's details and follow advice and guidance provided by the person handling the call and as in the guidance referred to above;
- providing a written record of any formal referral by fax/post/e-mail to the Referral and Assessment Service using the multi-agency referral form within 48 hours;
- ensuring that, where a formal referral has not been agreed other sources of support for the child will be considered including instigating a Common Assessment Framework (CAF) process;
- ensuring that all concerns are recorded on Safeguard My School (online) which is then emailed directly to the DCPO and are dealt with as and when appropriate.
- ensuring that all staff have access to Safeguard My School, in order to report concerns.
- ensuring that all records are kept confidentially and securely and are separate from pupil records.
- attending child protection conferences (or delegating this requirement to another appropriately informed member of staff), family support meetings, core groups, or other multi-agency planning meetings; contributing to the Framework for Assessment process, and providing a report for the conference which has been shared with parents;
- ensuring that the Children Social Work and Psychology Service is notified immediately when any pupil subject of a Child Protection Plan is absent without explanation;
- ensuring that all school staff are aware of this policy and know how to recognise and refer any concerns;
- Completing, with the Headteacher/Principal, a return to the Local Authority and the CIOSSCB, which have an auditing role in ensuring the school is meeting its safeguarding requirements under Section 175/157 of the Education Act 2002;
- keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training as recommended by the CIOSSCB, or the Safeguarding Children Standards Unit; and
- supporting the Headteacher/Principal in implementing all recommendations applicable to schools and education services arising from Serious Case Reviews.

**If a child makes an allegation or disclosure of abuse against an adult or other child or young person, staff will:**

- stay calm and listen carefully;
- reassure the child that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the child know that s/he will need to tell the DCPO;
- not promise to keep what they have told you a secret;

- inform the DCPO as soon as possible; and
- record the concern on Safeguard My School detailing the allegation, disclosure or incident. This will then be emailed directly to the DCPO and actioned accordingly.

### **Confidentiality**

- We recognise that all matters relating to child protection are confidential;
- the Head teacher/Principal or DCPO will disclose personal information about a pupil to other members of staff on a need to know basis only;
- all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children;
- all staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another; and
- we will always undertake to share our intention to refer a child to the Children's Social Work and Psychology Service with their parents/carers, unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Multi-Agency Referral Unit on this point.

### **Managing Allegations against staff**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working with or may come into contact with children and young people whilst in our school. Allegations will usually be that some kind of abuse has taken place. They can be made by children and young people or other concerned adults.

- If an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher/Principal or the most senior teacher if the Headteacher/Principal is not present;
- The Headteacher/Principal or senior teacher on all such occasions will follow the procedures in the South West Safeguarding and Child Protection Procedures, ([www.swcpp.org.uk/](http://www.swcpp.org.uk/)) and will inform the Local Authority Designated Officer (LADO)- 01872 254547;
- If the allegation made to the member of staff concerns the Headteacher/Principal, the person receiving the allegation will immediately inform the most senior teacher available who will inform the Chair of the Board who will consult as above, without notifying the Headteacher/Principal first; and
- The Headteacher/Principal/Chair of the Board will need to discuss with the LADO the nature of the allegations in order for appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made.

Headteachers/Principals will also need to:

- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser;
- contact the parents or carers of the child/young person if advised to do so by the LADO;
- consider the rights of the staff member for a fair and equal process of investigation;

- ensure that the appropriate disciplinary procedures are followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- advise the Independent Safeguarding Authority (ISA) where a member of staff has been disciplined or dismissed as a result of the allegations founded, or would have been had they not resigned.

### **Supporting Staff**

- We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document: 'Guidance for Safer Working Practice for Adults Working with Children and Young People' provides advice on these and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse.  
<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>
- These matters form part of our staff induction and are referred to in the staff handbook. We recognise that staff working in the school who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.
- We support such staff by providing an opportunity to discuss their anxieties with the DCPO, or another teacher and/or a trade union representative as appropriate.
- Our designated staff have access to support and appropriate workshops, courses or meetings as organised or recommended by the CIOSSCB, Safeguarding Children Standards Unit or Local Authority.

### **Physical Restraint**

Our policy on physical restraint is compliant with the LA's 'Physical Restraint in Schools' Guidance(<http://www.cornwall.gov.uk/Default.aspx?page=7580>) along with guidance from the DfE.

- We have a procedure in place for recording each significant incident in which a member of staff uses force on a pupil, and for the reporting of these incidents to the pupil's parents as soon as practicable after the incident.
- A member of staff who has used appropriate physical restraint will have a reasonable defense to any legal action against them, if:
  - The purpose of the physical intervention was to avert an immediate danger of injury to any person;
  - or an immediate danger to the property of any person ("person" includes the pupil);
  - or to prevent the committing of a criminal offence;
  - or where a young person's conduct leads to behaviour that prejudices good order and discipline; **and**
  - no more force was used than was reasonably necessary in the circumstances

Wherever possible such events are recorded. Staff that are likely to need to use physical intervention are appropriately trained. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

### **Prevention**

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our school will support all pupils by:

- Establishing and maintaining an ethos, understood by all staff, which enables children to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment within the school and ensuring that all children know that there is an adult in the school whom they can approach if they are worried or in difficulty.
- Providing across the curriculum, including within PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.
- Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Ensuring that a named teacher is designated for Children in Care, (CIC) and that a list of CIC is regularly reviewed and updated. The Education Welfare Officer for the school is made aware of all CIC in the school.
- Providing continuing support to a pupil who leaves the school and about whom there have been child protection concerns, by ensuring that such concerns and school records are forwarded under confidential cover to the Headteacher/Principal at the pupil's new school as a matter of urgency.
- Recognising that children come from a variety of different cultural backgrounds, the school has developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation.
- We will include our Child Protection and Safeguarding Policy in our school prospectus/website and will post copies of our policy throughout the school. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

### **Training**

- All members of staff and volunteers will have access to whole school safeguarding training at least every three years. We will also, as part of our induction, issue information in relation to our Child Protection and Safeguarding Policy and any other policy and information related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

- Our DCPO and Deputy (ies) will undertake further safeguarding training in addition to the whole school training. This will be undertaken at least every two years and will update their awareness and understanding of the impact of the wide agenda of safeguarding issues. It will support both the DCPO/Deputies to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the pupils in our school. This includes taking part in multi-agency training.
- Our Board of Directors will have access to safeguarding training. Our named Director for Safeguarding will also undertake additional training at least every two years to support the Headteacher/Principal in managing allegations against staff and volunteers who work with children and young people and to support the annual review of this policy, in order to keep it updated in line with local and national guidance/legislation.
- At least one senior member of staff or Governor sitting on an interview panel will have undertaken training in safer recruitment.

### **Policy Review**

The Board of Directors is responsible for ensuring the annual review of this policy and for additional policies that are relevant to safeguarding and child protection.

### **Safeguarding Guidance and Contacts**

- 'Working Together to Safeguard Children', 2010  
<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00305-2010>
- 'What To Do If You Are Worried A Child Is Being Abused', 2006  
<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-04319-2006>
- 'Safeguarding Children and Safer Recruitment in Education', DfES Guidance, 2007  
<http://www.education.gov.uk/consultations/downloadableDocs/Safeguarding%20Children%20Guidance.pdf>
- The South West Safeguarding and Child Protection Procedures<sup>4</sup>  
<http://www.swcpp.org.uk/>
- Child Protection and Online Protection Agency [www.ceop.org.uk](http://www.ceop.org.uk)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

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<sup>4</sup> Adopted 1<sup>st</sup> January 2008. [www.swcpp.org.uk](http://www.swcpp.org.uk)

**Legislation and guidance relating to this policy:**

- Keeping children safe in education 2016 revised in 2018
  - Statutory guidance for schools and colleges
  - Safeguarding children and young people 2014
  - School Standards and Framework Act 1998
  - Children Act 1989,
  - Children Act 2004
  - Working Together to Safeguard Children, 2010
  - Education Act 1996,
  - Education Act 2002 (Section 157/175)
  - Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007
  - Safeguarding Vulnerable Groups Act 2010
-