

# All Hallows Catholic School

## Child Protection and Safeguarding Policy

<b>Governors' Committee Responsible:</b>	Behaviour and safety / discipline
<b>Governor Lead:</b>	Mrs Helen Collins
<b>Nominated Lead Members of Staff:</b>	Mr C Rees and Mrs T Fanshawe
<b>Status &amp; Review Cycle:</b>	Annual
<b>Next Review Date:</b>	July 2019

### 1.0 Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, both 'Keeping Children Safe in Education' 2014 (new guidance from 3<sup>rd</sup> September 2018) and Surrey Safeguarding Children Board SSCB Child Protection Procedures<sup>1</sup>
- 1.2 The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff<sup>2</sup>, volunteers and governors, have a full and active part to play in protecting our students from harm, and that the child's welfare is our paramount concern.
- 1.4 All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 The aims of this policy are:
  - 1.5.1 To support the child's development in ways that will foster security, confidence and independence.
  - 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
  - 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
  - 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
  - 1.5.5 To emphasise the need for good levels of communication between all members of staff.

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<sup>1</sup> The SSCB Child protection Procedures are only available online at <http://surreyscb.procedures.org.uk/>

<sup>2</sup> Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

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- 1.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.8 To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance)<sup>3</sup>, and a central record is kept for audit.

## 2.0 Safe School, Safe Staff

2.1 We will ensure that:

- 2.1.1 All members of the governing body understand and fulfil their responsibilities, namely to ensure that:
  - there is a Child Protection policy together with a staff behaviour code.
  - the school operates safer recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer Recruitment training
  - the school has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
  - a senior leader has Lead Designated Safeguarding Lead (DSL) responsibility
  - on appointment, the DSLs undertake interagency training (SSCB Modules 1&2) and also undertake DSL 'New to Role' and the 'Update' Course every 2 years
  - all other staff have Safeguarding training updated as appropriate
  - any weaknesses in Child Protection are remedied immediately
  - a member of the Governing Body is, usually the Chair, is nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Headteacher
  - Child Protection policies and procedures are reviewed annually and that the Child Protection policy is available.
  - the Governing Body considers how children may be taught about safeguarding. This may be part of a broad and balanced curriculum covering relevant issues through personal social health and economic education (PSHE.)
  - that enhanced DBS checks are in place for Chairs of Governors.
- 2.1.2 The Designated Safeguarding Leads are Mr C Rees and Mrs T Fanshawe. These Officers will have undertaken the compulsory training delivered through the SSCB – new to role and modules 1,2 and 3.
- 2.1.3 A DSL is involved in recruitment and at least one member of the governing body will also complete Safer Recruitment Training (currently on-line on the DfE website.)
- 2.1.4 All members of staff and volunteers are provided with child protection awareness training at induction so that they know who to discuss a concern with.
- 2.1.5 All members of staff are trained in and receive regular updates in e-safety and reporting concern.
- 2.1.6 All other staff and governors, have safeguarding children training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse.
- 2.1.7 All members of staff, volunteers, and governors know how to respond to a student who discloses abuse through delivery of the safeguarding children session.
- 2.1.8 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Child Protection Policy.
- 2.1.9 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.

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<sup>3</sup> Guidance regarding CRB checks recently updated by the Protection of Freedoms Act 2012

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- 2.1.10 Community users organising activities for children are aware of the school's child protection guidelines and procedures as they are given a printed copy of the child protection policy.
- 2.1.11 We will ensure that child protection type concerns or allegations against adults working in the school are referred to the LADO<sup>4</sup> for advice, and that any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS)<sup>5</sup> for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.
- 2.2 Our procedures will be regularly reviewed and up-dated.
- 2.3 The name of the designated members of staff for Child Protection, the Designated Safeguarding Leads, will be clearly advertised in the school.
- 2.4 All new members of staff will be given a copy of our child protection policy, with the DSL's names clearly displayed, as part of their induction into the school.
- 2.5 The policy is available to all parents / carers on request.

## 3.0 Responsibilities

- 3.1 The designated DSLs are responsible for:
  - 3.1.1 Referring a child if there are concerns about possible abuse, to the Children's Services Area Team<sup>6</sup>, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF)<sup>7</sup>. Some children will be subject to other county policies ie non Surrey.
  - 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
  - 3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from student records, until the child's 25<sup>th</sup> birthday, and are copied on to the child's next school or college.
  - 3.1.4 Ensuring that an indication of the existence of the additional file in 3.1.3 above is marked on the student records via a coloured tag on the top of the school file.
  - 3.1.5 Liaising with other agencies and professionals.
  - 3.1.6 Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.
  - 3.1.7 Ensuring that any student currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team.
  - 3.1.8 Organising child protection induction, and update training AT JANUARY INSET DAY EVERY THREE YEARS for all school staff, along with regular safeguarding updates as required.
  - 3.1.9 Providing, via the safeguarding standing agenda item at full governor meetings, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the DSL, and by all staff and governors; number

<sup>4</sup> LADO Local Authority Designated Officer for allegations against staff. AEO Area Education Officer or Duty LADO via 0300 200 1006.

<sup>5</sup> Contact the LADO for guidance in any case

<sup>6</sup> All new referrals go to the Contact Centre Children's Team 0300 200 1006 (Fax 020 8541 7309) operating 8.00am to 6.00pm. DSLs may consult with an Assistant Team Manager by telephoning 0208 541 7041/7042. In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.

<sup>7</sup> On line forms will be e-mailed from the Children's Services Area Team

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and type of incidents/cases, and number of children on the child protection register (anonymised)<sup>8</sup>

## 4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.
- 4.2. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4. Our school will support all children by:
  - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
  - 4.4.2 Promoting a caring, safe and positive environment within the school.
  - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 4.4.4 Notifying Social Care as soon as there is a significant concern.
  - 4.4.5 Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority.

## 5.0 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Headteacher or DSLs will disclose any information about a child to other members of staff or relevant Governors on a need to know basis only.<sup>9</sup>
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at the Children's Services Area Team on this point.

## 6.0 Supporting Staff

- 6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the DSLs and to seek further support as appropriate.

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<sup>8</sup> Format for the Governors Annual Report is available from Governor Services and at [www.surreycc.gov.uk/safeguardingchildren](http://www.surreycc.gov.uk/safeguardingchildren)

<sup>9</sup> Guidance about sharing information, can be found in the DfE booklet 'Information sharing guidance for practitioners and managers' DCSF-00807-2008

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## 7.0 Prevention

- 12.1 We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 12.2 The school community will therefore:
  - 12.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
  - 12.2.2 Include regular consultation with children, asking children to report whether they have had happy/sad lunchtimes/playtimes
  - 12.2.3 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
  - 12.2.4 Include safeguarding across the curriculum, including 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.

## 8.0 Monitoring and Evaluation

Our Child Protection Policy and Procedures will be monitored and evaluated by:

- Governing Body visits to the school
- DSL discussions with children and staff
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of GB minutes
- Logs of bullying/racist/behaviour incidents for SLT and GB to monitor
- Review of parental concerns and parent questionnaires

## 9.0 Radicalisation and extremism

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

All Hallows Catholic School values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both pupils/students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. All Hallows Catholic School is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

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All Hallows Catholic School seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The Designated Safeguarding Leads have received Prevent Duty training and have disseminated relevant Prevent Duty information to all staff. This information will be updated as appropriate and reissued to staff on an annual basis. This is in line with statutory requirements. Should the level of risk within the school increase from current levels, staff will receive full Prevent Duty training. The level of risk will be regularly reviewed by DSL's and HT. Surrey Safeguarding Children Board will also be kept informed of school actions around the Prevent Duty via the annual SSCB safeguarding audit. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the Headteacher and/ or to the DSL. They should then follow normal safeguarding procedures. If the matter is urgent then Surrey Police will be contacted by dialling 999. In non urgent cases where police advice is sought then 101 will be dialled. The school are also aware of The Department of Education dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264).

## **10.0 Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. From 31 October 2015 a mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police.

The duty applies to all persons in All Hallows Catholic School, whether or not they have qualified teacher status.

If a member of staff is informed by a girl under 18 that an act of FGM has been carried out on her or observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher should inform the DSL as well as calling 101 and make a report to the police force in which the girl resides.

The duty applies to the individual who becomes aware of the case to make a report. The DSL should be informed and a report to the police should be made by the close of the next working day.

Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the police, including dialling 999 if appropriate.

There are no circumstances in which a teacher or other member of staff should examine a girl.

## **11.0 Child sexual exploitation**

All Hallows Catholic School is fully aware of the growing dangers of CSE to young people. The DSL's regularly review the actions the school takes to protect its students.

At present, one DSL has received full CSE training.

Students are educated about how to keep themselves safe from CSE via timetabled assemblies and PSHE sessions.

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Staff receive regular e-safety training which looks in detail at the dangers of CSE. Staff are also made aware every September of the location on the school network of 'Safeguarding children and young people from sexual exploitation' which is a key DFE document. All members of staff who join the school are given guidance on CSE as part of their safeguarding induction presentation.

Parents / guardians are offered annual safety training via SSCB which looks in detail at how they can keep their children safe from CSE.

In addition to this, All Hallows Catholic School buys in the services of SECURUS which is internet filtering software that picks up any inappropriate search words entered into the school computer network by students. DSL's receive regular reports from the IT network manager of any inappropriate searches. DSL's then speak to students involved, inform parents and take any further relevant action that is recorded on the school e-safety incident log.

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist staff, parents and Governors of All Hallows Catholic School in identifying children or young people who may be victims of sexual exploitation.

Signs include:

- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- having older boyfriends or girlfriends
- contact with known perpetrators
- involved in abusive relationships, intimidated and fearful of certain people or situations
- hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- associating with other young people involved in sexual exploitation
- recruiting other young people to exploitative situations
- truancy, exclusion, disengagement with school, opting out of education altogether
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- getting involved in crime
- police involvement, police records
- involved in gangs, gang fights, gang membership
- injuries from physical assault, physical restraint, sexual assault.

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***This policy also links to our policies on:***

*Behaviour*

*Whistleblowing*

*Anti-bullying*

*Anti-racism*

*Health & Safety*

*Managing allegations against staff*

*Administering of medicines*

*Drugs and substance misuse*

*Relationships and Sex Education*

*Use of force and restraint*

*E-Safety*

*Intimate Care*

*Data handling*

*Staff ICT acceptable use agreement*

*Student ICT acceptable use agreement*

**Further advice on child protection is available from:**

**NSPCC:** <http://www.nspcc.org.uk/>

**Childline:** <http://www.childline.org.uk/pages/home.aspx>

**CEOPSThinkuknow:** <https://www.thinkuknow.co.uk/>

**Anti-Bullying Alliance:** <http://anti-bullyingalliance.org.uk/>

**Updated July 2018**