

SAFEGUARDING and CHILD PROTECTION POLICY

January 2019

SHARROW SCHOOL

SAFEGUARDING and CHILD PROTECTION POLICY

DESIGNATED MEMBERS OF STAFF

Evelyn Abram is the school Designated Safeguarding Lead (DSL)

Jane McPhillips is the nominated governor for Child Protection

Steve Edwards and Tory Harle are the school Deputy Designated Safeguarding Leads (DDSL)

The following members of staff also have Advanced Safeguarding Training:

Elaine Williams - Childcare Practitioner

Razia Rehman - Learning Mentor

The following members of staff also have Early Years Advanced Safeguarding Training:

Waeeda Kabul - Childcare Manager

Deborah Marshall - Childcare Deputy Manager

Alice Worthington - Nursery Manager

SAFEGUARDING AND CHILD PROTECTION

The Governors and staff at Sharrow School fully recognise the responsibilities and duty placed upon them to have arrangements to safeguard and promote the welfare of all children at the school. We recognise that all staff, including volunteers, have a full and active part to play in protecting children from harm. We understand that our school and staff form part of the wider safeguarding system for children and that safeguarding and the welfare of children is **everyone's** responsibility.

We believe that our school should provide a caring, positive, safe and stimulating environment in which children can learn and which promotes the social, physical and emotional wellbeing of each individual child.

The school recognises its responsibilities and duties to report Child Protection concerns to Children's Social Care and to assist in Child Protection enquiries and in supporting Children in Need. At Sharrow School we maintain an attitude of 'it could happen here' (Keeping Children Safe in Education page 7). Staff at Sharrow School will always act in the **best interests of the child**.

This policy is in line with the **Sheffield Safeguarding Board Procedures 2018** , **Working Together to Safeguard Children 2018**, 'What to do if you are worried a child is being abused - advice for practitioners' and **Keeping Children Safe in Education 2018**.

We have regard to all of this statutory guidance when carrying out our duties to safeguard and promote welfare of all of the children at Sharrow School and we understand that we must always comply with it unless very exceptional circumstances arise.

This Safeguarding and Child Protection Policy also shows our policy and procedure with regard to children who are missing from education.

The school will raise Child Protection concerns with parents/carers at the earliest appropriate opportunity, and work in partnership with them and other agencies to improve outcomes.

The school will ensure that all staff are provided with the appropriate training in Child Protection issues, as recommended in the guidance. In particular designated members of staff will be released to attend the necessary enhanced training courses to enable them to carry out their role effectively.

All staff are required to read this policy and at least Part 1 and Appendix A of 'Keeping Children Safe in Education' (KCSiE) carefully and to understand and be aware of their role in these processes. All new staff will have the opportunity to discuss safeguarding requirements and this policy during their induction process.

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting children who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

This policy should be read in conjunction with the Safeguarding policies and procedures on the Sheffield Safeguarding Children Board website

AIMS

- To raise awareness of all school staff of the need to safeguard all children and of their responsibilities in identifying and reporting possible cases of abuse;
- To ensure all staff are aware of the role of the Designated Safeguarding Lead (DSL);
- To ensure all school staff understand that **everyone** who comes into contact with children and their families has a role to play in identifying concerns, sharing information and taking prompt action;
- To ensure that school leaders make sure mechanisms are in place to assist staff to understand and discharge their roles and responsibilities as set out in Part One of KCSiE
- To emphasise the need for good communication between all members of staff in matters relating to child protection;
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse;
- To provide a systematic means of monitoring children known or thought to be at risk of significant harm;
- To ensure children and their families receive the right help at the right time;
- To work openly and in partnership with parents in relation to child protection concerns;
- To support all children's' development in ways that will foster security, confidence and independence;
- To provide a safe environment in which children can learn;
- To identify children who may benefit from early help - this is the role of all staff;
- To promote safe practice and challenge poor and unsafe practice;

- To further develop and promote effective working relationships with other agencies involved with safeguarding and promoting the welfare of children;
- To ensure that all adults working within our school have been checked as to their suitability to work with children, in line with current guidance;
- To integrate opportunities into the curriculum for children to develop the skills they need to recognise and stay safe from abuse, allowing for continuity and progression through the Key Stage Phases;
- To take account of and inform policy in related areas, such as anti-bullying; online safety; behaviour; health and safety; missing children; child sexual exploitation; FGM; peer to peer abuse; county lines; positive handling and physical intervention procedures; procedures for dealing with allegations against staff and recruitment practice and whistleblowing. The NSPCC Whistleblowing helpline is: 0800 028 0285

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school who they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Sheffield Safeguarding Children Board and take account of guidance issued by the DCFS to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role (DSL).
- Ensure that the DSL or deputy is available at all times when children are on site.
- Ensure we have a nominated governor responsible for child protection. This is currently Jane McPhillips.
- Ensure every member of staff, volunteer and governor knows the name of the DSL responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL.
- All staff are made aware that whilst GDPR places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier

to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information **cannot** be allowed to stand in the way of the need to promote the welfare and protect the safety of children

- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations clearly through information shared on admission and on the website.
- Notify social services if there is an unexplained absence of more than two days of a child who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main children file, and in locked locations.
- Follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

EARLY INTERVENTION AND HELP

- We recognise that when a child or family may be experiencing difficulties, support is most effective if it is provided at as early a stage as possible.
- Any concerns will be identified by staff, discussed with relevant colleagues and parents and support put in place. Effective monitoring systems will be used to assess the effectiveness of interventions and outcomes.
- If appropriate support is not available within school's own resources, a referral to MAST will be completed to identify the child's needs and enable additional support to be sought from other agencies.
- A Team Around the Family (TAF) will be established where appropriate and a Lead Professional identified.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS / DISABILITIES

At Sharrow school:

- We recognise that children with SEN / Disabilities may be especially vulnerable to abuse and expect staff to take extra care to interpret apparent signs of abuse or neglect.
- We will provide a school environment in which all children, including those with SEN, can feel confident and able to discuss their concerns.

- The DSL will work with the Senco, where necessary, to ensure that the needs of SEN children in relation to child protection issues are responded to appropriately (e.g. for a child with particular communication needs).

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may also feel a sense of 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 children through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued.
- The school behaviour and anti-bullying policy which is aimed at supporting vulnerable children in the school. The school will ensure that the children know that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the children such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a child on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Procedure in the event of a report or suspicion of abuse:

Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or if anyone observes injuries that appear to be non-accidental, or where a child or young person makes a direct allegation or implies that they have been abused, or makes an allegation against a member of staff.

Staff must;

- **Record what they have seen, heard or know accurately at the time the event occurs in writing**
- **Immediately share their concerns with the designated person (or head teacher if an allegation about a member of staff) and agree action to take.**
- **Complete the 'Cause for Concern Reporting Form' attached to this policy and available on the Staff Network in a timely way**

- **Records must include the date and the full name of the person reporting the allegations and be signed.**
- **A member of the safeguarding team will contact the Safeguarding hub for advice and support as appropriate - 0114 2734855**

Please read the details of procedures in the [Safeguarding Policies and Procedures 2018-19](#) attached to this policy.

At Sharrow School the procedures are in line with those agreed by the Sheffield Safeguarding Children Board.

As a school we will therefore ensure that:

- We have a DSL who has received appropriate training and support for this role, in accordance with mandatory requirements. We will ensure that the DSL undergo training to provide them with the knowledge and skills required to carry out the role. Their knowledge and skills will be updated via regular training, at appropriate intervals, as and when required, (but at least annually), to keep up with any developments relevant to their role. This role will also be specified in this person's job description (The Headteacher is the DSL at Sharrow School).
- The DSL will not delegate their responsibility to someone else.
- All staff receive regular refresher training, at appropriate intervals, as and when required, (but at least annually), to keep up with any relevant safeguarding and child protection developments.
- We have a minimum of one additional member of staff who will act in the absence of the DSL and has also received appropriate training for this role.
- Every member of staff, volunteer and governor knows the name of the DSL and their role and what the back up arrangements are if the DSL is unavailable. These arrangements are clearly displayed throughout the school.
- All staff are familiar with this Safeguarding and Child Protection Policy as well as the staff code of conduct and these issues are included in the induction for each new staff member.

- All staff develop their understanding of signs and indicators of abuse and report any concerns to the DSL but know that they can also refer direct to Children's Services (Social Services) if needed.
- We will ensure that all staff are aware that it is important to identify any concerns about children at as early a stage as possible so that their needs can be identified and monitored and appropriate support put in place.
- If staff members have any concerns about a child they will raise these with the DSL both verbally and in writing - see appendix for the forms.
- When considering referrals to support agencies the school will act in accordance with Thresholds for Intervention guidance
- All staff are aware that they should raise any concerns about colleagues or other adults with the DSL.
- All staff know how to respond to a child who discloses abuse.
- All staff are made aware that whilst GDPR places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information **cannot** be allowed to stand in the way of the need to promote the welfare and protect the safety of children.
- All parents/carers are made aware of the responsibilities of staff members with regard to Child Protection procedures
- If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately. Anybody can make a referral.
- We will ensure the immediate safety of any child felt to be at serious risk by taking appropriate action and by involving other relevant agencies as necessary.
- We will develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at CP case conferences and providing reports as a matter of course. We will contribute to multi - agency assessments of children's needs where appropriate and work in a fully integrated way with other relevant services as appropriate.

- If a child's situation does not appear to be improving, the school will take responsibility for finding out what is happening and keep pressing for action to be taken.
- Staff will alert the Headteacher or Governors if they have any concerns about the safeguarding systems at Sharrow School and their concerns will always be taken seriously.
- Written records are kept of all concerns, whether or not there is a need to refer the matter immediately, and that these records are kept securely, separate from the main children file, and in locked locations.
- The child's social worker is notified of any children subject to a Child Protection Plan who is absent from school without explanation for more than 2 days. Any new concern or relevant information about a child subject to a Child Protection Plan will be passed to the child's allocated social worker without delay.
- If a child subject to a Child Protection Plan leaves the school, records will be transferred to the new school without delay and the child's social worker informed of the change.
- If school staff are unsure how to proceed in a potential Child Protection situation, or require advice, this will be appropriately sought via the Education Safeguarding Advisor, a duty social worker or directly from the Safeguarding Standards Service.

Appendix 1

Sharrow School

CAUSE FOR CONCERN REPORTING FORM

This form is to be completed on all occasions, at the time of observation when there is cause for concern in relation to the welfare of a child and given to your Designated Safeguarding Lead.

Details of the staff member reporting concerns

Full Name:

Post Held:

.....

Details of pupil(s)

Full Name:

Date of Birth:

Home Address:

.....

..... Post Code:.....

Name of Parent:

Do these concerns relate to a specific incident?

If YES complete Section A

If NO complete Section B

Section A

Date and Time of

Incident:.....

Place of

Incident.....

Date this form

completed.....

Form completed by (please

print).....

Brief, factual account of circumstances of incident, to include any precipitating factors and injuries sustained (if applicable)

(Continue overleaf)

Name(s) of potential witnesses

Section B

Details of concern (specific or cumulative?), professional opinion, nature of concern and actions taken

Any other relevant information

Signed:..... Date:.....

Discussed with Designated Safeguarding Lead

YES/NO

Form passed to Designated Safeguarding Lead

YES/NO

Date:.....

Contact details for agencies:

For open cases, the contact details for the area teams in **Children's Social Care** are below:

North Children's Social Care:

Sorby House, 42 Spital Hill, Sheffield, S4 7LG
Tel: **0114 203 9591** Fax: **0114 233 1042**

East Children's Social Care:

Stadia Technology Park, Block D, 60 Shirland Lane, S9 3SP
Tel: **0114 203 7463** Fax: **0114 203 7510**

West Children's Social Care:

Old Sharrow Junior School, South View Road, S7 1DB
Tel: **0114 273 4491** Fax: **0114 203 6370**

Children's Disabilities Service:

Floor 6, North Wing, Moorfoot Building, S1 4PL
Tel.: **0114 273 5368**

Fostering and Adoption Services:

Floor 7, Eastwing, Moorfoot Building, S1 4PL
Tel.: **0114 273 5075**

Safeguarding Children Advisory Service (practitioners only):

Mon – Fri, 09:00 – 17:00, tel.: **0114 205 3535**, or email: safeguardingchildrenadvice@sheffield.gov.uk

Multi-Agency Support Teams and the agencies they work with aim to provide support to children, young people and their families, giving them help as early as possible, rather than entering crisis services at a late stage.

North MAST:

Sorby House, 42 Spital Hill, S4 7LG
Tel: **0114 233 1189**; Fax: **0114 233 1042**; Email: northmast@sheffield.gov.uk

East MAST:

First Floor, Shortbrook Primary School, Westfield Northway, S20 8FB
Tel: **0114 205 3635**; Fax: **0114 205 3639**; Email: eastmast@sheffield.gov.uk

West MAST:

Old Sharrow Junior School, South View Road, S7 1DB

Tel: 0114 250 6865; Fax: 0114 250 6713; Email: westmast@sheffield.gov.uk

The **Sheffield Sexual Exploitation Service** (SSES) is multi-agency team from Sheffield Futures, South Yorkshire Police, Barnardo's and Sheffield City Council, based at Star House.

The service is based on four principles:

- Prevention
- Protection
- Pursuit
- Prosecution

The needs and wishes of young people are at the centre of their work and the service is shaped by the Child Sexual Exploitation (CSE) Advisory group, made of young people who have experience of sexual exploitation.

The service can be contacted by professionals or members of the public for advice on **0114 201 8645**.

Further information can also be found on their [website](#).