

Child Protection and Safeguarding Policy

We aim to provide our children with a stimulating learning environment within a Christian ethos, that enables them to develop socially, spiritually and academically to their highest potential and to gain a life-long love of learning.

At St George's we have clear practices and procedures in place:

- ✓ 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 pupils who have been abused in accordance with his/her agreed child protection plan.
- ✓ Establishing a safe environment in which children can learn and develop.

What this looks like in school:

- ✓ We establish an environment where children feel secure, are encouraged to talk, and are listened to
- ✓ We ensure children know that there are adults in the school whom they can approach if they are worried
- ✓ We create an environment whereby high standards of work, effort and behaviour are expected and rewarded with praise and encouragement.
- ✓ We include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse
- ✓ We provide a curriculum, which will enable all children to develop to their full potential.

The School's Child Protection policy draws upon the duties conferred by the Children's Act 2004, S175/157 of the 2002 Education Act, the Education and Inspections Act 2006 and the guidance contained in 'Working together to Safeguard Children' 2015, 'What to do if you are worried a child is being abused (2015)', 'Keeping Children safe in education' (September 2018) and procedures produced by the London Safeguarding Children Board (LSCB), SDBE and Lewisham LA. The policy is applicable to all on and off-site activities undertaken by pupils whilst they are the responsibility of the school. This policy will be the subject of consultation, review and be updated annually.

Responsibilities and Immediate Action

Safeguarding and promoting the welfare of children is **everyone's** responsibility.

All adults working in this school (including visiting staff, volunteers and students on placement) are required to report instances of injury, or actual or suspected child abuse or neglect to the Designated Teacher with responsibility for Safeguarding and Child Protection.

The Designated Safeguarding Lead (DSL) is: Karri Macalpine

The Deputy Safeguarding Lead is: Geraldine Constable

Both Assistant Heads, Lisa Bacon and Lucy Franklin-Smith, are also trained to the same standard. The DSL may not delegate the responsibility to others, however, all staff are aware of the necessity of reporting to SLT should the DSL be unavailable.

The Designated Teacher is the focal point for school staff who have concerns about an individual child's safety and for external agencies who are pursuing CP investigations. The Designated Teacher also co-ordinates the school's representation at CP conferences and the submission of written reports for them. When an individual concern/incident is brought to the notice of the Designated Teacher, he/she will be responsible for deciding whether or not this should be reported to Children's' Social Care (CSC) based on the consistency of information from any witnesses, any outside factors or concerning evidence such as an obvious injury. He/she will pay due regard to the Continuum of Need document implemented by Lewisham in 2017. If there are any concerns regarding this, the Designated teacher must make the referral, and CSC will ultimately make the decision as to whether there are grounds to investigate. The Multi-Agency Safeguarding Hub (MASH) team may also be used as a point of guidance for the DSL. Where there is any doubt as to the seriousness of this concern or disagreement between the Designated Teacher and a member of staff reporting the concern, advice will be sought from the MASH team at Lewisham. If CSC deem the circumstances to warrant a Child Protection referral the DSL must complete the online referral process and await further instruction.

The designated teacher must receive a written record of a reported incident by all adults involved, using the Cause for Concern Sheet. The adults should record conversation/s/observations as soon as possible, and where relevant use the child's exact words, (not an interpretation.) This is particularly important where there is a discrepancy between statements children have made concerning an injury, and it is essential that factually accurate written records are kept, and names of any witnesses are clearly recorded. These records are confidential but may be shared with the police or CSC as evidence if necessary.

In the circumstances when a child has an injury which requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency medical assistance. If a pupil is thought to be at immediate risk (because of parental violence due to influence of drugs including alcohol), urgent Police intervention will be requested.

The DSL will refer or support cases to the Channel programme where radicalisation concerns exist. The designated safeguarding lead should undertake Prevent awareness training.

Where a disclosure of **Female Genital Mutilation (FGM)** has been made to a teacher or other staff member they must **personally** report this to the police, in liaison with the DSL (there is a specific **legal duty** on teachers to do so).

Where it is suspected that a child is at risk of significant harm, nothing will be said to the child's parent/carer without the approval of the Designated Teacher. Where a child is suffering, or is likely to suffer from harm, a referral to CSC (and if appropriate the police) will be made immediately. Within one working day of a referral being made, a local authority social worker should acknowledge receipt and make a decision about next steps and the type of response that is required. (KCSIE Sept 18)

All staff should be vigilant to the identification of children who would benefit from Early Help. Early Help aims to bring together professionals that will work together to improve situations for the whole family. If Early Help assessments and action is considered appropriate, staff will continue to be vigilant to the possibility of a future referral to social care should a child's situation not seem to be improving.

All parents applying for places at this school are informed of our CP responsibilities and the existence of this policy. The Home School Agreement signed by all parents and carers gives details of the safeguarding responsibilities of the Headteacher. All letters sent home include a safeguarding statement. There is a Safeguarding for Visitors leaflet available in Reception.

Contact Details

School will aim to hold more than one emergency contact number for each pupil (where reasonably possible).

Vulnerable pupils

St George's recognises the additional barriers that can exist when identifying abuse and neglect for those children who have SEND, including but not limited to assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration; the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers. As such, stakeholders are trained to identify possible signs of abuse amongst more vulnerable children.

Honour Based Violence (HBV) – All stakeholders understand that any form of HBV, regardless of motivation, is abuse and that it will be handled as such. Staff are trained to be alert to the possibilities of a child having been at risk of HBV, or already have suffered it.

Children missing in Education – School staff understand and follow the guidance set out in Keeping Children Safe in Education 2018 to fulfil their responsibilities to informing the Local Authority. Schools need to be aware of those children who are persistently absent or missing from school as this may be an indicator of welfare concerns. Where a parent notifies the school that they are removing the child so they can be educated at home, the following notifications should be made:

- The Elective Home Education officer must be notified of all decisions.
- If the child is already known to CSC, their allocated social worker should be notified immediately.
- If the child is not known to CSC, but the school has concerns about their welfare, the designated safeguarding lead should make a referral to CSC.

Child Sexual Exploitation (CSE) – School staff are aware of indicators of risk for children that may be vulnerable to CSE. Staff can follow additional guidance from LSCB using the CSE risk assessment toolkit by all professionals to assist them in assessing the risks and early indicators of CSE and child trafficking, as part of the LSCB Missing, Exploitation and Trafficking (MET) strategy.

Domestic Violence – Children who are affected by domestic violence will be part of the school's safeguarding procedures and referrals may be made to Athena Refuge services or CSC.

Private Fostering - Schools have a legal duty to notify Lewisham of any pupil they know to be privately fostered.

Children at risk of forced marriage - Detailed guidance can be found on <https://www.gov.uk/guidance/forced-marriage>

Children who run away/go missing -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care__3_.pdf

Schools should also be aware that going missing is an indicator of other issues, such as child sexual exploitation, gang activity and trafficking.

Young carers- If schools have concerns about a pupil they believe to be a young carer, they can contact Young Carers Lewisham for advice and can refer the pupil on for services and support. Further details can be found on the website. <http://www.carerslewisham.org.uk/>

Young people at risk from gang activity or serious youth violence -

Safeguarding children and young people who may be affected by gang activity

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people-who-may-be-affected-by-gang-activity>

Domestic violence - If a pupil discloses that they have witnessed domestic violence or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Person as a safeguarding issue. The School acknowledges the additional needs for support and protection of children who are vulnerable by virtue of SEN/disability, homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, mid-year admissions and pupils who are excluded from school.

Peer on peer abuse – all staff recognise that children are capable of abusing their peers. Allegations will be recorded, investigated and dealt with. Staff will recognise the different forms peer on peer abuse can take, such as :

-Sexual violence and sexual harassment

-physical abuse

-sexting:

When an incident involving youth produced sexual imagery comes to a school or college's attention:

- The incident should be referred to the DSL as soon as possible
- The DSL should hold an initial review meeting with appropriate school staff
- There should be subsequent interviews with the young people involved (if appropriate)
- Parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/609874/6_2939_SP_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf

Sexual violence and Harassment – *Sexual Violence and Sexual Harassment* is new government guidance (December 2017) and should be referred to. We adopt a whole school approach that recognises all sexual misconduct is unacceptable. The guidance is clear that victims and alleged perpetrators can be kept apart in classrooms and other shared spaces, and that consideration should be given about travel to and from school. We consider the conduct of the alleged perpetrator as part of our behaviour policy on the 'balance of probabilities' and apply appropriate and proportional consequences, after having completed a risk assessment. Where appropriate, the perpetrator will be offered support also. All incidents, across the spectrum, are recorded. Incidences will always be viewed with a safeguarding and child protection standpoint.

Children who are dual registered are kept monitored under our safeguarding procedures. The DSL team will liaise with other institutions with regard to attendance and welfare, attend academic reviews and maintain updated records regarding these children.

Particular vigilance will be exercised in respect of pupils who are the subjects of Child Protection Plans and any incidents or concerns involving these children will be reported immediately to the allocated Social Worker (and confirmed in writing; copied to the LA Lead Officer). If the pupil in question is a Looked After child, this will also be brought to the notice of the Designated Teacher with responsibility for children in public care (Lisa Bacon). The Virtual School Headteacher is responsible for the progress of Looked After Children.

Looked After Children (LAC) and 'Previously LAC':

Following the update to the Children and Social Work Act (2017), statutory guidance now applies to academies, and to children who were previously a looked after child. 'Previously LAC' is defined as a child who is no longer LAC because they have been adopted, placed under a special guardianship order, or a child arrangements order.

The guidance now refers specifically to the higher likelihood that such young people will have experienced abuse and/or neglect and may experience periods of mental ill-health as a result of their early experiences. Therefore designated staff should have a good understanding of attachment issues, and should raise awareness of these issues with staff. The voice of the child is especially important in these situations and must always be kept at the forefront of staff's minds when supporting them.

<https://www.gov.uk/government/publications/designated-teacher-for-looked-after-children>

We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or other children. The School has a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child on child behaviour and sexual activity within a Child Protection context.

Contextual safeguarding

Safeguarding incidents and/or behaviours can be associated with factors outside the school can occur between children outside the school. All staff, especially DSL (and deputies) should be considering the context within which such incidents and/or behaviours occur.

Training

Safeguarding Leads will be formally trained on a two-yearly basis, with additional and regular updates as necessary and at least annually. All staff are annually (and as necessary) supported to understand the role of the Designated Safeguarding Lead. Whole-school in-service training on CP issues, procedures, signs and symptoms will be organised on a two-yearly basis and updates will be issued annually. All newly recruited staff will be inducted on CP procedures and Governors are encouraged to attend the CP session offered by Governor Training Services. The Designated Teacher and Deputy will attend the LEA's dedicated Training course and subsequent refresher courses. Staff are invited to share their contributions to shape the Safeguarding and Child Protection Policy each year.

Recruitment

All staff recruited by the school will be subject to references and Criminal Records checks carried out by the local authority. All references are checked to ensure that all specific questions have been answered satisfactorily. This school will only use employment agencies or other organisations that positively vet their staff. Staff ensure that they check that the agency worker presenting at the school is the same person on whom the agency has provided the checks for. Staff joining the school on a permanent or temporary basis will be informed of the CP policy. All recruitment panels will include at least one person who has completed Safer Recruitment training.

All Governors should have an enhanced DBS check.

Volunteers

Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the school. Volunteers will at no time be given responsibility for the personal care of pupils and no volunteer, in respect of whom no checks have been obtained, will be left unsupervised.

Staff Code of Conduct

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families, particularly in respect of confidentiality. Children will be treated with respect and dignity and no punishment, detention, restraint, sanction or rewards are allowed outside of those detailed in the school's policies. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued or where it becomes necessary to physically restrain a pupil for their own or other's safety, this will be appropriately recorded in the bound and numbered book and reported to the Headteacher. A Positive Handling Plan will be completed and shared with all staff. Risk Assessments will be carried out for all children who represent a risk to themselves and others and these will be reviewed termly.

First aid should only be administered by qualified first aiders and, if it is necessary for the child to remove clothing for this treatment, there should, always be another adult present. If a child needs help with changing or washing after soiling themselves, another adult should be present. For their own safety and protection, staff should not put

themselves in a situation where they are alone with pupils. Other than in formal teaching situations the door to the room in which the counselling or meeting is taking place should be left open. Where this is not practical, because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting.

School staff should also be alert to the possible risks which might arise from contact with pupils outside of the school. Home visits to pupils should only take place with the knowledge and approval of the Headteacher, and visits by pupils to the homes of staff members should only occur in exceptional circumstances, with the knowledge and approval of the Headteacher.

Contractors

Building contractors who are engaged by or on behalf of the school to undertake works on site will be made aware of this policy and the reasons for this. Long-term contractors who work regularly in the school during term time will be asked to provide their consent for DBS checks to be undertaken. These checks will be undertaken when individual risk assessments by the Leadership Team deem this to be appropriate. During major works, when large numbers of workers and sub-contractors may be on site during term time, Health and Safety risk assessments will include the potential for contractors or their employees to have direct access to pupils in non-teaching sessions. All contractors and sub-contractors will be issued with copies of the school's code of conduct for staff.

Individuals and organisations that are contracted by the School to work with, or provide services to, pupils will be expected to adhere to this policy and their compliance will be monitored.

Complaints/Allegations Made Against Staff

St George's School takes seriously all complaints made against members of staff. Mechanisms are in place for pupils, parents and staff to share any concern that they may have about the actions of any member of the school staff. All such complaints will be brought immediately to the attention of the Head teacher (or Assistant Heads) in order that they may activate the appropriate procedures. If the allegation concerns alleged minor physical mishandling or verbal abuse, this will be dealt with under the school's Complaints procedure.

If the allegation involves what appears to be a physical assault, the Headteacher will take action in accordance with school's staff disciplinary code. Where it appears that a criminal offence may have been committed, this will be reported to the Police service for investigation. In considering whether or not a referral to the police (or to Social Services under Area Child Protection Committee procedures) is appropriate, the Headteacher may seek advice from the Nominated Governor with CP responsibility and/or LEA's CP Co-ordinator. Parents should also be advised of their independent right to make a formal complaint to the Police.

If the complaint concerns alleged sexual abuse, this will be reported by the Head for joint investigation by the Police and Social Services under Area Child Protection Committee procedures. In making such a referral, the Headteacher will also notify the LEA's Designated Officer.

If the complaint concerns alleged abuse by the Headteacher, this should be brought to the attention of the Designated Teacher (unless this is the Headteacher, in which case the Assistant Head will be contacted) who will seek advice from the Nominated Governor and the LEA's Designated Officer.

The Nominated Governor with CP responsibility is: Jill Bray

The LEA's CP Co-ordinator is: The Principal Education Welfare Officer

The LEA's deputy Co-ordinator is: The Education Welfare Officer's Duty Manager

Staff who are formally disciplined for the abuse of pupils (or who resign before disciplinary action can be instigated), will be notified to the LEA and the Department of Education and Employment for possible inclusion on their consultative index.

From October 2014 the regulations under the Childcare (Disqualification) Regulations 2009 have been extended to all primary schools (Dfe Keeping Children Safe in Education Childcare Requirements supplementary advice). Primary schools are required to ask all staff to complete a Staff Disqualification Declaration form. This regulation extends disqualification to member of staff or anyone who lives within their household. A disqualified person is not allowed to work in a setting providing care for children under 8 unless they apply for and are granted a waiver from OFSTED. A school is required to inform OFSTED within 14 days of discovering that a member of staff is Disqualified including by association. The onus is on the member of staff to apply for a waiver and staff may not continue to work within the school until a waiver has been granted.

Records

All child protection records will be organised and maintained by the designated person.

Parental consent will be sought before making a referral for family support at targeted level.

If consent is withheld, consideration will be given to the potential impact of this for the child and the need for a child protection referral (S47), which does not require parental consent. The School will take into account the views and wishes of the child who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous "secrets".

Child protection records are not open to pupils or parents. CP records are kept securely by the Designated Person and separately from educational records. They may only be accessed by the Designated Person, their Deputy and the senior managers of the School.

If a pupil is withdrawn from the School having not reached the normal date of transfer; due to a family move or any other reason, all efforts will be made to identify any new address and the School to which they are being admitted and to ensure that their educational records are sent without delay to that School. If the parent/carer fails to provide this information, an urgent referral will be made to the Education Welfare & Attendance Service in order that they might make further enquiries. If educational records are sent to this School concerning a child who is not registered by the parent, the records will be returned to the sending School with a note, advising them to refer to their LA's Education Welfare Service. **A child's name will only be removed from the School's Admissions Register in accordance with the Pupil Registration Regulations or with the authorisation of the Education Welfare & Attendance Service.**

The School will require documentary proof as to the identity of pupils presented for admission. If there is any doubt as to the identity of a pupil, advice will be sought from the local authority and other statutory agencies, as appropriate. We will maintain accurate records of those with Parental Responsibility and emergency contacts. Pupils will only be released to the care of those with Parental Responsibility or someone acting

with their written consent.

Child Protection records will be sent to receiving schools separately and under a confidential cover.

Positive Handling

The school recognises that there are occasions when a child's behaviour may require physical restraint due to the likelihood of the child posing a health and safety danger to themselves or others. If this should occur staff will complete a positive handling plan which is shared with all staff and a copy kept in the Positive Handling Plan file. After an incident has taken place involving the need to restrain, the member of staff will complete an entry in the Numbered and bound book. The book is monitored by the Headteacher and any incidents are reported to Governors termly.

Confidentiality

Confidentiality is an issue that needs to be understood by all those working with children, particularly in the context of child protection. This is a complex area and involves consideration of a number of pieces of legislation. See Confidentiality policy.

Safety in School

For the protection of staff and pupils, glass panels are fitted to the doors of all classrooms in this school. No internal doors to classrooms will be locked whilst pupils are present in these areas.

Entry to the school premises is controlled by a security door. Authorised visitors to the school will be logged into and out of the premises, and will be asked to wear their identity badge or be issued with the school visitor badges. Unidentified visitors will be challenged by staff or reported to the Headteacher and School Office.

The presence of intruders and suspicious strangers seen loitering near the School or approaching pupils, will be reported to the Police and the LA with a view to alerting other local schools through appropriate systems.

The Health and Safety Policy

The school has a health and safety policy, which is monitored regularly by the relevant committee of the school governors.

The Headteacher and the Governors oversee the policy. Any concerns from staff are reported to any of the above who carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings.

The school conducts an annual Fire Risk Assessment.

There is also a critical incidents plan which is regularly reviewed that details what staff and parents should do in the case of emergencies.

Children in year 6 involved in a Safety Review Group to review Health and Safety from child's perspective and feedback

Behaviour policy

Good behaviour is essential in any community and at St George's we have high expectations for this. Although the emphasis is always on the positive there are also

sanctions in place which apply in order to maintain the safety and security of all children.
(see Behaviour Policy)

Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as **Personal, Social and Health Education** discusses relevant issues with the children. Topics include such themes as Drugs, Relationships Education and Relationships and Sex Education as well as Stranger Danger. Children are encouraged to explore and discuss aspects of these issues.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taken out of school appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher. Visiting speakers, with correct clearance, are always welcome into school so that can give specialist knowledge to the children

St George's School acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our pupils for the responsibilities of adult life. It is expected that all curriculum co-ordinators will consider the opportunities which exist in their area of responsibility for addressing personal safety and other CP related issues, usually through PSHE.

Internet Safety

Children should be encouraged to use the internet in a safe way. Parents are asked if they agree to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay. Filtering systems are in place and teachers monitor internet use, especially for vulnerable pupils. Any instances are recorded and passed to the DSL (See Internet Safety Policy and Anti Cyber-Bullying policy).

Photographing and videoing

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

Parents consent to school taking photographs by signing a permission slip.

School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

Whistleblowing

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

(See Whistleblowing policy). The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285.

Anti Bullying Policy

The St George's definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others." Peer on peer abuse will not be tolerated in any form. The signs and indicators of this form of abuse are part of annual safeguarding training and kept monitored through weekly briefing meetings where whole school approaches are shared.

The school's response to this is unequivocal. (see Anti-Bullying policy)

Equalities Policy

We want our children to be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated then the school welcomes and values a response. Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also. All racist incidents are reported to the Local Authority and Governing Body on a termly basis.

GDPR

The Data Protection Act 2018 and GDPR do not prevent, or limit the sharing of information for the purposes of keeping children safe. Fears about sharing information **must not** be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children. (KCSIE Sept 18)

Reporting to Governors

The DSL reports annually and gives termly breakdowns to Governors on safeguarding. (Safeguarding report to Governors).

The Head reviews the Safeguarding Audit with the Governor responsible for CP annually (Safeguarding Audit).

School Council will review policy annually prior to Governing Body meeting and report back.

This policy is reviewed at least annually.

Date of review: Autumn 2018