

SEPTEMBER 2021

Child Protection & Safeguarding Policy

'FROM GREAT TO AMAZING'



RESPECT, RESPONSIBILITY, SUCCESS, FRIENDSHIP

Overall Responsibility for Child Protection is **Andrea Cassius** Headteacher.

Designated Staff are **Jackie Lynch and Steve Maddock** (Assistant Heads)

Suffolks Primary School Child Protection Policy

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child. (KCSIE,2021)

1. Introduction

- Our safeguarding policy cannot be separated from the general ethos of the school, which is to ensure that pupils/students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.
- The governors and staff of Suffolks Primary School fully recognise the contribution it makes to safeguarding children. We recognise that all members of staff, including volunteers, have a full and active part to play in protecting our pupils from harm.
- All staff and Governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.
- Our school will support our pupils by creating a culture where children can speak out, ask for help and be listened to. Communication development is a key focus area at Suffolks. children should be supported and encouraged to express their views across all areas of school life including child protection. Staff need to be mindful of pupils' varying levels of language skills and understanding when dealing with any child protection issues.

Staff working with children are advised to maintain an attitude of **'it could happen here'** where safeguarding is concerned. When concerned about the welfare of a child, staff should always act in the best interests of the child. (KCSIE, 2021)

2. The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse, radicalisation and extremism.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff.

- To maintain a structured procedure which is followed by all members of the school community where abuse is suspected.
- To continue to promote effective working relationships with other agencies, especially the Police and Children's Social Services.
- To ensure that all adults within our school community, including visitors who have contact with children have been checked as to their suitability as part of the recruitment and selection process. (See our Safer Recruitment Policy)

3. Suffolks' Safeguarding Expectations

We will ensure that:

- We have designated members of staff who undertake regular training every two years.
- Overall responsibility for Child Protection is **Andrea Cassius** (Headteacher)

Designated Staff are :

- ❖ **Jackie Lynch** (Assistant Head)
- ❖ **Steve Maddock** (Assistant Head)

School Governor for Child Protection is **Christine Chamberlain** (Chair of Governors)

- All staff, agency staff, Governors, volunteers, parent helpers and work experience students, have enhanced DBS checks and receive an induction.
- All members of staff develop their understanding of the signs and indicators of abuse and how to identify radicalisation and refresh their training annually.
- All staff understand the difference between a 'concern' and 'immediate danger' or 'risk of significant harm'.
- All members of staff know how to respond to a pupil who discloses abuse or shows signs of becoming radicalised.
- All parents/carers are made aware of the responsibilities of staff members regarding Child Protection procedures.
- All staff will have read Part 1 and Annex A of the Government Guidance Keeping Children Safe in Education (September 2021). All staff will demonstrate a level of understanding of Part 1 by completing a quiz. This guidance contains reference to specific safeguarding issues and provides links to further information as well as providing further information on child sexual exploitation, female genital mutilation and preventing radicalisation. It is the responsibility of Senior Leaders and Governors to ensure all staff can access and understand the document Keeping Children Safe in Education

- All staff will have read the school Child Protection Policy, the Staff Handbook and the Enfield Employees Code of Conduct policy.
- Our procedures will be regularly reviewed and up-dated, at least annually and when legislation changes.
- All new members of staff will be sent a copy of our child protection procedures and of the Government Guidance; Keeping Children Safe in Education (September 2021) Part 1 as part of their induction into the school.
- Volunteers in school should always carry out an induction with Vicky or Chris B, they should be identified by wearing a 'green' lanyard. Under no circumstances should a volunteer be left in sole supervision of children.
- Any concerns raised about pupils who attend our Speech and Language Resource Base from other schools will be actioned in the same way as pupils who attend Suffolks full time. Concerns raised regarding pupils at the SLRB will be followed up in the same way and the designated leads will inform the parents and the home school as needed.
- It is the responsibility of the SENCo **Jacqueline Lynch** to liaise with the Virtual School Head for children attending Suffolks Primary School , looked after by the local authority.

4. Responsibilities

The Designated Teachers are responsible for:

- Adhering to the Local Enfield Referral Process and school procedures regarding referring a child if there are concerns about possible abuse.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Ensuring that an indication of further record-keeping is marked on the pupil records.
- Ensuring that any pupil currently the subject of a child protection plan who is absent without explanation for two days is referred to Children's Social Care.
- **“Safeguarding is Everyone's Responsibility”** All members of staff (paid and unpaid) have the statutory responsibility to safeguard and promote the welfare of children
- Ensuring staff are given updated training information regularly and time is given to reflect on their knowledge and use of procedures through the use of 'Serious Case Review' case studies, training sessions and weekly staff bulleting reminders.

- All new to school members of staff are given a full induction on child protection.
- Ensuring that all staff are aware of the safeguarding response to children who go missing from education and the school procedures for reporting any concerns.

5. Supporting Children

- We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.
- 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.
- 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.

Our school will support all pupils by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Children's Social Services (MASH) as soon as there is a concern.
- Providing continuing support to a pupil, about whom there have been concerns, who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.
- Ensuring that children have regular opportunities to be taught about safeguarding, including the yearly NSPCC 'Talking Pants,' ChildLine workshop sessions, Year 6 Peer on Peer abuse workshop and through our PHSE and Relationships Curriculum.

6. Confidentiality

- We recognise that all matters relating to Child Protection are confidential.
- The Headteacher or Designated Teacher(s) will disclose any 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.

- In regard to implementation of the Data Protection Act 2018, any fears about sharing information (GDPR) **MUST NOT** be allowed to stand in the way of the need to promote the welfare, and protect the safety of children. If there are any concerns, speak to a member of the designate team.

7. **Supporting Staff**

- 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.
- We will support such staff by providing an opportunity to talk through their anxieties with the designated staff and to seek further support as appropriate. Staff will have access to 'Benedon Counselling' and SEWs and can self-refer to this service for initial counselling.

8. **Allegations against staff and Volunteers**

- We understand that a pupil may make an allegation against a member of staff and volunteers.
- If such an allegation is made, the member of staff or volunteer receiving the allegation will immediately inform the Headteacher.
- In the Headteacher's absence it should only be reported to a member of SLT or a member of the designate team.
- The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO, Andreas Kyriacou 0208379 2850).
- If the allegation made to a member of staff concerns the Headteacher (Andrea), the designates (Jackie and/or Steve) will inform the Chair of Governors who will consult with the LA's Lead Officer for Child Protection. (Full contact details are available in the staff handbook)

9. **Whistleblowing**

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. If concerns are identified staff members should raise these immediately with the Headteacher or in her absence a member of the designate team.
- Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

General guidance on whistleblowing can be found via: Advice on Whistleblowing; and the NSPCC's what you can do to report abuse dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their school or college. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk

10. Physical Intervention

- Our policy on physical intervention by staff is set out in a separate Restrictive Physical Intervention (Holding) Policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.
- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under Child Protection or disciplinary procedures.
- Any use of physical intervention should be recorded on Scholarpack by a member of the senior leadership team. An incident log (pink sheet) should be completed and shared with the parent/carer of the child and signed to acknowledge the parent/carer has been informed of the incident.

11. Behaviour Policy

- Our Behaviour policy is set out in a separate document and acknowledges that to allow or condone bullying including online bullying may lead to consideration under child protection procedures.

12. Racist Incidents

- Our policy on racist incidents is set out in our Behaviour Policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under Child Protection procedures.

13. Prevention and Early Help

- We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

All staff should be prepared to identify children who may benefit from early help.

Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child who:
is disabled or has certain health conditions and has specific additional needs;
has special educational needs (whether or not they have a statutory Education, Health and Care Plan);

- has a mental health need;
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines;
- is frequently missing/goes missing from care or from home;
- is at risk of modern slavery, trafficking, sexual or criminal exploitation;
- is at risk of being radicalised or exploited;
- has a family member in prison, or is affected by parental offending;
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- is misusing drugs or alcohol themselves;
- has returned home to their family from care;
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage;
- is a privately fostered child; and
- is persistently absent from education, including persistent absences for part of the school day

The school community will therefore:

- Ensure and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there are adults in the school whom they can approach if they are worried or in difficulty.
- Include in the curriculum, opportunities for PSHE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

14. Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Suffolk ensures that all staff are aware of the requirements to comply with the Prevent Duty under the Counter Terrorism and Security Act 2015, which requires our staff to have 'a due regard to the need to prevent people from being drawn into terrorism'.

Specifically:

- Understand what radicalisation is;
- Embed fundamental British values;

Helping children develop resilience to radicalisation by:

- Creating and maintaining an environment of equality and inclusion for all;
- Being vigilant for indicators or signs of possible radicalisation;
- Reporting concerns regarding possible radicalisation, extremism or terrorism;
- Understanding how to obtain support for people who may be exploited by radicalising influences; and

Awareness of existence of the role of CHANNEL

- All pupils and teachers have the right to speak freely and voice their opinions. However, free speech is not an unqualified privilege but is subject to laws and policies governing equality, human rights, community safety and community cohesion.
- We seek to protect children against the messages of all violent extremism. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak to the designated teacher.

15. Specific Safeguarding Issues:

- **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) (KCSIE, pg 12)**
- **Peer on peer abuse (KCSIE, pg 15)**
- **Serious violence (KCSIE, pg 16)**
- **Female Genital Mutilation (KCSIE, pg 14)**
- **Mental Health (KCSIE, pg 14)**

Annex A is a condensed version of Part one of Keeping children safe in education and is a useful summary. It does not replace the need to read Part One of Keeping Children Safe in Education but can be provided for those who do not directly work with children. (KCSIE, 2021, pages 118 - 122)

Annex B contains important additional information about specific forms of abuse and safeguarding issues. School and college leaders and those staff who work directly with children should read this annex. (KCSIE, 2021, pages 123 - 140)

- The school keeps itself up-to-date with the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.
- Our staff are supported to recognise warning signs and indicators in relation to specific issues, including such issues in an age-appropriate way in their curriculum.
- The school works with and engages our families and communities to talk about such issues.
- Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.
- Our designated Child Protection Team will seek and obtain specific advice and guidance as necessary.
- The school will engage experts and uses specialist material to support the safeguarding preventative work we do.
- Our policy through the school's values, ethos and behaviour policies provide the basic platform to ensure children are given the support to respect themselves and others, stand up for themselves and protect each other.

16. Health & Safety

- Our Health & Safety Policy, set out in a separate document reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

17. On-line Safety

All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content (KCSIE 2021)

Annex D (KCSIE, 2021, pages 150 - 152) has many useful websites and support materials for staff, children and parents, including the guidance on safeguarding and teaching remotely.

- Our e-Safety policy is a separate document which recognises the need to have strategies to protect children in the digital world. (Refer to Computing ICT and E safety Policy)
- Our code of conduct and staff handbook, states clearly the acceptable use of social media. No member of staff should have contact with a pupil via these platforms.
- All staff should have an awareness of how the internet and social media can be used in the 'grooming process.' This could be with an aim to exploit or to radicalise a pupil. Staff should raise any concern about inappropriate 'friendships' online, of internet searching of inappropriate material or of any 'chats' with older pupils or adults.
- Staff should remain vigilant to the dangers that the internet, social media, chatting apps etc can play in endangering our pupils. Regular training will be given to ensure that staff are as up to date as possible with the current apps or games being used.
- Regular training and information sessions will be given to parents to support them with keeping their children safe online.

18. Training and Support (Supervision)

- At the beginning of each school year all members of staff are to read the child protection policy, KCSIE Part 1 and be updated on any changes.
- All staff must sign a declaration that they have read and understood it and that they agree to adhere to the policy and procedures.
- Any new member of staff should be given staff induction training which will include Child Protection Policy and procedures.

- Child Protection designates should have full CP training every 2 years and be responsible for ensuring they are up to date with current legislation, and interventions
- Full CP training is given to all members of staff every three years.
- Each week a Safeguarding Spotlight is shared on the staff bulletin to give smaller chunks of information about specific forms of abuse.
- DSL's have monthly meetings where they discuss monitored children but also access the Enfield Safeguarding Website for any updates.
- Each Term a staff meeting is set aside for case studies and reviews of practice and record keeping.
- Termly supervision meetings are held to support staff with their safeguarding roles within smaller phase meetings.
- Individual meetings are offered if needed and DSLs are offered independent support with their role if required.

Procedures for raising concerns

In order to fulfil our responsibilities for the safeguarding of children, these procedures need to be followed. If you have any concerns about a child or a parent, even if you feel you may be mistaken, you should discuss them with a member of the Designate Team.

The procedures are as follows:

- a pink incident sheet should be completed for anything of a worrying nature
- give as much information as possible, use TED questions
- changes of behaviour of a worrying nature should be noted
- any physical marks on a child that concerns you should be reported immediately and a pink sheet should be filled in, using a separate injury map – NEVER take photographic records.
- if a child makes a disclosure of abuse report it immediately to the Designated Teacher, then write down what the child has said
- never promise to keep a secret for a child
- always tell the child that you must tell someone else and who
- Never ask leading questions for example 'Did mummy do that?' It may prejudice any legal actions that might follow
- give pink sheet to a member of the designate team
- ENSURE this is done SWIFTLY, NEVER GO HOME without reporting to someone from the team
- the designated lead may then make a referral to the Enfield Mash team
- member of staff that raised concern will be informed of action
- DO NOT DISCUSS CONCERN WITH ANYONE ELSE
- If you are unhappy about the response you receive from the child designate you are able to contact children's services yourself or ring the NSPCC help line
- Once the concern has been reviewed a member of staff may be asked to discuss concern with parent/carer. This may not need to be members of the child designate team.
- Parents will not be informed if a risk of significant harm has been identified
- Never discuss with a parent unless you have been advised by a member of the designate team

If the concern is in relation to a member of staff

- a pink incident sheet should be completed
- give as much information as possible, use TED questions
- report it immediately to the Headteacher (in her absence, DSL or member of leadership team)
- ENSURE this is done SWIFTLY, NEVER GO HOME without reporting
- **DO NOT DISCUSS CONCERN WITH ANYONE ELSE**
- **NEVER** inform the member of staff of the concern that has been raised about them
- The Headteacher will need to inform the LADO and ensure that any concern involving a member of staff is investigated in the correct way.

Remember we must all think '**IT COULD HAPPEN HERE**' and although no one wants to think about a member of the Suffolks Team harming a child, it is possible.

Informing the staff member does not only put the child at risk, it could suggest bias in an investigation and could call into question all safeguarding procedures.

After a concern or referral has been made

- All concerns are logged on 'Safeguard'
- A member of the Designate Team signs off any actions
- All designates are informed of concerns logged. Other staff may be informed on a 'need to know' basis
- Designates meet monthly to discuss open cases and to ensure that information is shared and to review any implications for staff training or knowledge.
- Designates will update information on monitored children at least monthly as well as when given new information from any stakeholder that is relevant to the child or family.

'Pink' incident, concerns log

To raise an urgent child protection concern call MASH on **0208 379 5555** **before** submitting a written referral
 Email ChildrensMASH@enfield.gov.uk

Non urgent safeguarding concerns can be referred via the online portal www.enfield.gov.uk/childrensportal

If a case is already open you can contact **0208 379 1000** to contact the social worker involved.



Suffolks Primary School
 Brick Lane
 Enfield
 EN1 3PU
 0208 804 1534

Record of cause for concern (incident, information, disclosure) September 2021 Version

Name of child	Class	Time	Date
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PLEASE REMEMBER TO USE **T**ell, **E**xplain, **D**escribe questions. If appropriate, note the questions you asked and the responses from the child.

Names of adult/s involved _____

Received by Designated Child Protection Signature _____ Date _____ Time _____









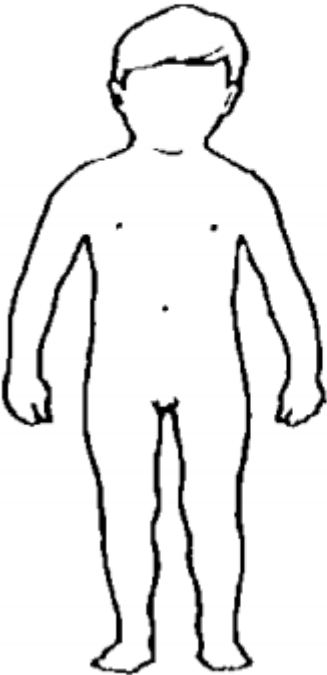
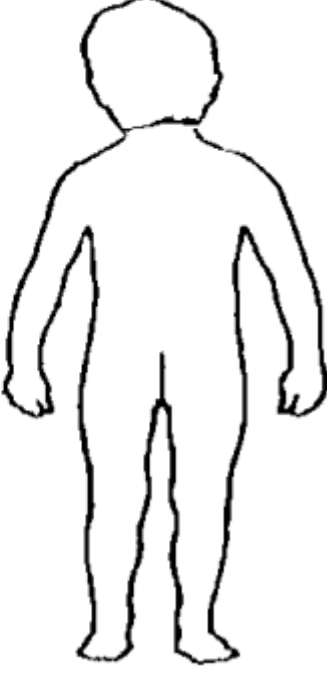
Actions Taken

On Safeguard, please alert

- All SLT
- Designates only
-

SUFFOLKS PRIMARY INJURY MAP 2019 (Please attach this to original concerns sheet)

Under no circumstances should you take a photo of the injury

Name of Child	Description of Injury
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>LEFT HAND</p> </div> <div style="text-align: center;">  <p>RIGHT HAND</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>LEFT FOOT</p> </div> <div style="text-align: center;">  <p>RIGHT FOOT</p> </div> </div>	<p><i>Describe what the injury looks like (colour, raised, scabbed, shape, weeping)</i> <i>What does child say about it, do they say it is sore, hot, itchy etc)</i> <i>If possible measure length and size of it too.</i></p>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>LEFT SIDE</p> </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  <p>RIGHT SIDE</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>FRONT</p> </div> <div style="text-align: center;">  <p>BACK</p> </div> </div>	

Useful Links (click on the links below to access the policies / sites)

- [Suffolks Primary School Policies and Procedures](#)
- [Enfield Safeguarding Children Board \(ESCB\)](#)
[Enfield children missing in Education Helpline](#)
- [Keeping children safe in education \(September 2021\)](#)
- [Working Together to Safeguard Children \(2010\)](#)
- [What to do if you are worried a child is being abused \(2015\)](#)
- [NSPCC Whistleblowing Advice Line](#)
- [Disqualification by Association \(2016\)](#)
- [Information Sharing Advice for Practitioners \(2015\)](#)
- [Mandatory Reporting of FGM \(2016\)](#)
- [CEOP](#)
- [Radicalisation and Social Media](#)
- [Prevent Duty](#)

Contact Information

For an immediate child protection concern

Enfield's Children's MASH (Multi-Agency Safeguarding Hub) **0208 379 5555**

For non-urgent referrals complete an online referral at www.enfield.gov.uk/childrensportal

If you aware that a case is already open contact the social worker on **0208 379 1000**

To make a referral concerning a member of staff

Contact Local Authority Designated Officer (LADO) **0208 379 2850**

If a child lives in another borough you may use the online tool to direct you to the relevant local children's social care contact number.

<https://www.gov.uk/report-child-abuse-to-local-council>