



Our Lady of the Visitation Catholic Primary School

SAFEGUARDING and CHILD PROTECTION POLICY

'Keeping Children Safe in Education'

Ratification Date:	September 2015	Signed:  Miss K. Coll (HEADTEACHER) Mrs H.McKenzie (CHAIR OF GOVERNORS)
Review date:	September 2016	Signed:  Miss K. Coll (HEADTEACHER) Mrs H.McKenzie (CHAIR OF GOVERNORS)
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Safeguarding Statement

At Our Lady of the Visitation Catholic Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Our Lady of the Visitation Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

The Child Protection and Safeguarding Policy applies to the whole school, including the Early Years Foundation Stage (EYFS)

Position	Name	Contact Telephone
Designated Safeguarding Lead (DSL) (Headteacher)	Miss Kathleen Coll	020 8575 5344
Deputy Designated Safeguarding Lead	Miss Jessica Paul	020 8575 5344
Deputy Designated Safeguarding Lead	Mrs Rebecca Williams	020 8575 5344
Deputy Designated Safeguarding Lead	Miss Tara Higgins	020 8575 5344
Social Care Safeguarding Manager and LADO	Lisa Tingle Greenford Service Centre	020 8825 8155
Designated Safeguarding Governor	Mrs Hilary McKenzie	020 8575 5344
Headteacher	Miss Kathleen Coll	020 8575 5344
Chair of Governors	Mrs Hilary McKenzie	020 8575 5344
Clerk to the Governors	Mrs Gill Kennedy	020 8575 5344
Other staff with general welfare responsibilities: School Welfare Officer and first aider First Aider First Aider First Aider	Ms Katie Clarke Mrs Amanda Bratchell Mrs Claire Rice Mrs Marie Mepham	020 8575 5344

Contents:

1. Statement of purpose
2. Overview of school's responsibilities
 - 2a. The role of Governors
 - 2b. The role of the Headteacher
 - 2c. The role of the Designated Safeguarding Lead
 - 2d. The role of all staff: teaching and non-teaching
 - 2e. Whistleblowing
 - 2f. The role of other professionals
3. Policies, protocols and procedures
 - 3a. Single Central Record
 - 3b. Child protection procedures
 - 3c. Safer recruitment procedures
 - 3d. Curriculum delivery
 - 3e. Visitors to school, volunteers/contractors working in school
 - 3f. Pupil missing/absconding from school
 - 3g. Looked after children
 - 3h. Early Years Foundation Stage
 - 3i. Risk assessments
 - 3j. Arrangements for educational visits
4. Implementing procedures
5. Written Records
6. Referrals
7. Attendance at Child Protection Conferences
8. Review of progress
9. Professional Confidentiality
10. Protecting Staff
 - 10a. Allegations against staff
 - 10b. Training and support
11. Publishing the Safeguarding policy

Appendices:

1. Categories of concern
2. Key Safeguarding Contacts in Ealing
3. Logging a concern form

1. **Statement of Purpose**

At Our Lady of the Visitation Catholic Primary School, we are determined to ensure that all necessary steps are taken to protect children, young people and adults from harm. The following policy establishes the school's position, role and responsibilities and clarifies what is expected from everybody employed and involved in the delivery of services (core curriculum and extended services). It is the aim of this policy to support the 5 outcomes previously outlined in the former government Every Child Matters strategy. As such, this policy promotes:

Being Healthy

- Ensuring that pupils are able to remain mentally and emotionally healthy;
- Supporting parents in keeping their children healthy;
- Supporting staff through well-being initiatives.

Staying Safe

- Ensuring that pupils are safe from maltreatment, neglect, violence and sexual exploitation;
- Keeping pupils safe from accidental injury and death;
- Working with agencies to safeguard children in accordance with current government guidance;
- Support staff, parents and visitors to school by meeting all Health and Safety statutory requirements.

Enjoy & Achieve

- Ensuring all pupils have the opportunity to reach their full potential;
- Ensuring pupils attend school regularly, arrive on time, are ready to learn and can access optimal learning environments on and off site;
- Encouraging parents to support their child's learning;
- Support staff career progression through performance management and continued professional development.

Making A Positive Contribution

- Helping parents to support their child's social and emotional development;
- Ensuring pupils are supported in managing changes and responding to challenges in their lives;
- Encouraging pupils to engage in law abiding and positive behaviour;
- Providing staff with opportunities to contribute to the whole school programme of delivery.

Achieve Economic Well-being

- Support for families in maximising their economic well-being;
- Support pupils to access further education;
- Assist parents to support their child's preparation for working life.

The aim of this policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. We wish our pupils to remain safe and free from harm. We are committed to playing a full and active part in the multi-agency response to Child Protection.

Our pupils' welfare is of paramount importance. We believe in open and honest communication with parents and guardians and will always share with them any information or concern about their children at the earliest opportunity. The only exception to this would be where it is felt that such a communication might compromise a pupil's safety. If a pupil is felt to be in need of protection and becomes the subject of a Child Protection Plan, parents/guardians should regard the school as a source of help and support.

All children have an absolute right to a childhood free from abuse, neglect or exploitation. All members of staff (teaching and non-teaching) have a responsibility to be mindful of these issues related to children's safety and welfare and a duty to report and refer concerns, however minor they may appear to be. NB: it is not the role of school staff to undertake an investigation.

If school receives information about a child which suggests he/she has been abused, neglected or that it is likely, we have a duty to refer these concerns to Social Care/Family Services or the Police. The school has no discretion in this matter. The Child Protection Procedures for Our Lady of the Visitation Catholic Primary School are in accordance with central government policy and Local Authority Safeguarding Board multi-agency procedures.

In the course of an investigation, social workers or the Police may wish to speak with a pupil, without parental knowledge or consent. Miss K. Coll (Headteacher), acting in "loco parentis", has the discretion to agree to allow this to enable the authorities to explore concerns and determine whether there are grounds for further action. In these cases the Head Teacher will ensure that the pupil's welfare is secured and he/she has access to a trusted adult.

Miss K. Coll (Headteacher) will not allow a pupil to be removed from the school premises without either:

- Parental consent
- or
- An Order of the Court or a Police Protection Order

2. Overview of school's responsibilities

We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Our Lady of the Visitation Catholic Primary School. This policy has been developed following the latest DFE guidance 'Keeping Children safe in Education', (2016) 'Working Together to Safeguard Children', (2013) and Ofsted guidance 'Inspecting Safeguarding' (2013). DBS (formerly CRB) vetting checks are carried out for all employed staff and unsupervised volunteers prior to commencement of working in school. School reserves the right of entitlement to request a standard or enhanced DBS disclosure certificate (without the barred list check) for supervised volunteers. (Please also refer to the section titled Recruitment within this policy).

As an organisation, we recognise that child abuse can be an emotive subject and therefore it is important to understand the feelings involved and not to allow them to interfere with judgment about any action that needs to be taken. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

As such, we will ensure that:

- The welfare of our pupils remains paramount.
- All pupils whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to be protected from harm.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working on school premises understand they have a responsibility to report concerns to our designated staff.
- All appropriate vetting checks will be carried out for all adults involved in the delivery of school services. Information will be stored on school's Single Central Register (SCR). The vast majority of adults who work with children act professionally; however, we recognise some individuals will actively seek employment or voluntary work with children in order to harm them. Our safeguarding procedures direct all concerns regarding an individual's practice to be reported to the designated staff.

2a. The role of Governors:

- The Governing Body has set out its commitment to safeguarding in this policy and it will continue to do all it can to ensure that the school is a safe environment for staff, pupils and members of the public accessing the site;
- The Governing Body will appoint a named Governor for safeguarding and review an annual report on all safeguarding related matters;
- The Governing Body will ensure that safeguarding is considered as part of all recruitment procedures;
- The Governors will take all reasonable steps to ensure that all statutory health and safety responsibilities are met. This will include a timetabled review of all related policies and action plans.

2b. The role of the Headteacher:

- It is the Headteacher's role to implement the school's Safeguarding Policy with the support of the Senior Leadership Team and Governing Body;
- It is the Headteacher's role to ensure there is a collective responsibility for safeguarding and that all staff and volunteers are aware of the policy and related policies, protocols and procedures;
- The Headteacher will ensure there are 2 or more trained staff members with named responsibility for child protection. (The role and duties of a designated named person are contained in school's Child Protection policy);
- The Headteacher will ensure first aid is administered by suitably qualified members of staff;
- The Headteacher will ensure that all appointments panels have at least one person who has completed Safer Recruitment training;
- The Headteacher will promote safeguarding when overseeing the development of the curriculum and all other aspects of school life;
- The Headteacher will ensure the on-going daily monitoring of the school site is maintained to ensure the safety of all who access;
- The Headteacher will treat all incidents of unfair treatment and any incidents of bullying or discrimination, including racist incidents, with due seriousness. Any action taken will be guided by the strategic policy, specifically school's Single Equality policy, ratified by the Governing Body.

2c. The role of the Designated Safeguarding Lead

The School has appointed senior members of staff with the necessary status and authority (Designated Safeguarding Lead) to be responsible for matters relating to child protection and welfare. The School will ensure that designated safeguarding leads have sufficient time, funding, supervision and support to fulfil his or her child welfare and safeguarding responsibilities effectively.

The main areas of responsibility of the Designated Teachers are:

- To be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection.
- To have a working knowledge of the Local Authority and School Child Protection and Safeguarding Policy and procedures, how the LSCB operates, and the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so.

- To be aware of the differentiation between safeguarding children **who have suffered or are likely to suffer significant harm** and those who **are in need of additional support** from one or more agencies.
- To be available to all staff of the School community for consultation on child protection issues.
- To co-ordinate the child protection procedures in the School.
- To ensure that all School employees have training in child protection and regular reviews of their own practice and opportunities to discuss any concerns they may have about welfare and safeguarding matters. All professionals working with children will have regular reviews of their own practice and opportunities to discuss any concerns they may have about welfare and safeguarding matters. All have the personal and professional duty to report welfare and safeguarding concerns to the designated safeguarding lead, or in the absence of action directly to local children's services and are able to recognise and report any concerns immediately should they arise.
- To monitor the keeping, confidentiality and storage of records in relation to child protection.
- To liaise with the Local Authority Designated Officer (DESIGNATED OFFICER) and other agencies.
- To refer all allegations of abuse made against staff or volunteers to the DESIGNATED OFFICER within one working day.
- To ensure that appropriate action is taken in the School and that procedures are followed in all actual or suspected cases of child abuse. If at any time there is a risk of immediate serious harm to a child, a referral should be made immediately to ECIRS (Ealing Children's Integrated Response Service)
- To contact the duty social worker or the duty education welfare/social worker/DESIGNATED OFFICER within twenty- four hours to seek advice on concerns brought by staff, volunteers or pupils. To also check whether or not the pupil or pupil's family involved is known to the SSD.
- To monitor records of pupils in the School on the Child Protection Register (CPR) and those where Safeguarding concerns have been raised to ensure that their records are maintained and updated as notification is received.
- Where appropriate, to take part in the child protection conferences or reviews. When the Designated Safeguarding Lead cannot attend, he or she will ensure that a key member of staff attends. Where this is not possible, to provide a written report to the conference from the School. (It is acknowledged that this should occur rarely as the involvement of School staff is vital given the close involvement with the child.)
- When a child on the CPR moves to another School to inform the new School of the child's status on the CPR.
- In consultation with the Headteacher, to monitor staff development and training needs with regard to child protection issues and to ensure that training provided is current and relevant.
- To ensure that the curriculum offers opportunities for raising student awareness of child protection issues and developing strategies for ensuring their own protection, for example through the PSHE and computing curriculum, and reflect this in the school development plan. The school also offers a Counselling Service.
- Together with the Headteacher and School Leadership, annually to review the School's Policy on Child Protection and Safeguarding and look at how the duties have been discharged, and to report on this to the Governing Body.

2d. The role of all staff: teaching and non-teaching

- All staff will be made aware of and have access to school's Safeguarding Policy, protocols and procedures;
- All staff will attend annual safeguarding training;
- All staff will strive to safeguard pupils in all aspects of the learning environment on-site and on educational visits;
- All staff will be aware of school's Single Equality policy, challenge any incidents of prejudice, racism or homophobia and record any serious incidents, drawing them to the attention of the Head Teacher;
- Teachers will support teaching assistants, support staff and volunteers working in their classrooms or on educational visits;
- All staff have a responsibility to monitor and, where necessary, guide the practice of volunteers, visitors or contractors working in school. Any concerns will be reported to the

Headteacher, Deputy Headteacher/s, Assistant Headteacher/s and designated named persons.

2e. Whistleblowing

All staff are required to **report to the Headteacher** any concern or allegations about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. This is in accordance with the Whistleblowing Policy. Such reports are made to the Headteacher who will immediately seek advice from the Local Authority Designated Officer (DESIGNATED OFFICER). There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith. All staff are aware that anyone can make a referral. This is emphasised in the Safeguarding and Multi Agency Contact list found in the Staff Study room. (Appendix 2)

2f. The role of other professionals:

- We do not operate in isolation. The welfare of pupils is a corporate responsibility of the entire local authority, working in partnership with other public agencies and the voluntary sector.
- All local authority services have an impact on the lives of children and families and local authorities have a particular responsibility towards children and families most at risk of social exclusion.
- Child Protection is the responsibility of everyone.

3. Policies, protocols and procedures

Our Lady of the Visitation Catholic Primary School has a range of supporting policies, protocols and procedures to accompany this document which have been developed in accordance with national government (DFE & DH) and local authority guidelines. Policies can be accessed on the school website or by requesting a paper copy. (Please note school reserves the right to charge for such requests). All policies and protocols have been ratified by the school's Governing Body and are regularly reviewed. These documents include our arrangements for the following areas:

- Single Central Record (SCR);
- Child Protection procedures;
- Safe recruitment and selection processes including Disclosure & Barring Service-DBS; vetting checks (formerly CRB), enhanced check for regulated activity (barred list check) and Overseas checks;
- Delivery of safeguarding as part of the curriculum;
- Volunteers, visitors and contractors working in school;
- School protocols e.g. Pupil missing/absconding from school /educational visits;
- Risk Assessments including COSHH Material Data Safety Sheets (MSDS);
- Arrangements for educational visits.

3a. Single Central record

All schools are required by the Department For Education to maintain a Single Central Record (SCR) of recruitment vetting checks. It is used to log all safer recruitment checks, including details of DBS and/ or barred list checks.

Checks for the following people must be recorded on the SCR:

- All staff who are employed to work in the school;
- All staff who are employed on a supply or casual basis, whether employed directly by the school or through an agency;
- All unsupervised volunteers who have regular contact with pupils (this will include governors who work as volunteers);
- People brought into the school to provide additional teaching or instruction for pupils but who are not staff members, for example specialist sports coaches or music teachers.

Please note that as a result of the passage of the Protection of Freedoms Act (2012), some of the requirements (particularly around volunteers) have changed (from September 2012). The Act has removed the requirement for schools to routinely carry out DBS checks on all volunteers, even when they work regularly with pupils. The school will request an enhanced DBS disclosure certificate for all **supervised and unsupervised volunteers who volunteer in the school regularly**.

The school will carry out a DBS check for governors simply because of their office or if they volunteer in school activities (as recommended by the Westminster Diocese). The school will keep up to date a Single Central Record.

3b. Child protection procedures

Our policy is guided by documentation issued by Westminster Diocese, central government, Ealing and the Local Safeguarding Children Board.

3c. Safer recruitment procedures

Our Lady of the Visitation Catholic Primary School fully adheres to the statutory requirements of the Department For Education when recruiting staff. Full information is published on the DFE website. A minimum of one member of any recruitment panel will have completed Safer Recruitment training. All appropriate vetting and barring checks are completed prior to the commencement of employment and details are recorded on school's SCR.

3d. Curriculum delivery

A wide range of safeguarding topics are delivered through the school's core and enhanced curriculum. This includes Personal Social Health Citizenship Education (PSHCE), Science, Computing, Design and Technology and pastoral support/intervention. Details of curriculum content are regularly shared with parents/guardians who are actively encouraged to support their child's learning. Where appropriate multi-agency partners support this delivery, e.g. School Health Team.

3e. Visitors to school and volunteers/ contractors working in school

All visitors are required to provide photographic ID; DBS details (where required) and sign in. They are issued with a visitor badge which they must prominently display at all times. In addition school issues guidance sheets for all visitors, supply staff, volunteers, extended service providers and contractors to ensure they are aware of and follow our safeguarding procedures.

3f. Pupil missing/ absconding from school

At Our Lady of the Visitation Catholic Primary School we apply strict measures to ensure the safety of pupils. This includes measures to secure the school perimeter and access into school buildings. There is regular registration and full monitoring of pupils throughout the school day. Whilst strict safeguarding measures are in place, school feels it is prudent to have emergency protocols in place. These would be implemented should the whereabouts of a pupil be unknown. All staff are fully aware of school's Pupil Missing Education and Pupil Absconding from School protocols.

3g. Looked After Children

We are aware that Looked After Children are more vulnerable and therefore at a greater risk than other children. The school ensures that the necessary staff are aware of which children are 'Looked

After' and that they are provided with additional support where necessary to meet their pastoral, emotional, social and academic needs.

3h. Early Years Foundation Stage (EYFS)

The school will train all EYFS staff and volunteers to understand the safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the school will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

The School's policy on the use of mobile phones and cameras in the EYFS setting is set out as per the EYFS Statutory Framework and can also be found in the ICT Acceptable Use Policy for Employees, in the Staff Code of Conduct and includes the following:

- Any personal digital recording device including personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on school premises or when on outings.
- All mobile phones must be stored securely within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
- No parent is permitted to use their mobile phone or use its camera facility whilst inside the EYFS setting. School policy regarding this matter should be explained clearly to Parents by the Team Leader of EYFS.
- Mobile phones must not be used in any teaching area within the setting or within the bathroom area.
- In the case of a personal emergency staff should use the school telephone or their mobile in the staff room. It is the responsibility of all staff to make families aware of the school telephone numbers.
- Personal calls may be made in non-contact time but not within the teaching areas.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.
- Photographs and recordings can only be transferred to and stored on a school computer before printing.
- All telephone contact with Parents/Carers must be made on the school telephone and should be recorded.
- During group outings nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes.
- In the case of school productions, Parents/carers are permitted to take photographs of their own child in accordance with school protocols which strongly advise against the publication of any such photographs on Social networking sites.
- The school will notify the local child protection agency of any serious accident or injury to, or the death of, any child while in their care, and will act on any advice from this agency.

3i. Risk assessments

Risk assessments are in place and regularly reviewed for the following:

- All internal classrooms, shared areas and staff areas;
- All playground areas;
- All fixed equipment (indoor & outdoor);
- All moveable equipment (indoor & outdoor);
- Each educational visit off-site.

A COSHH (Control of Substances Hazardous to Health) risk assessment is placed in school's COSHH file for any chemicals used in school. These risk assessments are formulated using product material safety data sheets (MSDS) as guidance. School also uses CLEAPS risk assessments to support the science curriculum. The COSHH file is maintained by school's site manager Mr W. Kazimirowcz.

If visitors or extended service providers plan to deliver an activity in school they must provide school with a written risk assessment of their planned activity prior to delivery. School will also issue these providers with any necessary school risk assessments.

3j. Arrangements for educational visits

Our Lady of the Visitation Catholic Primary School has an Educational Visits policy and supporting protocols which have been ratified by the Governing Body and made available to all staff. This details all the safeguarding procedures and arrangements for planning and delivering visits off-site. Copies of the policy and protocols are available on the school website or on request.

4. Implementing procedures

An additional aim of this safeguarding policy is to ensure all teaching and non-teaching staff at Our Lady of the Visitation Catholic Primary School are aware of the signs and symptoms of abuse (see appendix 1 for categories of concern) and are supported by following the procedures. It is extremely difficult to determine if abuse has occurred and **it is not school's duty to investigate** however, all staff will be vigilant.

Staff will look carefully at the attendance/ behaviour of pupils and be alert for significant changes.

Although pupils may exhibit any of the following, abuse may not have occurred:

- Disclosure;
- Non-accidental injury, bruising or marks;
- Explanation given inconsistent with injury;
- Several different explanations for an injury;
- Reluctance to give information about an injury;
- A sudden change in behaviour – aggression, extroversion, depression, withdrawn;
- Attention seeking;
- Hyperactivity;
- Poor attention;
- Appear frightened of parents or family members;
- Indiscriminate attachment;
- Frozen watchfulness;
- Anxiety/irritability;
- Abdominal pain/headaches;
- Poor self-esteem;
- Poor peer relationships;
- Act in an inappropriate way expected for age;
- Sexualised behaviour/talk or drawings;

- Self harm/eating disorder;
- Reluctance to change for physical education;
- Failure to thrive;
- Poor hygiene;
- Recurrent/untreated infections of skin or head lice;
- Untreated health/dental issues;
- Frequent absence from school or repeated lateness.

If staff observe any of the above they will:

- React calmly;
- Not delay in passing on information and / or concerns;
- Where a disclosure is made, reassure the pupil that they were right to tell, that they are not to blame and take what the pupil says seriously;
- Allow the pupil to talk and ask only open questions. Take care not to press for detail, put forward their personal ideas or use any words that the pupil has not used themselves;
- Not ask leading questions;
- Not promise confidentiality;
- Inform the pupil what they will do next;
- Inform the designated named person immediately
- Make a full and written record of concerns observed, what has been said and action taken. Record any conversation/s and facts **verbatim** in writing as soon as possible. (the 'Logging a Concern' form is kept in the staff study room and saved in Core Documents/Policies/Safeguarding). Sign and date the report (it may be required as evidence). Staff will be supported in doing this by school's designated named persons for safeguarding.

The designated named person:

- May meet with the pupil to seek clarification but care will be taken not to ask leading questions.
- Will use all information known to them to make the decision whether to make a referral or not.
- Will seek advice from the LA Child Protection Advisor where applicable.
- Will complete documentation for external agencies as appropriate;

It is not staff's role to investigate suspected abuse but rather to recognise it and refer it as appropriate to a designated named person.

5. Written records

Where safeguarding concerns are suspected they will be shared as detailed earlier and details recorded in a confidential written record stored in a secure locked cabinet and secure sight on the school's network. Access to such records is strictly controlled. The written record will include:

- The pupil's known details including name, date of birth, address and contact numbers;
- Whether or not the person making the report is expressing their own concerns or those of someone else;
- The nature of the allegation, including dates, times, specific factors and any other relevant information;
- Make a clear distinction between what is fact, opinion or hearsay;
- A description of any visible bruising, other injuries or any indirect signs such as behavioural changes;
- Details of any witnesses to the incidents;
- The pupil's account, if it can be given, of what has happened and (if appropriate) how any bruising or other injuries occurred;
- Accounts from others, including colleagues and, where appropriate, parents/guardians.

(Please note school may not seek an account from a parent/guardian should it be thought that such action may place the pupil at risk of harm).

Designated named person's responsibilities:

- To co-ordinate actions in the school and liaise with agencies over suspected or actual cases of child abuse;
- Identify the signs and symptoms of suspected or actual abuse and when to make a referral;
- To ensure that staff observe and implement school's agreed procedures;
- To facilitate training for all staff and governors;
- To authorise and support referral to the relevant and appropriate authority;
- To keep full and accurate records of concerns, reports and referrals made which are stored securely to maintain confidentiality.

6. Referral

Sharing a concern will not automatically trigger the referral process. When the designated named person/s does feel it appropriate to make a referral, this will be made to the local Social Care - Child Protection Unit.

In some cases, school may need to protect a pupil immediately- in these situations emergency action will be taken by dialling 999. The Police are the only agency with statutory powers for the immediate protection of children.

We stress it is not school's responsibility to investigate or decide whether abuse has taken place or not. However, any concerns will be raised and if deemed appropriate information will be referred to the appropriate authority immediately. This action will be discussed with parents/guardians unless doing so is deemed to put the pupil at further risk. The best interest of the pupil is school's paramount concern.

Any member of staff may make a referral directly to the local Social Care agency. However the school recommends that the referral is made by the designated safeguarding officer unless the member of staff raising the concern is not satisfied with how the concern has been dealt with.

7. Attendance at Child Protection Conferences

A Child Protection conference may be convened by Social Care/ Family Services to which all involved agencies would be invited. Where a case involves a pupil in our school a representative is usually invited to attend the meeting. The Head Teacher or one of the other designated named persons may attend – the choice of this representative will depend on the circumstances of each individual case.

Staff may be requested to provide a report for a Child Protection meeting. Any report should be relevant, concise and professional. All reports will be submitted in the first instance to the Head Teacher or, if not available, one of the other named persons with designated responsibility for Child Protection in school.

All staff that are required to attend such meetings, prepare reports and maintain relationships with parents during and after a referral has been made will be fully supported by our staff that have completed specialist Child Protection training.

8. Review of progress

This policy has been ratified by school's Governing Body which has a rolling programme for reviewing all school policies and monitoring their impact. In line with legislative requirements, they will review safeguarding arrangements and this policy on an annual basis.

9. Professional Confidentiality

Our Lady of the Visitation Catholic Primary School's training and induction processes ensure the context of confidentiality is fully understood by all those working with our pupils, particularly in the context of Child Protection. All information should be treated as confidential and particular care taken with sensitive information. Sharing information will be treated on a "need to know" basis.

Relevant factors include:

- The purpose of the disclosure;
- The nature and extent of the information to be disclosed;
- The appropriateness of the professional to whom is the disclosure to be made;
- If disclosure is a proportionate response to the need to protect the welfare of a pupil.

School will not undertake an investigation but **may seek clarification from the pupil. Care will be taken not to ask leading questions.** Regular Child Protection training ensures our school staff understand they should not promise confidentiality to a pupil.

In the unlikely event that an incident happens outside core school hours, e.g. on an educational visit or during an after school activity, and none of school's named person/s are available the teacher/staff member will contact the relevant agency as soon as possible if they feel the safety of the pupil may be compromised. The designated named person/s should be informed as soon as possible afterwards. Relevant information will be recorded at the time with full details of the concern.

10. Protecting Staff

All staff are required to attend Child Protection/Safeguarding training with regular practice updates. This is to ensure best practice is maintained and that staff are aware of measures designed to support their safety and protection together with those pupils in their care. Staff should:

- Always avoid inappropriate physical contact with pupils;
- Avoid being left alone in a room with a closed door with just one pupil;
- Be aware of school's Intimate Care policy. When a pupil needs intimate care staff will ensure that another member of staff knows they are about to undertake the task. Wherever possible an additional member of staff will be present e.g. assisting a pupil to wash/change clothing or to be changed due to them wetting or soiling. Such tasks should be carried out with consideration of school's Intimate Care Policy and, where a pupil has complex health needs, in line with the pupil's care plan. Staff will inform parents/guardians that such tasks have been carried out.
- Avoid discussing, counselling and/or giving advice to pupils about sexual matters except in the agreed context of planned SRE lessons where parental permission will have been obtained. All staff should be aware of school's SRE policy ratified by the Governing Body and the statutory requirements of delivering such education. (Guidance is available on the DFE website).

10a. Allegations made against staff

Sometimes allegations of abuse may involve a member of the school staff. In these circumstances the allegations must be reported to Miss K. Coll (Headteacher) immediately. On receipt of such an allegation the Headteacher will contact the Local Authority Designated Person (LADP). If the allegation concerns the Headteacher, the member of staff receiving the allegation must contact one of the other named persons, Mrs H.MacKenzie (Chair of Governors) and LADP as a matter of urgency. (Contact details are held in the office.)

10b. Training and Support

We will ensure that the Headteacher, Named Persons, Chair of Governors and Safeguarding Governor attend Child Protection training relevant to their role. School staff will also receive basic Child Protection awareness training and be kept informed through dissemination of information/ updates and our INSET programme.

Dates of Child Protection Refresher Training: * *DfE requirements*

Whole Staff - 20th October 2009 (Tom Galvin – Ealing LA) , 8th November 2011 (Gill Borg - Ealing LA) 1st September 2014 (Tom Galvin – Ealing LA) and then 20th September 2016 (Tom Galvin – Ealing LA) - * *at least once every year / next date – Sept 2017*

Governing Body - 20th October 2009 (Tom Galvin – Ealing LA), 8th November 2011 (Gill Borg - Ealing LA) and then 7th October 2014 (Tom Galvin – Ealing LA) * *no frequency specified / to continue to be organised on same day as Whole Staff Refresher Training where possible*

Designated Teacher – (Miss Coll) Refresher Training for experienced Designated Teacher – (*Tom Galvin - Ealing LA*) - Completed in October 2015 /

(Miss Paul) Designated Teacher Training (*Tom Galvin - Ealing LA*) - Completed in January 2016

(Mrs Williams and Miss Higgins) Newly appointed Designated Teacher Training – (*Tom Galvin - Ealing LA*) - Completed in June 2016

All staff (including temporary staff and volunteers) are provided with the school's Safeguarding Policy and Keeping Children Safe in Education Document and informed of school's child protection arrangements on induction. These policies and procedures are also shared with staff during the yearly safeguarding training for all staff.

11. Publishing the Safeguarding Policy

In order to meet statutory requirements school will:

- Publish school's policy on the school website;
- Publish Keeping Children Safe in Education on the school website;
- Place an electronic copy of the policy in the staff area of school's computer system/ VLE;
- Ensure paper copies are made available on request;
- Raise safeguarding awareness through the school newsletter, assemblies, staff meetings and other communications;
- Ensure support is offered to parents/ guardians where English is a second language to help them understand the content of school's policy.

APPENDIX 1

Categories of concern

Harm: The ill-treatment or impairment of health and development

- impairment suffered from seeing or hearing the ill-treatment of another;
- impairment of a child's physical, intellectual, emotional, social or behavioural development;
- **ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

Neglect: The persistent or severe neglect of a child, which results in significant impairment of the child's health or development such as:

- Failure to provide adequate food, clothing or shelter (including abandonment or exclusion from home);
- Failure to protect from physical or emotional harm;
- Failure to meet child's basic emotional needs;
- Failure to ensure adequate supervision;
- Failure to ensure access to appropriate medical care.

Physical Abuse: Deliberate or intended injury to a child such as:

- Hitting, shaking, throwing, burning, scalding, drowning, suffocating, or poisoning;
- Deliberate inducement of an illness.

Sexual Abuse: Actual or likely sexual exploitation such as:

- Use of force or enticement to take part in sexual activity, penetrative, or non-penetrative;
- Involvement in non-contact activities such as looking at or making abusive images;
- Encouraging children to watch sexual activities;
- Encouraging children to behave in sexually inappropriate ways;
- Any sexual activity with a child under the age of 16.

Emotional Abuse: Persistent or severe emotional ill-treatment or rejection, which adversely affects the child's emotional and behavioural development such as:

- Conveying to a child that they are worthless, unloved or inadequate;
- Overprotection, limiting exploration and learning, preventing normal social interaction or imposing inappropriate expectations;
- Causing a child to feel frightened or in danger by the witnessing of violence towards another person whether domestic or not.

Appendix 1a: Identifying cases of Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is prohibited by law in England, Scotland and Wales, whether it is committed against a United Kingdom national or permanent United Kingdom resident in the UK or abroad. FGM is an abuse of the human rights of girls and women and therefore a child protection issue. Our Lady of the Visitation Catholic Primary School has measures in place to safeguard this type of abuse. Any disclosure, indication or suspicion that FGM is a risk, or is imminent, will be immediately reported to the DSL who will ring, without delay, for advice to Ealing Child Protection Advisers on 020 8825 8930 or, out of hours to the NSPCC - 0808 800 5000 or immediate action to Ealing Children's Social Services Department - 020 8825 8000 (24hrs). **In** cases where they discover that an act of FGM appears to have been carried out, it **is mandatory** for teachers to **report to the police**. A report must be made to the local police by dialling 101. However, if there is a risk to life or likelihood of serious immediate harm, the case will be immediately reported to police by dialling 999. Unless the teacher has good reason not to, they should still consider and discuss such a case with the school's DSL and involve children's social care as appropriate.

In support of this provision, the school will do everything it can to ensure: that:

- the school creates an 'open door' culture where students feel able to discuss issues without prejudice
- The DSL's are aware, and have had training on issues surrounding FGM
- Materials explaining FGM are available for staff and students
- Advice and notices are available for accessing additional help, e.g. Childline, NSPCC
- Training about FGM is incorporated in the school's Safeguarding Training.

Appendix 1b: Child Sexual Exploitation and E-Safety

The government guidance on child sexual exploitation is **safeguarding children and young people from sexual exploitation: supplementary guidance to Working together to safeguard children (PDF)** (DCSF, 2009). This guidance is referenced in Appendix C of the 2015 Working together to safeguard children (HM Government, 2015) guidance.

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people, ensure that we have in place appropriate measures such as security filtering. We will ensure that staff are aware of how not to compromise their position of trust in or outside the setting and are aware of the dangers associated with social networking sites.

In accordance with legislative requirements we have a whole school approach to e-safety. This includes annual update training for staff regarding e-safety. The school also organises Parental Forums and information brochures as an awareness session for parents with regards to e-safety. We expect all pupils to adhere to the safe use of the internet as detailed in our E - Safety and Anti-Bullying Policies.

Appendix 1c: Attendance

Children who run away or go missing from an education setting is a potential indicator of abuse or neglect. Staff will follow procedures as set out in the school's policies on 'Attendance' and procedures for 'Lost and Uncollected Children' for dealing with children who go missing, particularly on repeat occasions. They should act to identify any risk of abuse and neglect, including sexual abuse or exploitation. The school will follow DFE's guidelines as set out in 'Statutory guidance on children who run away or go missing from home or care' (January 2014) and KCSIE (Sept 2016)

The School must inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admission register on certain grounds:

- when the child has been taken out of school to be home educated,
- when the family has apparently moved away,
- when the child has been certified as medically unfit to attend,
- when the child is in custody for more than four months,
- when the child has been permanently excluded.

The duty arises as soon as the grounds for deletion are met and in any event before deleting the child's name. We also continue to have a legal duty to report certain attendance issues to the LA: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, the school is required to report the circumstances as soon as possible to the LA in which the pupil lives.

Appendix 1d: Radicalisation /Extremism

As part of our Safeguarding Policy and Procedures, the School uses the Governmental accepted definition of extremism to be:

'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.

There is no place for extremist views of any kind in our school, whether from internal sources – pupils, staff or governors, or external sources - school community, external agencies or individuals. Our pupils see our school as a safe place where they can explore controversial issues safely and where our teachers encourage and facilitate this – we have a duty to ensure this happens.

As a school we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views we are failing to protect our pupils.

As part of wider safeguarding responsibilities school staff will be alert to:

- Disclosures by pupils of their exposure to the extremist actions, views or materials of others outside of school, such as in their homes or community groups, especially where pupils have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Pupils accessing extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Partner schools, local authority services, and police reports of issues affecting pupils in other schools or settings
- Pupils voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Attempts to impose extremist views or practices on others
- Anti-Western or Anti-British views

In line with the Counter-Terrorism and Security Act (2015):

- The Headteacher and Governors have assessed the risk of children in the school being drawn into terrorism, including how likely they are to be exposed to extremist ideas that are part of a terrorist ideology.
- When the school hosts visiting speakers, there are clear, set clear protocols for ensuring that these are suitable and appropriately supervised. (see Appendix 1e) Our School will work in partnership with other agencies: co-operate productively, in particular, with local *Prevent* co-ordinators, the police and closely follow any locally agreed procedure as set out by the Local Safeguarding Children's Board and/or Ealing Safeguarding Children Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

- Any concern regarding Safeguarding Prevent Referrals will be directed to ECIRS who will contact the Prevent Team
- The school's ICT policies contain robust procedures and practice to ensure children are safe from terrorist and extremist material when accessing the internet in school, including by ensuring suitable filtering is in place. Internet safety is integral to the ICT curriculum and is also embedded in other areas of the curriculum e.g. PSHE,
- All staff have had WRAP (Workshop Raising Awareness of Prevent) training from Ealing LA on 26th January 2016, so that they:
 - have the knowledge and confidence to identify children who are at risk
 - be able to challenge extremist ideas used to legitimise terrorism
 - know where and how to refer children and young people for further help (including the local police or by dialling 101)
 - ensure that our children remain safe online with a priority on robust ICT protocols and procedures as well as having appropriate levels of filtering on the Internet
 - manage its prayer and faith facilities with a clear policy on cover arrangements and any issues that arise, including how access is managed after hours.

Decisions to seek support for a child about whom there are concerns relating to radicalisation would normally be taken in consultation with parents and pupils, however their consent will not be required for a referral when there are reasonable grounds to believe that a child is at risk of **significant harm**.

Appendix 2:

Key Safeguarding Contacts in Ealing

Remember – Anyone can make a REFERRAL

Ealing Children’s Integrated Response Service (ECIRS) (Safeguarding Prevent Referrals must be directed to ECIRS who will contact the Prevent Team)	Perceval House, 2nd Floor blue area 14-16 Uxbridge Road Ealing W5 2HL 0208 8825 8000 (24 hours)
Prevent Coordinator - general enquiries related to Prevent, advice or information request	020 8825 8895 (Office hours 9am-5pm) Non-emergency - dial 101 Text phone
Department for Education (DfE) helpline and mailbox for non-emergency advice for staff and governors	020 7340 7264
Child Protection Advisers (CPA), Ealing Children’s Social Care (for advice)	0208825 8930
Early Help Assessment and Plan (EHAP)	020 8825 5588 (Mon-Fri, 9am – 5pm)
Local Authority Designated Officer (DESIGNATED OFFICER)	Lisa Tingle Perceval House 14-16 Uxbridge Road Ealing W5 2HL 0208 825
Ealing Service for Children with Additional Needs (ESCAN)	Carmelita House 21-22 The Mall Ealing W5 6PJ 020 88258700
Children Missing In Education	020 8825 89447 / 9647
Family Information Service (FIS)	020 8825 5588
SAFE 0-18 (Supportive Action for Families in Ealing)	020 8825 7606 020 8825 5080

Appendix 3.

Our Lady of the Visitation Catholic Primary School – SAFEGUARDING CHILDREN

Logging a Concern about a Child’s Safety and Welfare

Pupil’s Name:		Class:	d.o.b.
Date:		Time:	
Staff Name: Print	Job Title Signature		
Record the following factually: (who? what? where? when?)			
With whom has the information been shared?			
What action has been taken, and by whom?			
Further action to be taken, and by whom?			
Signature			
Date and time of log			
Where is the information to be filed? Any cross-references?			

