

Marshfield Primary School

# Safeguarding and Child Protection Policy

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<b>Written</b>	<b>November 2018</b>
<b>Agreed by Governing Body</b>	<b>September 2023</b>

# Child Protection Policy for Marshfield Primary School

## Introduction

Marshfield Primary School fully recognises the contribution it makes to child protection.

There are three main elements to our policy:

- *prevention* through the teaching and pastoral support offered to pupils
- *procedures* for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse
- *support* to pupils who may have been abused.

Our policy applies to all staff and volunteers working in the school and governors. Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child.

## Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

The school will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty
- include in the curriculum, activities and opportunities for Personal Social Education (PSE) which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help
- include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

## Procedures

We will follow the Wales Safeguarding Procedures that have been endorsed by the Local Safeguarding Children Board. The school will:

- ensure it has a designated senior person for child protection who has undertaken the appropriate training

- recognise the role of the designated senior person and arrange support and training. (Schools may wish to mention the additional training undertaken by their designated senior person)
- ensure every member of staff and every governor knows:
  - the name of the designated senior person and their role and the designated governor for child protection
  - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board
  - how to take forward those concerns where the designated senior person is unavailable.
  
- ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse
- ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure
- provide training for all staff so that they know:
  - their personal responsibility
  - the agreed local procedures
  - the need to be vigilant in identifying cases of abuse
  - how to support a child who discloses abuse.
  
- notify the local social services team if:
  - a pupil on the child protection register is excluded either for a fixed term or permanently
  - if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend)
  
- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences
- keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to social services immediately
- ensure all records are kept secure and in locked locations

- adhere to the procedures set out in the Welsh Government circular 002/2013: 'Disciplinary and Dismissal Procedures for School Staff'
- ensure that recruitment and selection procedures are made in accordance with Welsh Government guidance:  
**'Keeping Learners Safe'**
- designate a governor for child protection who will oversee the school's child protection policy and practice

### **Supporting the pupil at risk**

We recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this.

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.

The school will endeavour to support the pupil through:

- the content of the curriculum to encourage self- esteem and self motivation (see section 2 on prevention)
- the school ethos which:
  - promotes a positive, supportive and secure environment
  - gives pupils a sense of being valued (see section 2 on Prevention)
- the school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self- worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;
- liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, the Education Welfare Service and advocacy services
- keeping records and notifying Social Services as soon as there is a recurrence of a concern

When a pupil on the child protection register leaves, we will transfer information to the new school immediately and inform Social Services.

## **Safer recruitment**

In accordance with Welsh Government Guidance (Keeping Learners Safe Chapter 5 Safer Recruitment Practice), this school/setting will follow the HR management processes, which include a criminal record check and barred list check from Disclosure and Barring Services (DBS).

All members of staff, volunteers and governors will be required to hold an up to date DBS disclosure certificate, where applicable, in line with DBS regulations. Further guidance on this can be obtained from Human Resources. The school will maintain a record of all staff DBS disclosure dates and ensure that renewals are timely in accordance with HR policies.

The engagement of daily staff within schools should be subject to the same rigorous requirements as employed for permanent members of staff. The Headteacher will ensure that any person engaged to work in the school has satisfactory qualifications, references and checks.

The Headteacher retains responsibility for ensuring that all persons attending school site are appropriately risk assessed in circumstances where current DBS disclosures are unavailable.

## **Bullying**

Our policy on bullying is set out in a Cluster anti-bullying policy and is reviewed annually by the governing body.

## **Physical intervention**

Our policy on physical intervention is set out in a Physical Intervention Policy and is reviewed annually by the governing body and is consistent with the Welsh Government guidance on Safe and effective intervention - use of reasonable force and searching for weapons 097/2013

## **Children with Special Educational Needs**

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and

behaviour problems need to be particularly sensitive to signs of abuse. The school's policy on SEN (or ALN) has been set out in the ALN policy. This information can be located on the shared staff drive or a paper copy can be found in the Staffroom.

## **E Safety**

The school's policy on E Safety has been set out in the school's ICT Policy. This policy and further information can be located in the staff shared drive or a paper copy can be found in the staffroom.

## **Children who enter the Looked after System**

This school recognises that children who enter the Looked after System are often the most vulnerable and needy. The school's policy on Looked after Children (LAC) has been set out in a separate policy- information can be located on the shared drive.

## **Radicalisation**

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the *Prevent Duty Guidance*) to safeguard pupils at risk of radicalisation. The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person
- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.

All teachers and support staff have completed PREVENT training (November 2017)

## **Mandatory reporting of FGM**

The school is aware of its duty to report known cases of FGM to the police (*section 74 of the Serious Crime Act 2015*). Where staff suspect FGM may have been

carried out or think a girl *may be at risk* then the school will follow existing safeguarding procedures in these cases.

### **Domestic Abuse and Gender-based violence**

This relates to: physical, sexual, psychological, emotional or financial abuse where the victim lives with or is related to the abuser. Men, women and children can be victims.

Children in families where there is domestic abuse are at risk of being harmed.

Gender based violence - is violence or threats of violence that comes from beliefs or customs relating to gender.

Sexual violence - includes exploitation, harassment or threats of a sexual nature.

There are often links between domestic abuse and child abuse. Where schools know or suspect there is domestic abuse in the home then the DSP for Child Protection should take appropriate action.

Further guidance can be found in: 'All Wales Practice Guidance on Safeguarding Children and Young People Affected by Domestic Abuse'

### **Whistleblowing Policy**

The school's whistleblowing policy has been set out in a separate document and can be located on Newport City Council's Inclusion website.

## **Appendix 2: Model note for staff**

### **What to do if a child tells you they have been abused by someone other than a member of staff**

*N.B: where the allegation is against a member of staff you should refer to Welsh Government Circular 002/2013 Disciplinary and Dismissal Procedures for School Staff & 009/2014 Safeguarding Children in Education: handling allegations of abuse against teachers and other staff. Any allegations against a member of staff must be reported to the Local Authority Designated Officer (LADO) or the Education Safeguarding Officer (ESO) straight away before any further action is taken.*

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:

- yours is a listening role, do not interrupt the child if he or she is freely recalling significant events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so as not to lead the child
- you must report orally to the school's designated senior person for child protection immediately
- make a note of the discussion, as soon as is reasonably practicable (but within 24 hours) to pass on to the school's designated person for child protection. The note which should be clear in its use of terminology should record the time, date, place and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. Remember, your note of the discussion may be used in any subsequent court proceedings
- do not give undertakings of absolute confidentiality
- that a child waiting for a case to go to the criminal court, may have to give evidence or may be awaiting care proceedings
- your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans.

## **Confidentiality**

Confidentiality issues need to be understood if a child divulges information they are being abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, education staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to be able to help. They should reassure the child and tell them that their situation will not become common knowledge within the school. Be aware that it may well have taken significant courage on their part to disclose the information and that they may also be



experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Please remember the pastoral responsibility of the education service. Ensure that only those with a professional involvement, e.g. the designated senior person and the head teacher, have access to the child protection records. At all other times they should be kept securely locked and separate from the child's main file.

**Covid 19 safeguarding/child protection policy annex: to be read in conjunction with the school's safeguarding/child protection policy.**

This document should be regularly updated in response to any changes to local and national guidance.

**Duty to Report Safeguarding Issues: Information for staff and volunteers during COVID 19 (school closure/partial closure)**

Whether learners are at home or in the classroom, safeguarding and the welfare of learners is paramount and takes precedence over all other considerations. At all times practitioners should continue to follow the school or setting's safeguarding policies. All issues relating to online safeguarding should be dealt with in the same way as face-to-face teaching or interactions.

The Social Services and Well-being (Wales) Act 2014 specifies the **duty** placed on practitioners and partners (under s.162 of the Act) to report both adults and children where they have reasonable cause to suspect the criteria regarding risk of harm is met.

A referral **must** be made whenever a professional has concerns about a child under the age of 18 years.

### **Remote learning and safeguarding**

Schools should include their guidance for practitioners on remote learning and information for learners/parents and carers.

The school/setting's policies for online safety; staff and learner well-being and safeguarding and distance learning should reflect how video-conferencing and live-streaming will be carried out and monitored.

Refer to: <https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/>

Further guidance can be found on the [Online safety zone on Hwb](#).

### **Working with other agencies/information sharing**

As part of the Council's response to COVID 19 we will work with Children's Services and other partners to support vulnerable learners. If schools have to return to a situation of remote learning, then children identified on the school's 'vulnerable learner list' will be contacted regularly by the school. Other relevant agencies involved will be notified where contact cannot be made or if concerns arise. The school will continue to participate in all relevant multi-agency meetings in order to safeguard children and young people.

### **Vulnerable Learners list/Contact Records (during periods of school closures)**

The list of vulnerable learners may change regularly; for example, in response to an Encompass alert received by the school. As a school we will:

- a) Review the list on a regular basis
- b) Keep in regular contact with all vulnerable learners
- c) Liaise with the school's EWO and other relevant practitioners where we are unable to make contact with vulnerable learners/families
- d) Keep a record of all communication with learners and families

### **Local procedures during this time**

Newport's Safeguarding Hub will continue to respond to referrals that indicate that a child/young person is **at risk of harm**. This is defined as:

- A child/young person who has disclosed that they have been physically harmed resulting in an injury or bruising
- A child/young person who does not have the ability to communicate presenting with an injury or bruising that is unexplained.
- An allegation of sexual abuse
- The likelihood that abuse will take place immediately if the matter is not investigated under child protection procedures.

Referrals will continue to be made to Newport Children's Services using a Duty to Report form (DTR). This form can be found on the Gwent Safeguarding website: <https://www.gwentsafeguarding.org.uk/en/Children/Report/Report-a-child-at-risk.aspx>

The DTR should be sent to: [Children.duty@newport.gov.uk](mailto:Children.duty@newport.gov.uk)

After 5pm, on weekends and bank holidays, contact the South East Wales Emergency Duty Team (EDT) to report any safeguarding concerns: **0800 328 4432**

*If you think a child or young person is in immediate danger, contact the Police on 999*

**Concerns about a practitioner** who may pose a safeguarding risk to children: the usual procedures will be followed (see policy) and the Local Authority Designated Officer (LADO)/ Education Safeguarding Officer (ESO) will be contacted for advice. If not available, the Safeguarding Hub will be contacted for advice. Further information can be accessed via the [Wales safeguarding procedures website](#)



Marshfield Primary is also part of Operation Encompass. [Operation Encompass](#) is a partnership between police and schools, and it is now in place in all 43 police forces in England and Wales.

Operation Encompass is a police and education early information-sharing partnership enabling schools to offer immediate support for children and young people experiencing domestic abuse.

Operation Encompass ensures there is a simple phone call or notification (usually via email), to a trained member of school staff, before a child arrives in school. The call or notification is triggered by police recently attending the child's home or being involved in a domestic abuse incident, that the child has experienced.

At Marshfield Primary School both the Headteacher, Lisa Lewis, and Deputy Headteacher, Claire Lawrence have successfully completed the online training course and assessment for Operation Encompass - Key Adult Briefing in 2023.

### **Other relevant guidance**

<https://gov.wales/guidance-supporting-vulnerable-and-disadvantaged-learners>

<https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19>

<https://gov.wales/keeping-children-and-young-people-safe-non-statutory-guide-practitioners>

**The designated senior person (DSP) for child protection in this school is:**

**Mrs L. J. Lewis**

**The deputy DSP is:**

**Mrs. C. Lawrence**

**The designated governor for child protection is:**

**Mr. J. Tobutt (Chair of GB Marshfield Primary)**

**The local authority Education Safeguarding Officer is:**

Nicola Davies                      nic.davies@newport.gov.uk

**Contact number for Children's Duty desk**

**Main Duty number 01633 656656**

**Out of hours number: 0800 3284432**

**The local authority Designated Lead Officer for child protection is:**

**Mike Sloan                      mike.sloan@newport.gov.uk**

**Telephone number    01633 851485**

**This policy was presented and accepted by the Governing Body in September 2022**

**The staff were made aware of this policy and or updates in September 2022**

**This policy will be reviewed in September 2023**