



# **Safeguarding Children Policy 2017 -18**

***Millfields Community School recognises the responsibilities of all staff to safeguard children.***

***The whole school community - staff, parents, governors, volunteers and students at Millfields have an active part in protecting children from harm.***

***It is the moral and legal duty of all adults in charge of children to be ready to protect children in danger from abuse.***

***Education staff have a responsibility to observe, monitor and refer suspected abuse.***

## Introduction

The Governing Body at Millfields Community School fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002 amended 2012). We adhere to the Local Authority's Safeguarding Children Board Procedures. This policy reflects the requirements of Working Together to Safeguard Children (March 2015) and Keeping Children Safe in Education, (September 2016)

## Definition of Safeguarding

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. We aim to protect our children from all kinds of abuse whether physical, emotional, sexual or neglect.

We recognise that all members of the school community including volunteers and governors will at all times play a full and active part in protecting our children from harm.

We aim to:

Provide an environment where children:

- have positive relationships
- have the confidence to talk to the adults they can trust
- feel safe and secure
- feel listened 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 and of children in need.

Ensure that through training all staff (teaching and support staff) will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm.

Ensure members of our school community:

- understand their roles and responsibilities in all aspects of safeguarding
- understand safeguarding duties will impact upon all areas of the school's work.

## What is Child Protection?

Child protection is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect.

## Staff

**All members of staff are required to read this policy and at least section 1 of the Keeping Children Safe in Education, Part 1 for All Staff and act according to the guidance given in both documents.**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating.

The Teachers' Standards 2012 state that teachers, including heads, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the school community.

All staff should be aware of the dangers inherent in:

- Working alone with a child (e.g. a door should always be open or a clear view into the room maintained)
- Physical interventions (never prolong contact, follow Team Teach guidance)
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from parents and children
- Contacting children through private telephones (including texting and), emailing or social networking sites – See (See E-Safety and Acceptable Use Policy)
- Disclosing personal details inappropriately
- Meeting pupils outside school hours or school duties

### **Safeguarding Induction for Staff**

All new staff are briefed in safeguarding processes and are required to read relevant policies upon employment. In addition all staff are reminded of safeguarding processes at the beginning of the school year, and at the beginning of each term.

If any member of staff has reasonable suspicion that a child is suffering harm and fails to act in accordance with this policy and the Local Safeguarding Children Board Procedures, we will view this as misconduct and take appropriate action.

### **Confidentiality**

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities. Confidential information about pupils must be held securely.

Confidential information about pupils must not be held off the school site other than on security protected school equipment. Information must only be stored for the length of time necessary to discharge the task for which it is required.

If a member of staff is in any doubt about the storage or sharing of information s/he must seek guidance from a senior member of staff. Any media or legal enquiries must be passed to senior management.

## **Safe Recruitment Practices**

In line with the guidance 'Keeping Children Safe in Education' (2016), our schools follow the guidance listed below:

- Governors and staff involved in recruitment adhere to safer recruitment practices
- Job advertisements and application packs state clearly that the appointment will be subject to a satisfactory enhanced DBS
- All job descriptions and person specifications state the safeguarding responsibilities of the role
- CVs are not accepted (unless applicant has a disability preventing them from completing the application form)
- Two references for each candidate taken up and viewed by the chair prior to interview
- One panel member has completed the Safer Recruitment training
- Safer recruitment checklists completed, signed as seen & kept in the individual's personnel file.
- Candidates are checked using the Teacher Services system to carry out prohibition from teaching checks.
- There a Single Central Record (SCR) of recruitment and vetting checks in place in line with statutory requirements.
- Volunteers are appropriately inducted and supervised

## **Designated Safeguarding Leads**

Our Designated safeguarding leads are fully trained and receive updated training every two years. Designated members of staff are responsible for adhering to the London Child Protection Procedures.

All staff are responsible for informing the relevant designated person of any concerns. The designated member of staff will keep records securely.

It is the responsibility of the designated member of staff to discuss concerns with Children's Social Care and Social Workers or external services. If such concerns arise about the safety of a child, the child will be monitored closely and any additional concerns will be passed on to the appropriate agencies.

The designated member of staff will offer support and advice to other members of staff dealing with pupils. Staff should refer to the City & Hackney Children's Safeguarding Children Board (CHSCB's) Escalation Policy for guidance. If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care.

## **Early Intervention and Support**

Our staff are prepared to identify children who may benefit from early Intervention or support and will offer the support of other agencies and professionals in preparing an early help assessment.

## **Process for referring pupils – to be considered alongside the CHCSB Escalation Policy**

- The concern is immediately raised with the Designated Safeguarding Lead in writing through 'Orange Form' log
- The Designated Safeguarding Lead will consider the concern and decide the course of action
- If necessary the concern is passed to Children's Social Care

## **Records of Child Protection and Safeguarding Concerns**

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils. This information may be shared with other agencies as appropriate.

Parental consent will be sought before making a Child in Need (S17 of the Children Act 1989) referral to Children's Social Care (Children's Services).

If consent is withheld, consideration will be given to the potential impact of this for the child and to the need for a child protection referral (S47 of the Children Act 1989), which does not require parental consent.

The school will take into account the views and wishes of the child who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous "secrets".

Child Protection (CP) records are not open to pupils or parents. CP records are kept securely by the Designated Safeguarding Lead and separately from educational records. They may only be accessed by the Designated Safeguarding Lead, their Deputy and the senior managers of the school.

Referrals made to Children's Social Care under the London procedures will be recorded on a Common Assessment Framework form, with copies sent securely to Children's Social Care and the Local Schools Safeguarding Coordinator.

### **Training for all staff**

All staff will receive safeguarding updates at least annually through a safeguarding and children protection training programme. Each half term, one of the teaching staff professional development meetings focuses on a specific area of safeguarding.

### **Training of Designated Safeguarding Leads**

Each school has at least two Designated Safeguarding Leads, one of which is a member of the Senior Leadership Team, that are trained in safeguarding processes. Training is refreshed every two years.

### **Allegations against a member of staff**

The schools will follow the guidance set out in **Keeping Children Safe in Education' (2016)**, DfE. We understand that a child may make an allegation against a member of staff, including volunteers. If such an allegation is made, the member of staff receiving the allegation should immediately inform the Headteacher or other senior member of staff. If the allegation is against the Headteacher, the Chair of Governors must be notified.

In all cases the Local Authority Designated Officer at (LADO – See contact details below) at the Children's Social Care must be notified and a HR Advisor from the Human Resources Department. Further advice can be obtained from the LADO or the Children's Social Care. In all cases it is the requirement to notify all allegations against staff to the LADO before commencing an internal investigation.

### **Single Central Record (SCR)**

The School Business Manager is responsible for entering information onto the SCR. The Headteacher monitors the SCR monthly. The Nominated Safeguarding Governor reviews and reports on the SCR at least twice annually.

The Hackney Learning Trust carries out periodic audits. The Head teacher is responsible for ensuring recommendations are acted upon swiftly. The Headteacher will ensure the SCR meets OfSTED requirements.

### **Governors and Associate Members**

Governors and Associate Members are briefed and understand their roles and responsibilities regarding safeguarding and safer recruitment.

Governors and Associate Members review the Safeguarding and Child Protection Policies annually.

Governors ensure that independent companies to which activities are contracted have the required child protection procedures (e.g. play centres or after school clubs).

### **Designated Link Governor**

The school has nominated a designated Governor (See Named Contacts) who will act as the link person between the Governing Body and the nominated Designated Safeguarding Lead. The Governor will review the safeguarding procedures/practices including access to training through termly meetings with the Designated Safeguarding Lead and the Headteacher.

### **Teaching Pupils about Safeguarding**

We believe that pupils should be provided with information that helps them protect themselves. Pupils are taught how to be safe through promoting safety online, personal social health and economic education.

### **Physical Contact and Restraint**

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training. The school has adopted the Hackney Learning Trust Policy on Positive Handling.

### **Female Genital Mutilation (FGM)**

Female Genital Mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons.

We believe that all our pupils should be kept safe from harm. Female Genital Mutilation affects girls particularly from North African countries, including Egypt, Sudan, Somalia and Sierra Leone. It is illegal in the United Kingdom to allow girls to undergo female genital mutilation either in this country or abroad. People guilty of allowing FGM to take place are punished by fines and up to fourteen years in prison.

It is a statutory duty for teachers, social workers and health-care professionals, to report to the police where they discover that FGM appears to have been carried out on a girl under 18. NB Staff should not examine pupils. Those failing to report such cases will face disciplinary sanctions. Unless the teacher has a good reason not to, they should consider and discuss any such case with the school's Designated Safeguarding Lead and involve Children's Social Care as appropriate.

Our safeguarding designated staff have received training on:

- Key Issues
- Risk factors
- High Risk Absences
- Symptoms
- Long term health problems

## **PREVENT**

In order for schools and childcare providers to fulfil the Prevent Duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. In order to protect children from the risk of radicalisation our schools will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This may be through the form of influences in the home or activities out of school, visitors invited to the school and accessing websites or social media that promote radicalisation.

The Designated Safeguarding Lead should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme that focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

All staff have training on Prevent every 2 years.

### **Children Missing in Education (CMiE) and safeguarding concerns**

All children, regardless of their circumstances, are entitled to a full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education is a potential indicator of abuse or neglect and therefore pupil attendance and absence is closely monitored in our schools. The law requires all schools to have an admission and attendance register.

Our school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more. Please refer to page 13 of the Keeping Children Safe in Education guidance.

### **Photographing children**

We understand that parents/carers like to take photos of their children or video them in the school play, at sports day or school presentations. This is a normal part of family life and we do not discourage parents from celebrating their child's success.

However, there are restrictions on the use of images of children (e.g. data protection) and there may be health and safety considerations.

We adhere to the following guidelines:

- We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the school.
- If visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent
- Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed
- Staff should be aware of the use of flash photography and the impact it may have on some of our pupils.
- Children's full names are not named in our publications

- Personal devices, including mobile phones, must not be used to photograph children. Only the school's equipment may be used.

### **Parents taking photos of school events**

Parents are permitted to take photographs of their children at school events. The photograph should focus on their child and should not be uploaded to social media sites. Please see the Information Commissioner's Office advice on taking photographs.

### **Children with Statements of Special Education Needs and/or Disability**

We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware to the need for vigilance for the signs of abuse.

### **E Safety & Social Media**

The schools have a separate policy on **Internet Use and E Safety**. Please refer to the school's **School E-Safety & Acceptable Use Policy**. The school has also produced a guide to monitoring and being aware of the impact and use of Social Media in and out of schools. Please refer to the school's **Social Media Policy**.

### **Transporting Pupils**

In certain situations e.g. out of school activities, staff, volunteers or governors may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Any transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort in agreement with parents.

Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

### **Before and After School Activities and Educational visits**

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. For further information please refer to the **Health & Safety Policy**.

### **Site Safety**

- Risk assessments are carried out regularly & communicated to pupils & staff.
- There is a designated Health and Safety link member on the Governing Body
- There is a RIDDOR reportable accident book with evidence of action taken and impact of action. All other first aid incident reports are kept in a medical folder.
- All members of staff are required to wear ID badges at all times.
- All members of staff are aware of their responsibilities to report health and safety concerns to the site manager immediately.
- Windows should not be blocked or covered and fire doors should be kept closed at all times.



## **Visitors to school**

Visitors who are admitted on to the school site, must report immediately to the main reception desk and sign in

All visitors must sign into the visitor book. The member of staff signing the visitor in must make the visitor aware of safeguarding procedures and give them a school leaflet. The visitor must wear a Visitor Badge at all times. It is everyone's responsibility to politely challenge anyone without the correct ID.

## **Links to other policies**

This policy has been written in consideration of the Keeping Children Safe in Education statutory guidance for schools, September 2016. It should also be read alongside Working Together to Safeguard Children March 2015 which applies to all schools.

The following policies are linked to this policy

- Health and Safety
- Positive Handling
- Anti-Bullying
- Positive Behaviour Management
- Attendance & Punctuality
- Sex and Relationships Education
- Medicines and Pupils with Medical Needs
- Recruitment
- SEND
- Whistle blowing
- Hackney DBS Policy
- Social Media & Networking Policy
- Data Protection & FOI

## **Child protection common meanings:**

### **'Significant Harm'**

This concept was introduced by the Children's Act 1989 as the threshold for intervention in family life for protection of children

### **'Harm'**

Ill-treatment or the impairment of health or development, including for example, impairment suffered from seeing or hearing the ill treatment of another

### **'Development'**

Physical, Intellectual, emotional, social, or behavioural development

### **'Health'**

Physical or mental health

### **'Ill Treatment'**

Includes sexual abuse and all forms of treatment, which is not physical

### **'Threshold for significant harm'**

There is no absolute criteria on which to rely on. Significant harm can be caused by one traumatic event or a compilation of events that interrupt, change or damage the child's physical or psychological development

**Contacts:**

**Designated Safeguarding Leads**

Katherine Gill-Assistant Head teacher –Inclusion  
Jane Betsworth-Head teacher

**Chair of Governors**

Damien Holt  
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**Nominated a Designated Safeguarding Governor**

Sandy Stanton

**LADO**

LADO@hackney.gov.uk  
Tel: 020 8356 4569 (LADO) or 020 8356 8082 (Duty line)

Policy Reviewed: September 2017

Policy Adopted by Governors: September 2017

Policy Review: December 2018

*We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.*