



## **Holy Family**

**‘We Live and Learn and Love in His Way’**

### **CHILD PROTECTION POLICY** **Reviewed September 2016**

This policy has been made in accordance with **Working Together to Safeguard Children, 2015** (*Statutory guidance on inter-agency working to safeguard and promote the welfare of children*) **Keeping Children Safe in Education 2015 (updated 2016)** – (*statutory guidance on safeguarding children and safer recruitment*), **What to do if you think a child is being abused (2015)** and **Information Sharing (2015)**.

#### **Statement of Intent**

At Holy Family, we believe that the protection of our children is an integral part of the ethos of the school. We seek to create an atmosphere in which children are recognised as unique and precious children of God. We seek to create a culture of openness and security where children are confident to talk to adults and are confident that they will be listened to.

The school will follow the procedures as laid down by the Oldham Local Safeguarding Children Board (OLSCB), will respect issues of confidentiality and will give priority to working together with other agencies to protect children in our care particularly those, who have been identified as being at risk of child abuse.

In this statement and policy, staff includes all those who work in school and who have contact with our children.

**The Designated Safeguarding Leads (DSLs) are: Mrs. Booth ( Head Teacher); Mrs. Johnson (Deputy Headteacher); Mrs. Grimshaw (Welfare Support Officer)**

**The Designated Child Protection Governor is Mrs. Margaret Ryan**

#### **The Role of the Head Teacher and Governors**

The Head Teacher and the Governors will seek to fully support the role and responsibilities of the designated persons for child protection through ensuring that:

- Staff are aware of the DSLs, the procedures and have their full support.
- Inter-agency procedures are known and followed.

- Time is available for training.
- Time and adequate resources are available for the designated teacher to carry out their roles and responsibilities.
- An annual report to governors is provided which details the training undertaken during the year and monitors and reviews the school policy and in-school procedures.
- The appointed child protection governor is aware of the procedures and practices of the school and is able to challenge and support the school in ensuring good practice.
- Key Governors and Staff have attended Safer Recruitment Training. See Training Record.

### **The Role and Responsibilities of the DSLs**

The first named DSL for the school, Mrs Booth, will be the first point of reference for any issues to do with child protection. In her absence, the Deputy Headteacher, Mrs. Johnson should be notified.

Mrs. Grimshaw will deal with issues on a daily basis and discuss actions with either Mrs. Booth or Mrs. Johnson.

In the absence of both Mrs. Booth and Mrs. Johnson concerns and advice can be sought from Mrs. Grimshaw and members of the Senior Leadership Team.

The DSL is not expected to be an expert. Once the school has reported concerns it is for the police and social services to carry out necessary investigations.

In this school the designated persons endeavour to:

- Co-ordinate action in cases of child abuse both within the school and with outside agencies.
- Act as consultant for school staff and outside agencies about particular children.
- Ensure that appropriate staff within school has sufficient knowledge about the child at risk to protect him/her.
- Keep information about those pupils on a Child Protection plan.
- Pass on information to the receiving designated person when the child changes school.
- Liaise with other agencies of the LSCB, Local Safeguarding Children Board.
- Arrange ongoing whole school awareness, raising staff development (including support staff), with regard to child protection.
- To attend training provided by the LSCB and designated persons network meeting.

### **The Role and Responsibilities of every member of staff will be to:**

- know who the designated teacher is;
- Safeguard pupils' wellbeing and maintain public trust in the teaching profession as part of their professional duties.

- Provide a safe environment in which pupils can learn.
- Maintain an attitude of 'it could happen here' where safeguarding is concerned.
- If at any point there is a risk of immediate serious harm to a child, make a referral to Children's Social Care and/or the police immediately.
- know and follow the in-school procedures;
- understand the role of the designated teacher;
- attend any in-school meetings when appropriate;
- monitor any vulnerable child, who is in their local authority care, or on a child protection plan, child in need plan or under the Early Help Offer
- have a general awareness of the possible indicators of abuse; and
- keep confidential any sensitive information which has been shared with them.
- Follow the school's procedure for, and approach to, preventing radicalisation as outlined in the **Prevent Policy**
- Follow school policies for Physical Intervention and Personal Care.

### **Role of Pupils**

- Speak to a member of staff should they have any concerns over another child.
- Speak to a member of staff if they are upset or worried.

### **Recording, Storing and Sharing Information**

All confidential information relating to pupils is stored in a locked drawer. Electronic information is kept on a shared Livedrive briefcase. This is password protected and can only be accessed by the designated persons and Mrs. Grimshaw. The designated person preserves the right to confidentiality of any pupil. Relevant information will be shared on a need to know basis with appropriate staff.

When a pupil, who is subject to a child protection plan, transfers to another school contact will be made, either by telephone or in a meeting, with the designated person from the receiving school, ensuring that all relevant information is transferred. Where the child has a child protection plan the child's social worker will be informed.

All children's records, on transfer to Hoy Family, will be passed on to the designated person. Class teachers are aware of any child who is currently accessing support from external agencies via a list kept in class welfare files. The list also identifies children who have previously received support. They are aware that any sensitive information concerning these children should be reported to the designated person.

On the disclosure of an incident, or in the event of a teacher having emerging concerns, the member of staff will complete a cause for concern referral form collating all the necessary information about the child/family, which is then passed onto the designated person. A chronology will be started showing the date, the action taken and the lead person/agency. This log will be continued and monitored as further concerns arise. An electronic record is used. This is password protected and can only be accessed by the designated persons and Mrs. Grimshaw. This enables good communication in the case of different members of staff receiving information at different times.

At Holy Family, we are proactive in developing effective links with relevant agencies and are committed to taking an active role in multi-agency meetings. Key staff attend all core group meetings, child protection conferences, reviews and Early Help meetings.

School has a procedure for the early identification of concerns about a child's welfare, in an attempt to avoid reaching threshold of Children's Social Care. These concerns are shared with parents who are offered an Early Help Assessment. School complete the assessment with the family and transfer the information to the Early Help Team.

The designated person will continue to work closely with the parents, Early Help Team, Key Worker and other significant professionals.

**If a member of staff has concerns about a child or a child has disclosed abuse:**

Staff will follow the guidance given for individuals at Appendix 1, and the school will then follow the in-school protection procedures, as shown at Appendix 2.

Staff attention is drawn particularly to those children who have special educational needs or disabilities, those with English as an additional language, young carers and looked after children who may be unable or reluctant to express their concerns themselves.

**Information for Parents/Carers**

Any referrals being made will be discussed with parents/carers. The school upholds the policy laid out by the LEA guidelines. However the DSL will not discuss a referral if the child is believed to be in danger as a result of this discussion.

**Looked After Children**

Alison Booth is Designated Teacher, supported by Maggie Johnson and Maria Grimshaw. School have adopted Local Authority Policy on Looked After Children, (February 2016), a copy of which can be found in the Central Safeguarding File.

A private fostering arrangement is essentially one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more. Should a child be in Private Fostering the school has a mandatory duty to inform the local authority of this arrangement.

**Preventive Work in School**

The school will make use of resources available in the authority to encourage the development of the school as a 'listening' school.

The PSHE curriculum and sex education curriculum will be examined to identify any areas in which direct teaching might be appropriate to support children in protecting themselves and in recognising the need to protect others.

### **Peer on Peer Abuse**

Staff are reminded that children need to be protected from peer on peer abuse which often includes name calling and can include all forms of bullying. School is proactive in promoting a positive behaviour policy which encourages respect and care for others. However, children need to understand that no form of bullying, is acceptable even what may be considered as banter or children growing up. Staff follow the school behaviour and antibullying policies to ensure children are protected. These policies include details on the types of abuse, e.g sexual, gender, etc. and outline details of how to work with victims and perpetrators to ensure positive relationships are fostered.

### **Protecting Pupils from FGM**

Staff are following the Local Authority Policy on FGM , which is due for consideration by the Governing Body with a view to adopting. A copy of this policy can be found in the Central Safeguarding File.

- For the purpose of this policy, “female genital mutilation”, commonly referred to as FGM, is defined as the partial or total removal of the external female genitalia, or any other injury to the female genital organs.
- All staff will be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. If staff members are worried about someone who is at risk of FGM or who has been a victim of FGM, they are required to share this information with social care or the police.
- Teachers are personally required to report to the police any discovery, whether through disclosure by the victim or visual evidence, of FGM on a girl under the age of 18. Teachers failing to report such cases will face disciplinary action.
- **NB.** The above does not apply to any suspected or at risk cases, nor if the individual is over the age of 18. In such cases, local safeguarding procedures will be followed.
- There are a range of potential indicators that a pupil may be at risk of FGM. While individually they may not indicate risk, if two or more indicators are present, this could signal a risk to the pupil.
- Victims of FGM are most likely to come from communities that are known to adopt this practice. It is important to note that the pupil may not yet be aware of the practice or that it may be conducted on them, so it is important for staff to be sensitive when broaching the subject.

#### **Indicators that may show a heightened risk of FGM include the following:**

- The position of the family and their level of integration into UK society
- Any girl with a mother or sister who has been subjected to FGM
- Any girl withdrawn from personal, social and health education (PSHE)

#### **Indicators that may show FGM could take place soon:**

- The risk of FGM increases when a female family elder is visiting from a country of origin
- A girl may confide that she is to have a ‘special procedure’ or a ceremony to ‘become a woman’
- A girl may request help from a teacher if she is aware or suspects that she is at immediate risk

- A girl, or her family member, may talk about a long holiday to her country of origin or another country where the practice is prevalent
- It is important that staff look for signs that FGM has already taken place so that help can be offered, enquiries can be made to protect others, and criminal investigations can begin.

**Indicators that FGM may have already taken place include the following:**

- Difficulty walking, sitting or standing
- Spending longer than normal in the bathroom or toilet
- Spending long periods of time away from a classroom during the day with bladder or menstrual problems
- Prolonged or repeated absences from school followed by withdrawal or depression
- Reluctance to undergo normal medical examinations
- Asking for help, but not being explicit about the problem due to embarrassment or fear
- Teachers will not examine pupils, and so it is rare that they will see any visual evidence, but they will report to the police where an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also consider and discuss any such case with the DSL and involve Children's Social Care as appropriate.
- FGM is also included in the definition of 'honour-based' violence (HBV), which involves crimes that have been committed to defend the honour of the family and/or community, alongside forced marriage and breast ironing.
- All forms of HBV are forms of abuse, and will be treated and escalated as such.
- Staff will be alert to the signs of HBV, including concerns that a child is at risk of HBV, or has already suffered from HBV, and will activate local safeguarding procedures if concerns arise.

## **E-Safety**

- The school's internet access is designed expressly for pupils use and includes filtering appropriate to the age of the pupils. The children are taught about the dangers of using the internet and social media platforms including the use of Facebook, Twitter, Instagram and Bebo. The school works in partnership with parents, children and ICT providers 'Oldham Council' and Ranatech, to ensure that children at Holy Family are unable to access social network sites within the school.
- Children who walk home alone may bring mobile phones into school. These must be handed in to class teachers first thing in the morning and collected as they leave the building.
- Staff must have their mobile phones on 'silent' during teaching times. Phones must be kept away from children. Staff must not check or answer calls or texts during these times. Staff should ensure that contacts who may need to contact them urgently during the school day, (eg, family or schools attended by their own children) phone the school office in the case of an immediate emergency. The sending of abusive or inappropriate text messages by staff is strictly forbidden as is the use of mobile phones to take pictures or videos of children, either in the building or on school trips.

## **Channel – Prevent**

Channel is an early intervention strategy aimed at identifying and supporting those individuals vulnerable to radicalisation into violent extremism. Channel is designed to establish an effective

multi-agency referral and intervention processes to identify vulnerable individuals and provide them with diversionary intervention to support them and reduce their vulnerability.

Should a member of staff, parent or child have a concern they should report it Mrs A Booth immediately and in her absence Mrs Grimshaw.

Referrals or advice regarding Channel/Prevent concerns can be accessed in the following ways:

- Email – [Channel.project@gmp.police.uk](mailto:Channel.project@gmp.police.uk)
- Local Co-ordinator – DC David Bull – 0161 856 8912 or david.bull@gmp.police .uk
- Complete the referral and assessment form, copies can be found in the Safeguarding File
- Oldham Prevent Lead – Bruce Penhale – 0161 770 4196 or bruce.penhale@oldham.gov.uk

All staff have completed the on-line general awareness module at [course.ncalt.com/channel](http://course.ncalt.com/channel).

Additionally two members of staff have attended Local Authority Training. (Mrs A Booth and Mrs Grimshaw)

### **Staff Training**

Any new member of staff will be asked to undertake a short training session with the designated teacher on this policy and procedure. All staff teaching and non teaching will have received updated and relevant training from the Oldham Child Protection team and this is renewed **every three years**. (see training record)

Staff training will be refreshed at least annually to reflect any new legislation or guidance and any new information or reminders will be communicated to staff as needed through staff meetings or e mail.

All staff will receive a copy of A Quick Guide to Making A Child Referral (Oldham ACPC) and have been made aware that they can access further information at [www.oldham.gov.uk/lscb](http://www.oldham.gov.uk/lscb). Copies of 'Keeping Children Safe in Education' 'Working Together to Safeguard Children' a copy of the School Conduct Policy and the School Child Protection policy will also be provided for staff and they will be expected to sign to say they have read them.

Designated Safeguarding leads will receive refresher child protection training every **2 years** approved by OLSCB in line with DCSF requirements. They will be updated regularly and attend half termly network meetings lead by OLSCB.

### **Confidentiality**

All staff will follow the procedure below:

1. In cases of disclosure or abuse, by either children or adults, we are obliged to share the information with the designated person who will make referrals to social services without delay after speaking to the parents when it is necessary.
2. Monitor and record concerns.
3. Liaise with other agencies.
4. Attend relevant training.

All referrals are confidential; staff will agree to keep all referrals confidential and will not discuss them with any other person.

### **Staff Allegations**

All allegations about the behaviour of the adults in our school will be referred without delay to the designated person who will contact relevant agencies, according to ACAP (LSCB) procedures. (See Child Protection Whistle blowing Policy.

If a member of staff or parent/carer has a cause for concern, there is a Local Authority policy (Greater Manchester Safeguarding procedure) for safeguarding allegations made against staff. <http://greatermanchesterscb.proceduresonline.com/chapters/contents.html>

In the first instance, issues of concerns should be reported to the Head Teacher or the next most senior member of staff who should contact the Local Authority Designated Officer (LADO) TEL: 0161 770 8870. In the event of an allegation of abuse being made against the Head Teacher, allegations should be reported directly to the local authority.

## **DBS**

All adults (including visitors and volunteers) who have unsupervised access to children in school will have had the required List 99 or DBS check undertaken. The information concerning checks will be kept on a single central record held on the main office computer and maintained by Mrs. Bertenshaw, Admin Manager.

The SCR will also record checks on teachers prohibited from teaching and additional checks on teachers who have been working outside the UK.

All recruitment will follow Safer Recruitment Procedures. The Chair of Governors and Headteacher have received Safer Recruitment Training.

Policy and Practice within the school in the aspect of child protection will be reviewed annually, using the LCSB online audit tool. The results of this audit will be reported annually to the safeguarding governor.

Aspects for development from the last audit (September 2015):

- Review record keeping; Systems now updated and meet LCSB guidance
- Ensure audit of practice is rigorous and regular; Second audit to take place by end of September 2016
- Ensure 2<sup>nd</sup> and 3<sup>rd</sup> designated persons and a governor access safer recruitment training; Training is booked for Chair of Governors and new Headteacher and new deputy,

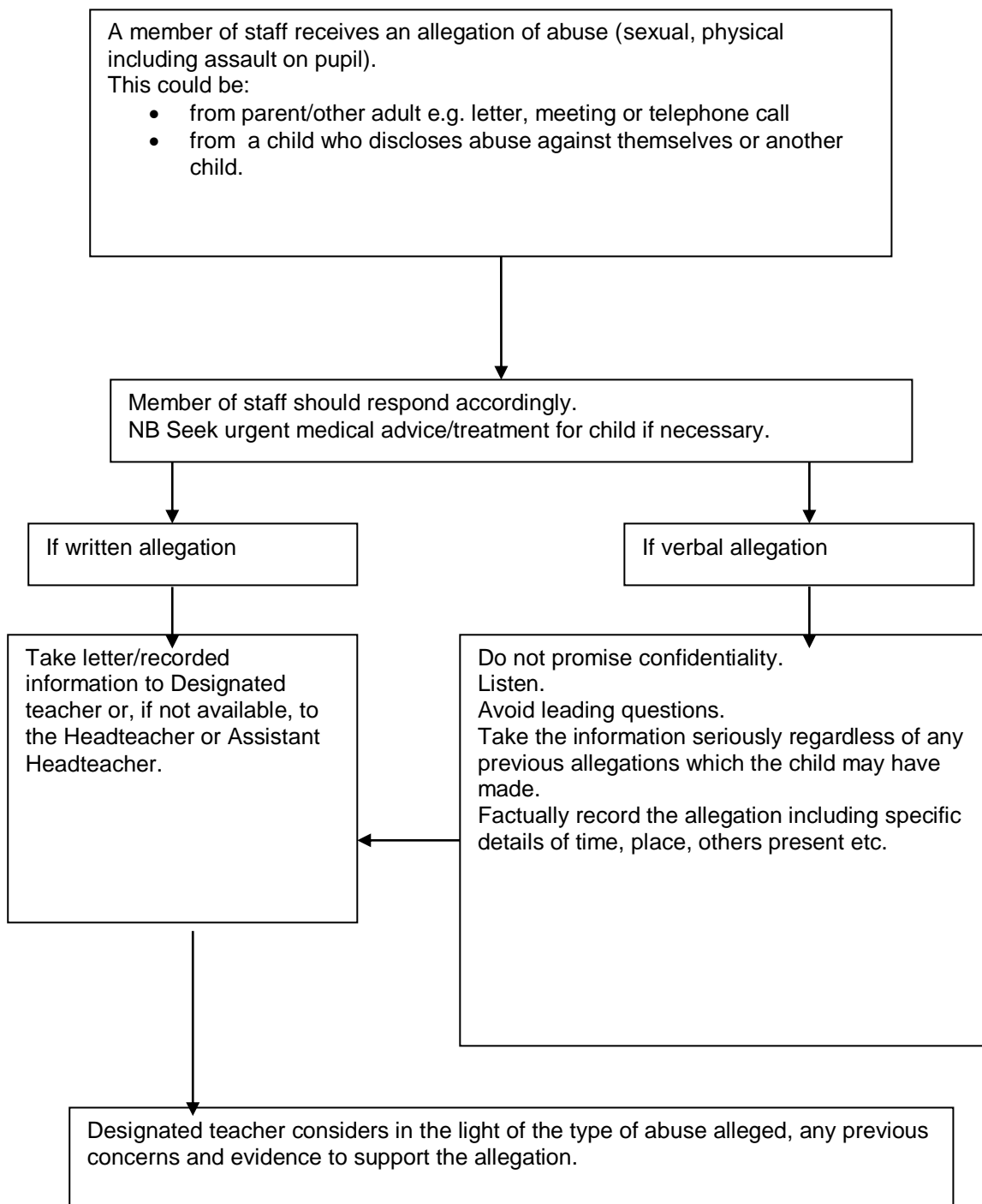
This policy will be reviewed annually and ratified by the Governing Body with the next review in September 2017.



## Appendix 1

### Action to be taken by any staff on receiving an allegation/disclosure of abuse

Good practice means that the person to whom the child chooses to disclose should listen and record as below so that the child is not expected to repeat the information to a series of people.



## Appendix 2

### In School Child Protection Procedures.

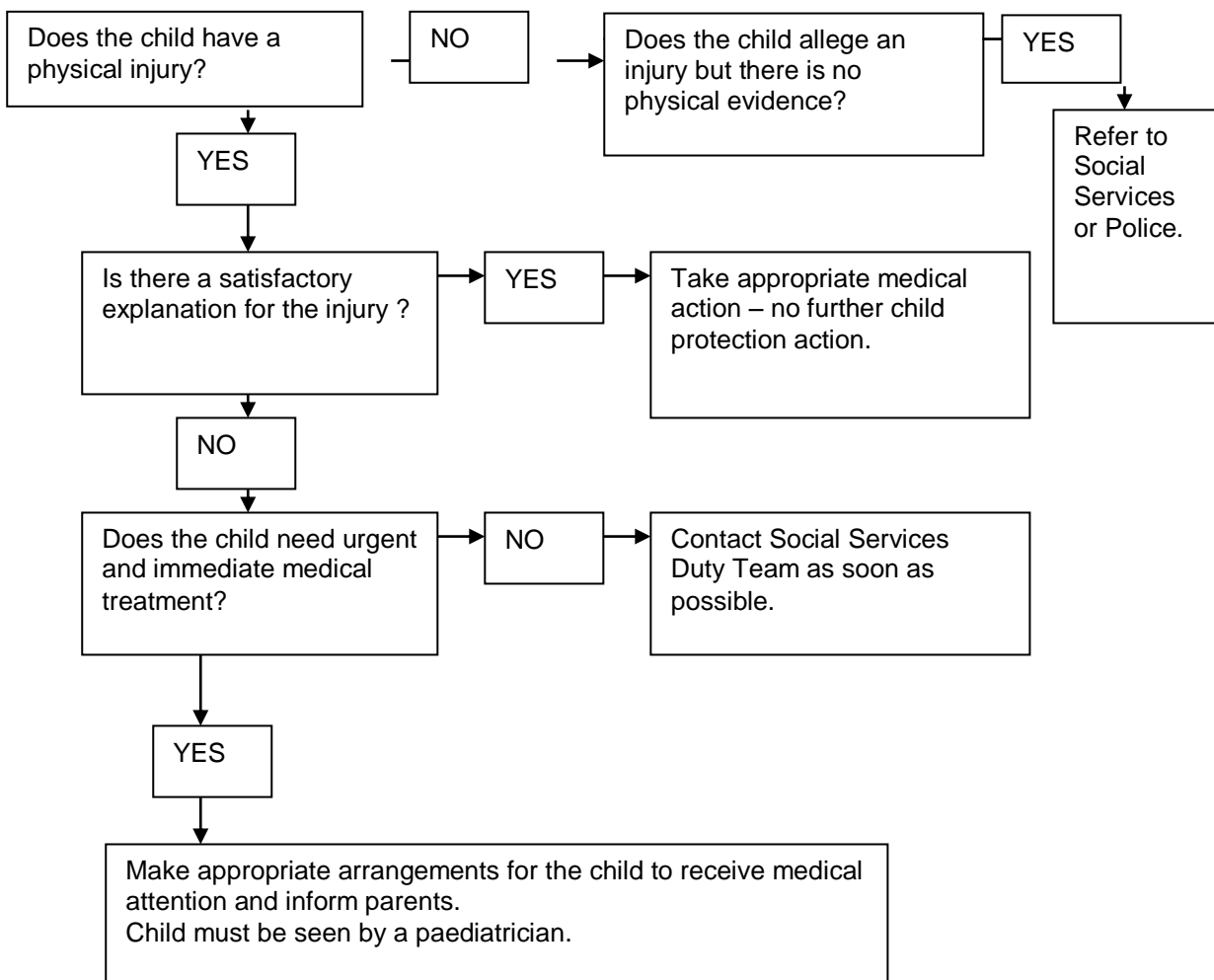
It is essential that parents are informed about our concerns and intended course of action in all cases of suspected child abuse, with the exception of suspected sexual abuse, multiple or organised abuse, or Munchausen's Syndrome by Proxy.

The different forms of abuse that may precipitate a referral are:-

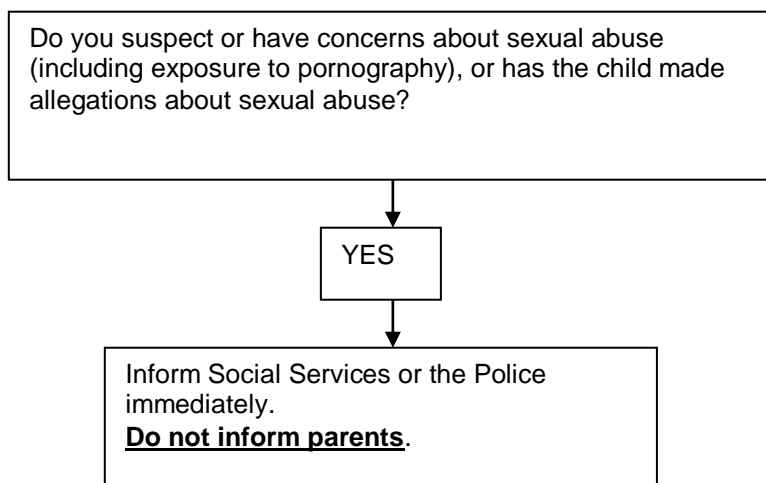
- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The procedures to be followed after referral to the designated teacher are as listed below.

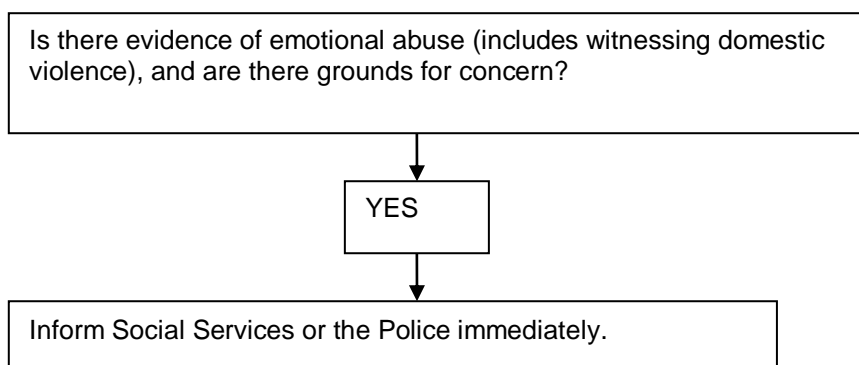
#### Physical Abuse



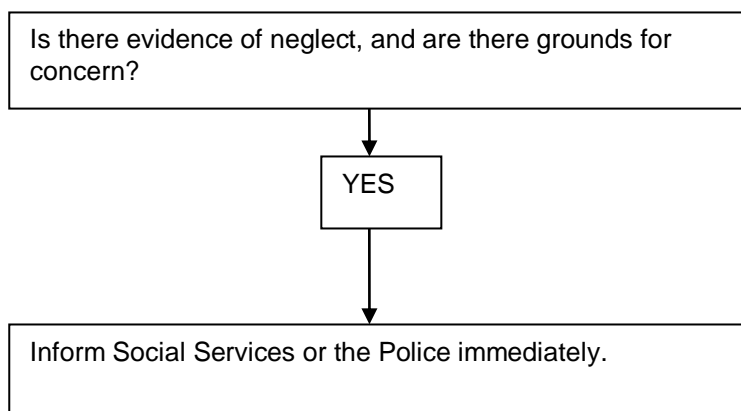
### Sexual Abuse



### Emotional Abuse.



### Neglect



**In all cases make a written record of your observations and actions.**

#### **Making a referral**

All staff should take any concerns about a child to the designated teacher. The designated teacher will then speak to the parents, as appropriate, and make the referral to the Social Services or the Police. The telephone referral must be followed by a written referral within three working days.

## Appendix 3

# **Definitions of Abuse – Working Together to Safeguard Children 2015**

### **Physical Abuse**

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at , or the production of , sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 4

### **POSSIBLE INDICATORS OF ABUSE**

The following is a list of warning signs which MAY be an indicator that a child is being, or has been abused or neglected, or is at risk of abuse. Education professionals should be alert to these warning signs, but should be careful not to assume that abuse is the reason. Some signs can be present in children who are not abused at all. Nor should assumptions be made that they point to any particular form of abuse, simply because a pupil presents with any of these problems. They may suggest abuse if a child exhibits several of them or if a pattern emerges.

Possible signs of Physical abuse:

- Unexplained injuries or burns, particularly if they are recurrent.
- Refusal to discuss injuries.
- Untreated injuries or lingering illness not attended to.
- Shrinking from physical contact.
- Fear of returning home or of a parent being contacted.
- Fear of undressing
- Fear of medical help
- Aggression/bullying.
- Over complicated behaviour or 'watchful attitude'
- Running away
- Significant changes in behaviour without explanation.
- Deterioration in work
- Unexplained pattern of absences, which may serve to hide bruises or other physical injuries.

Possible signs of Emotional Abuse:

- Continual self-deprecation.
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Self-harm or mutilation.
- Compulsive stealing/scrounging.
- Drug/solvent abuse.
- 'Neurotic' behaviour – obsessive rocking, thumb sucking, and so on.
- Air of detachment – 'don't care' attitude.
- Social isolation – does not join in and has few friends.
- Desperate attention-seeking behaviour.
- Eating problems, including overeating and lack of appetite.
- Depression, withdrawal.

### Possible signs of Neglect

- Constant hunger.
- Poor personal hygiene.
- Inappropriate clothing.
- Frequent lateness or non-attendance at school.
- Untreated medical problems.
- Low self esteem.
- Poor social relationships.
- Compulsive stealing or scrounging.
- Constant tiredness.

### Possible signs of Sexual Abuse

- Bruises, scratches, burns or bite marks on the body.
- Scratches, abrasions or persistent infections in the anal or genital regions.
- Pregnancy – particularly in the case of young adolescents who are evasive concerning the identity of the father.
- Sexual awareness inappropriate to the child's age – shown, for example in drawings, vocabulary, games and so on.
- Frequent public masturbation.
- Attempts to teach other children about sexual activity.
- Refusing to stay with certain people or go to certain places.
- Aggressiveness, anger, anxiety, tearfulness.
- Withdrawal from friends.

### Possible Signs in older children

- Promiscuity, prostitution, provocative sexual behaviour.
- Self-injury, self-destruction behaviour, suicide attempts.
- Eating disorders.
- Tiredness, lethargy, listlessness.
- Over-complicated behaviour.
- Sleep disturbances.
- Unexplained gifts of money.
- Depression.
- Changes in behaviour.

### Possible signs in young children

- Over compliant behaviour.
- Mature sexual behaviour.
- Acting out aggressive behaviour (tantrums.)
- Tummy pains – no medical explanation.
- Child doesn't trust anyone.
- Air of detachment – don't care attitude.

- Whistle-blowing (paragraph 33)
  - Children who go missing from education (paragraph 51 and page 51)
  - Making referrals to the Disclosure and Barring Service (DBS) (paragraph 74)
- 
- Verify identify
  - Obtain a certificate for an enhanced DBS check (including barred list information, for those in regulated activity)
  - Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
  - Verify the candidate's mental and physical fitness to carry out the work
  - Verify the person's right to work in the UK
  - If the person has lived or worked outside the UK, carry out any other checks deemed necessary
  - Verify professional qualifications
  - Carry out a section 128 direction check (for anyone taking up a management position in an independent school or academy)
  - Check that a candidate to be employed as a teacher is not subject to a prohibition order

Paragraph 105 explains that there is no requirement to obtain an enhanced DBS check or checks for events that have occurred outside the UK for appointees who, in the previous three months, have worked in a school or FE college in England in a post which brought them into regular contact with children. However, all other pre-appointment checks must still be carried out, including a separate barred list check for those in regulated activity

**All** staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults and sexting. Staff should be clear as to the school or college's policy and procedures with regards to peer on peer abuse.

76. Staff should recognise that children are capable of abusing their peers. Governing bodies and proprietors should ensure their child protection policy includes procedures to minimise the risk of peer on peer abuse and sets out how allegations of peer on peer abuse will be investigated and dealt with. The policy should reflect the different forms peer on peer abuse can take, make clear that abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". It should be clear as to how victims of peer on peer abuse will be supported.