



## Kirkoswald C of E School

### Safeguarding Child Protection Policy

Issue No	Author	Date approved	Review Date	Authorised signature
1	Governing Board	19 March 2019	March 2022	<i>M.M. Bowman</i>
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3	Governing Board	February 2023	February 2024	<i>A Farish</i>
4	Governing Board	29 <sup>th</sup> February 2024	February 2025	<i>N Lewis</i>

Friendship

Forgiveness

## **Safeguarding Children Child Protection Policy**

The procedure for Safeguarding and Child Protection Policy at **Kirkoswald Church of England School** is set within the context of school's overall aims.

### **AIMS AND MISSION STATEMENT FOR THE SCHOOL - CHILD PROTECTION**

The aim of this policy is to safeguard and promote our pupil's welfare, safety, health, and guidance by fostering an honest, open, caring, and supportive climate. The pupil's welfare is of paramount importance

We aim to affirm the right to an appropriate education for every individual and to ensure that right for all, regardless of individual differences, and for students to:

- become motivated life-long learners
- have high self-esteem, respecting others and the environment
- gain technological skills
- seek to extend themselves in mind, body and spirit

#### **Our mission for the school is that:**

We believe that each student will succeed through experiencing quality in:

- a broad and challenging curriculum
- an enriching programme of extra-curricular activities and visits
- a stimulating and safe environment
- a creative, varied and up to date range of learning experiences
- innovative teaching and an investigative approach to learning
- an ethos of support, challenge and encouragement to succeed
- learning partnerships between school, home, and the community

### **PHILOSOPHY**

Through effective child protection, we aim to help keep children and young people safe by:

- providing a safe environment for children and young people to learn in the school setting; and
- identify children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at school

#### **“Safeguarding Children in Education”**

This policy draws upon recommended practice within our Cumbria Safeguarding Children Partnership (CSCP), which is commensurate with the guidance documents Keeping Children Safe in Education, Working Together to Safeguard Children, Safeguarding Children, and Safer Recruitment in Education. Under Section 175 (Education Act 2002), the LA and the governing body have specific duties in relation to the welfare of children. This includes arranging to ensure that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school. The governing body has in place a process of training and evaluation that supports them in their duties.

Through the school's procedures including; staff, governors and volunteer recruitment, health and safety policy, positive physical intervention plans, continuing professional development and other practices, there are in place systems designed to:

- prevent unsuitable people working with, or coming into contact with, children and young people within the school
- promote safe practice and challenge poor or unsafe practice
- identify instances in which there are grounds for concern about a child / young person's welfare and take appropriate action to keep children / young people safe
- contribute to effective partnership working between all those involved with providing services for children

Significant harm can be defined as the ill-treatment or impairment of health and development of a child or young person. Development includes physical, intellectual, emotional, social, or behavioural

development. Health includes physical and mental health. Ill-treatment includes sexual abuse, and other forms of ill – treatment, which may not be physical.

## PROMOTING THE SAFEGUARDING OF PUPILS

Our school fully recognises the contribution it can make to protect children and support pupils in school. There are three main elements to our Safeguarding Child Protection Policy

- (a) Prevention:  
e.g. positive school atmosphere, teaching and pastoral support to pupils
- (b) Protection:  
by following agreed procedures, ensuring staff are appropriately recruited, trained and supported to respond appropriately and sensitively to Child Protection concerns
- (c) Support:  
to children who may have been abused

This policy applies to all teaching, non-teaching staff, governors, students and volunteers. The ethos, policy, and practice permeate all aspects of school.

## SCHOOL COMMITMENT

We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps all children, especially those at risk of or suffering from abuse.

Our school will therefore:

- (a) establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- (b) ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty
- (c) include in the curriculum activities and opportunities for PSHE / Citizenship which equip children with the skills they need to stay safe from abuse and which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills
- (e) ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies

## HOW SCHOOL ENSURES A SAFEGUARDING ETHOS

Safeguarding is not just about protecting children from deliberate harm. It includes issues for school that are embedded in every day practices and reflected in a range of policies. Reference should be made to the following school documents:

- Health and Safety Policy      pupil safety - risk assessments  
educational visits  
providing first aid  
handling and administration of medication  
school security
- Health Care Plans      meeting the needs of pupils with medical conditions
- Sex Education Policy      statutory responsibilities and guidance
- Curriculum      RSHE - drug and substance abuse  
relationships and sex education  
personal safety  
Science - biological aspects of human growth and reproduction
- Whistle-Blowing Policy      procedure/guidance reporting illegal or improper conduct
- Bullying Policy      what to do if pupils are subject to bullying
- Single Equality Duty      harassment and discrimination - disability, racial, sexual
- E-Safety      guidance and policy
- Positive Handling Policy      use of physical intervention guidance
- Moving and Handling      children who require assistance when moving
- Pupil Contact Guidance      intimate care  
one to one  
transporting children

## FRAMEWORK

**Kirkoswald Church of England School** does not operate in isolation. The welfare of children is a corporate responsibility of the entire local authority, working in partnership with other public agencies, the voluntary sector and service users and carers. 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.

## ROLES AND RESPONSIBILITIES

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. There are, however, key people within schools and the LA who have specific responsibilities under Safeguarding Child Protection procedures. The names of those carrying responsibilities in school are:

<b>Designated Person Child Protection and Safeguarding</b>	<b>: Mrs Jane Armstrong</b>
<b>Deputy Designated Person Child Protection and Safeguarding</b>	<b>: Miss Catherine Reding</b>
<b>Nominated Governor Child Protection and Safeguarding</b>	<b>: Mrs Natalie Lewis</b>
<b>Governor Safeguarding Recruitment</b>	<b>: Mrs Caroline Raine</b>

## PROCEDURES

Where it is believed that a child is suffering from, or is at risk of, significant harm, we will follow the LA guidelines set out in Cumbria Safeguarding Children Partnership (CSCP). Early Help Team.

Telephone Number – 03003 033896

Email Address – [early.help@cumbria.gov.uk](mailto:early.help@cumbria.gov.uk)

## SUPPORTING PUPILS AT RISK

Our school:

- recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. This school may be the only stable, secure and predictable element in the lives of children at risk
- also recognises that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support
- will endeavour to support pupils through the curriculum, to encourage self-esteem and self-motivation
- has an ethos, which promotes a positive, supportive and secure environment and gives all pupils and adults a sense of being respected and valued
- implements positive behaviour management strategies
- works in partnership with other professionals and agencies that support the pupils and their families
- has a commitment to develop productive, supportive relationships with parents whenever it is in the child's interests to do so
- is committed to the development and support of a responsive and knowledgeable staff trained to respond appropriately in child protection situations

## SAFE SCHOOL, SAFE STAFF

### Protecting children from unsuitable people

There are several aspects to protecting children from unsuitable people. These include safe recruitment practices, procedures for dealing with allegations of abuse against staff, guidance about appropriate behaviour, and through LA procedures reporting cases to the Secretary of State so that unsuitable people can be stopped from working with children in any setting.

## **Appointment of Staff, governors and volunteers**

Safe recruitment practice means scrutinising applicants, verifying identity and any academic or vocational qualifications, obtaining professional and character references, checking previous employment history ensuring that a candidate has the health and physical capacity for the job, and a face to face interview, as well as the mandatory Disclosure Barring Service (DBS) check.

One member of the governing body currently has Safer Recruitment training focusing on ensuring unsuitable people are not appointed. At least one nominated responsible person will be involved in all stages of recruitment, including the appointment panel.

School will only offer work experience placements to students from other institutions where safeguarding procedures are in place. Students on placement at school from further education colleges or universities will be expected to have undertaken a DBS clearance check. These will be checked by the school placement officer prior to a placement commencing.

School maintains an up to date single central DBS record.

## **TRAINING AND SUPPORT**

Our school will ensure that the headteacher, other senior designated persons and the governing body attend training relevant to their role.

All staff should be aware of systems within their school or college which support safeguarding, and these should be explained to them as part of staff induction. This should include the:

- child protection policy (which should amongst other things also include the policy and procedures to deal with child-on-child abuse)
- behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
- staff code of conduct which should, amongst other things, include low-level concerns, allegations against staff and whistleblowing
- safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

Copies of policies and a copy of Part one of Keeping Children Safe in Education (or Annex A, if appropriate) should be provided to all staff at induction

All staff and governors should receive safeguarding and child protection training appropriate to their role (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring) at induction. The training should be regularly updated. In addition, all staff should receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, and staff meetings), as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

All staff will be trained to recognise and respond to situations where a child may be considered to be at risk. School has a nominated member of staff who is on the senior leadership team and who is responsible for the implementation of appropriate procedures in the school. This staff member will be part of the network co-ordinated by the CSCP. There will also be a deputy designated person. This staff member does not need to be part of the leadership team. The headteacher and governing body ensure that staff have appropriate time and resources made available to them to enable them to fulfil their duties in this very sensitive area.

Level 1 and Level 2 training and support is available to staff who attend safeguarding meetings. Training is organised and available throughout the county. Advice can be sought if staff require training to produce relevant, concise and professional reports for Child Protection Conferences. Whole school staff

training is available in preparing staff and supporting them in maintaining a working relationship with parents before, during and after a referral has been made.

Staff wellbeing is of paramount importance; the processes involved in safeguarding can be stressful. Staff or others involved can discuss any matters of concern with a senior teacher or a stress mentor. The designated officer will monitor and review all aspects including the wellbeing of those involved. Staff have access to a confidential, independent counselling service.

### **DESIGNATED SAFEGUARDING LEAD**

The designated safeguarding lead takes lead responsibility for safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes in place. The governing body will ensure the designated safeguarding lead has the appropriate status and authority within the school or college to carry out the duties of the post. The role carries a significant level of responsibility and the postholder should be given the additional time, funding, training, resources, and support needed to carry out the role effectively. Any deputy (or deputies) should be trained to the same standard as the designated safeguarding lead.

### **ONLINE SAFETY: FILTERING AND MONITORING**

Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, the governing body will do all that it reasonably can to limit children's exposure to online risks. As part of this process, governors will

- ensure that the school has appropriate filtering and monitoring systems in place
- regularly review the system's effectiveness through monitoring visits and discussions in meetings.
- ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively
- ensure that staff members know how to escalate concerns when identified.

They should consider the number of and age range of their children, those who are potentially at greater risk of harm and how often they access the IT system along with the proportionality of costs versus safeguarding risks.

### **MOBILE PHONES, CAMERAS AND OTHER ELECTRONIC DEVICES WITH IMAGING AND SHARING CAPABILITIES**

Children are not allowed to use mobile phones, cameras or other electric devices with imaging and sharing capabilities in school. Children who need to bring in a mobile phone, for example if they are going home with a different family member, need to leave this in the school office on arrival and pick up as they leave.

Staff must ensure that personal mobile phones and other personal electronic devices with imaging and sharing capabilities are not used for personal use during teaching time. They will follow the Staff IT Acceptable Use Statement as set out below.

### **PROFESSIONAL CONFIDENTIALITY**

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child.

Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. Any disclosure of personal information to others, including to social service departments, must always have regard to both common and statute law.

Scale	Team	Criteria/Threshold
1↑	Child Protection	Little evidence of risk of harm decreasing or further harm identified. The local authority to consider the use of public law outline or legal proceedings.
2	Child Protection	Initial Child Protection Conference convened and a multi-agency decision about risk of harm agreed. Children will be subject to child protection planning. If progress is evidenced, step down to Child in Need or Early Help to be discussed in the Core Group prior to the Review Child Protection Conference.
3	Child In Need	Children's needs are not being consistently met by parents despite CIN plan. Children not being consistently kept safe from harm. This may be a single incident or an accumulation of events. Strategy Meeting initiated and multi-agency decision for Section 47 enquiries required.
4	Child In Need	Child and Family demonstrate commitment to change and willingness to engage but progress against plan is slower than expected. Step down from child protection plan to CIN plan, parents have evidenced that they can keep their children safe and the children are no longer at risk of significant harm.
5	Child In Need	Child and Family assessment meets CIN threshold, child subject to CIN plan led by Social Worker. Child in Need Reviews held six weekly, progress is demonstrated and child/family working towards closure to Child In Need or support via Early Help.
6	Child and Family Assessment to be undertaken	Threshold met for Child and Family assessment, single contact form put in to the Safeguarding Hub. Outcome of a discussion at the Early Help and Family Support Panel - Child and Family Assessment agreed and Social Work Team Manager will progress this. When a Child and Family Assessment has been completed, following a discussion at the Early Help and Family Support Panel and deemed NFA by Social Care, the Team Manager brings the assessment/case back to the panel to develop an Early Help plan.
7	Early Help	There is evidence of the plan not progressing or is 'stuck' or where there is further unmet needs identified, consideration to be given to what new approach would support change. Agencies should attempt to support family with the new worry. If worries persist contact your Area Early Help Officer to put a referral in to the Early Help and Family Support panel. Unmet needs and work undertaken to be evidenced in referral.
8	Early Help	Team Around Family Meetings will be convened. Child's needs met through a multi-agency plan. The plan should be SMART focused on the worries and reviewed by TAF membership with family.
9	Early Help /Universal	Support needed from additional agency Early Help Assessment initiated. Multi agency plan coming to a conclusion, child's needs can be met and monitored via single agency / universal services.
10↓	Universal Services	Needs met by Universal Services, e.g. school. Single agency response only.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (Data Protection Act 1998, European Convention on

Human Rights, Article 8). Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, obtaining consent may not be possible or in the best interest of the child. The safety and welfare of that child necessitates that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

## **RECORDS AND MONITORING**

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.

All injuries to a child (explained or unexplained) are checked and recorded. Parents are informed and explanations sought.

## **ATTENDANCE AT CHILD PROTECTION CONFERENCES**

The school child protection officer or an appropriate deputy will attend all child protection conferences.

## **SPECIAL EDUCATIONAL NEEDS**

We recognise that, statistically, children with and disabilities and behavioural difficulties are most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.

It must also be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, mental health issues, children may also be vulnerable and in need of support or protection.

## **PROCEDURES TO FOLLOW IF A MEMBER OF STAFF IS CONCERNED ABOUT THE WELFARE OF A CHILD**

They should speak to the school child protection officer or deputy, or an appropriate team leader. All staff have been issued with a simple flow chart or step by step instruction it is also available in class health and safety files for anyone who works in the school who may have contact with children. It includes:

- who the concern should be reported to
- what should be done if this person is not able to be contacted
- what should be recorded
- what should be said to the child
- what should be said to the parents
- what to do if no other person shares the concern

## **PROCEDURES TO FOLLOW WHEN THE CHILD PROTECTION DESIGNATED PERSON IS NOTIFIED OF CONCERNS ABOUT THE WELFARE OR SAFETY OF A CHILD**

This should outline the procedures to be followed by the Child Protection Designated Person when child protection concerns are brought to their attention.

- Individual has concerns about child's welfare
- Individual discusses with designated person as they think appropriate
- Still has concerns
- Designated person refers to social services, following up in writing within 48 hours
- Social Care Manager acknowledges receipt of referral and decides on next course of action within one working day
- Initial assessment required



## **PROCEDURES TO FOLLOW IF AN ALLEGATION IS MADE AGAINST A MEMBER OF STAFF**

All allegations against any member of staff which have implications for the safety and welfare of children will be taken seriously and investigated in line with agreed Child Safeguarding and Disciplinary Proceedings Policy. All such incidents will be notified to the Local Authority Designated Officer LADO. There is an obligation on all staff to report any concerns. Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them. Members of the public who have concerns should speak to the headteacher or the LA Designated Officer (LADO). [www.cumbriasafeguardingchildren.co.uk/LSCB/professionals/lado.asp](http://www.cumbriasafeguardingchildren.co.uk/LSCB/professionals/lado.asp)

If it is the headteacher who is the cause for concern, the Chair of Governors or/and the LADO should be contacted.

### **WHISTLE-BLOWING**

The Local Authority expects the highest standards from all employees and will treat seriously any concerns that an employee may have about illegal or improper conduct.

Whistle-blowing is the mechanism by which staff can voice their concerns, made in good faith, in confidence and without fear of repercussion. The procedures on who to contact can be found in the school's whistle-blowing policy.

Alternatively contact **The Office of Director of People 01228 226868**

### **Procedures to follow if an allegation is made against a member of staff**

**Local Authority Designated Officer 03003 033892**

### **MONITORING AND EVALUATION**

#### **Child protection conferences**

If pupils become the subject of child protection, then school will be represented at conferences and will provide information about the child and his/her family. Usually this will be in the form of a written report, the contents of which will be shared with parents/carers prior to the meeting. Where school provides a verbal report, again parents/carers will be informed what is to be said prior to the conference.

Occasionally school may have information which is confidential, and which will be shared in a closed section of the conference. If this is necessary, the chair of the conference will discuss the matter with parents/carers.

When any child becomes the subject of a conference, local procedures require all the other children of the family are considered. It may well be therefore that school will be required to provide information on children about whom there appear to be no direct concerns. In these situations, the same procedure on prior disclosure of information will apply.

School will contribute to the process of risk assessment and the decision about registration of children.

#### **A child subject to a child protection plan**

When a pupil is subject to a child protection plan the school will be represented on the core group and will play an active part in the creation and implementation of the child protection plan.

For as long as a child is subject to a Protection Plan, he/she will be supported by the school and his/her progress will be monitored. The school will keep a confidential record of the child's progress and any further concerns (should they arise) and share this information with other members of the core group in order to evaluate the progress of the child protection plan.

#### **Confidentiality**

If school receives information from any source that a child has suffered abuse or neglect or may suffer in this way, whether the child is a pupil or otherwise, it has a duty to pass this information to the Social Services Department.

If parents/carers wish to share such information with School, they must be aware that it will not be possible to guarantee confidentiality. School can reassure parents/carers however that if they wish, the source of the information can remain anonymous.

When a pupil is subject to a protection plan this information will be shared on a 'need to know' basis with the minimum number of staff necessary to ensure the child's safety and welfare. These people will receive the minimum amount of information they need to enable them to implement the safeguarding processes. They will not have access to all the information shared at the initial child protection conference.

School will ensure that the confidentiality of information is maintained by keeping records in a safe and secure place with access strictly limited. All records of a child's progress while the subject of a plan will be kept similarly secure.

**Need to know** - Confidential Information about a child or young person should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.

### **Transfer of records**

If a child who is subject to a child protection plan transfers to another school, then the key worker will be notified of this change and school will arrange for the transfer of the child's records including information about plan. The key worker will then notify the new school of the next core group meeting so that the responsibility for monitoring the child's progress can be officially transferred.

### **Removal from the Child Protection Plan**

A child's name can only be removed from a Child Protection Plan by a child protection review conference. School will be represented at these meetings and will play an active part in the process of risk re-evaluation and the decision regarding cessation of the plan.

In line with the policy above, school will share with parents prior to any review the information they intend to present unless advised not to do so by a Senior Protection Officer and/or a legal adviser.

### **Additional safeguards for school students on work placements.**

- Staff who arrange, vet, or monitor work placements should have had training in Safeguarding.
- Whenever possible school will arrange placements through Cumbria Business Enterprise Committee (CBEC). They undertake employers safeguarding assessment on school's behalf.
- Employers should be asked to make a commitment to safeguarding children's welfare by endorsing an agreed Safeguarding policy.
- Any person regularly supervising a child in the workplace should be subject to a Disclosure Barring Service (DBS) check. Checks should be arranged by the organisation arranging the placement.
- Such a person should also be given basic safeguarding training about their responsibilities.
- Children should be given clear advice about who to contact if they are worried and should have a continuing point of regular contact with the school.

NB: In some cases, the child may need to be vetted to ensure they are suitable for the placement and in some circumstances a DBS check on the child may be required i.e. in environments involving them working with younger children or vulnerable adults

### **Extended schools and after school activities**

Where the governing body provides services or activities directly under the supervision or management of school staff, the school's arrangements for safeguarding will apply. Where services or activities are provided separately by another body, the governing body should seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and safeguarding and there are arrangements to liaise with the school on these matters where appropriate.

Further information can be found at: [www.teachernet.gov.uk/childprotection/guidance.htm](http://www.teachernet.gov.uk/childprotection/guidance.htm)

### **SAFEGUARDING VULNERABLE ADULTS - STUDENTS ATTENDING SCHOOL OVER THE AGE OF 18 YEARS**

Students over the age of 18 years are not subject to children safeguarding guidance. However, they are subject to Safeguarding Vulnerable Adult Procedures. School regards the fundamental principles that apply to children equally applies to adults, with policy and practice continuing as described in this policy.

Circumstances do differ both in terms of reporting to Adult Social Care and in terms of a young adult's individual rights. The schools designated officer will work in partnership with the young person, where appropriate the young person's family and the Local Authorities Vulnerable Adult Team to ensure good safeguarding practice is followed.

**Named staff/personnel with designated responsibility for Child Protection**

Designated Person <b>Mrs Jane Armstrong</b>	Deputy Designated Person <b>Miss Catherine Reding</b>	Governor Safer Recruitment <b>Mrs Caroline Raine</b>	Nominated Governor <b>Mrs Natalie Lewis</b>
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**Other relevant policies**

This policy should be read in conjunction with other related policies in school.

These include;

<b>STATUTORY POLICIES</b>	<b>SCHOOL POLICIES</b>
<b>Anti-bullying policy</b>	<b>Assessment policy</b>
<b>Behaviour management policy</b>	<b>Curriculum policy</b>
<b>Health and safety policy</b>	<b>Inclusive learning policy and guidelines</b>
<b>Safer recruitment policy</b>	<b>Positive handling policy</b>
<b>Recruitment and selection policy</b>	
<b>Relationships &amp; sex education policy</b>	
<b>SEND policy</b>	
<b>E Safety Policy</b>	

