



# Gretton Primary Academy

## Safeguarding and Child Protection Protocol



**Approved by Governors: Marianna Zazzi**

**Date: July 2019**

**Signed:**

**Review Date: July 2020**

### INTRODUCTION

Gretton Primary School fully recognises the responsibility it has under section 157 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Although the school follows the Brooke Weston Safeguarding Policy to fulfil statutory requirements, the school has additional procedures in place to safeguard the welfare of pupils.

**There are four main elements to our protocol:**

**PREVENTION** through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school protective ethos

**PROCEDURES** for identifying and reporting cases, or suspected cases, of abuse. The definitions of the four categories of abuse are attached (see Appendix A)

**SUPPORTING VULNERABLE CHILDREN** those who may have been abused or witnessed violence towards others.

### PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN

Our protocol applies to all staff, paid and unpaid, working in the school including Governors. Teaching assistants, Mid-day supervisors, volunteers, administrative staff as well as teachers can be the first point of disclosure for a child. Concerned parents/carers may also contact the school or Governors to report any concerns. [Please see Safer Recruitment Policy]

### PREVENTION/EARLY INTERVENTION

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. We believe in prevention above all else.

The school will therefore:

- Establish and maintain an environment where children feel safe in both the real and the virtual world and are encouraged to talk and are listened to.
- Curriculum.
  - Weekly 'circle time' sessions to ensure pupils have the opportunity to discuss these issues.
  - The school teaches PSHE, in which we include in the curriculum activities and opportunities which equip children with the skills they need to stay safer from abuse both in the real and the virtual world and information about who to turn to for help
  - Nurture groups to support and build self-esteem of identified pupils.
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate. There is a designated welfare team.
  - Mrs Young : lead Teacher for inclusion including disadvantaged and safeguarding
  - Mrs Moore: Our key Pastoral Worker. Children having particular issues should be referred to Mrs Moore who will provide pastoral support and possibly contact families to support them. Mrs Moore who will support children on a 1-1 basis and in small groups.
  - Mrs MacDonald [Principal] and Mrs Sanders [Vice-Principal] are also Designated Safeguarding leads for the school.
  - Mr Tim Eaton: Safeguarding Governor
  - Mrs Crawford: Attendance Officer
- Identify key children at risk through:
  - Weekly meetings between all DSL to discuss vulnerable children.
  - Daily attendance communication
  - Use of CPOMS to audit Safeguarding and look for patterns in behaviour.

## PROCEDURES

We will follow the procedures set out in the Northamptonshire Local Safeguarding Children Board. A copy of these procedures can be found on the NSCB website <http://www.northamptonshirescb.org.uk>

**The Designated Senior Member of Staff for Child Protection is Jane MacDonald**

**The following members of staff have also received the Designated Person training - Kerry Young, Hannah Moore, Paula Crawford and Sarah Sanders.**

**The nominated Governor for Safeguarding and Child Protection is Mr Tim Eaton**

The school will:

- Ensure there is always a designated senior person on site who has lead responsibility for child protection in the school and has undertaken full child protection training.
- Ensure that this training is updated every two years in accordance with Government guidance;
- Recognise the importance of the role of the designated person/s and ensure they have the time, training and support necessary to undertake their duties;
- Ensure every member of staff, paid and unpaid, and the Governing Body knows who the designated members of staff are and the procedures for passing on concerns.
- Ensure every member of staff, paid and unpaid, and the Governing Body knows what the contingency arrangements are for when the designated members of staff are not available.
- Ensure that the designated members of staff take advice from a child protection specialist when managing complex cases. The Designated Persons have access to both the Advice Line run by the Mash for 'what if' conversations. The Emergency Duty Team (out of hours) is also available (see Useful Contacts, Appendix )
- Ensure that designated members of staff attend regular Child Protection update meetings, Conferences and read all new safeguarding guidance, disseminating this as appropriate.
- Ensure every member of staff and every Governor knows:
  - the name of the designated person/s and their role;
  - how to pass on and record concerns about a pupil
  - that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the Designated Person/s.
  - where to find the Core Inter - Agency Procedures on the NSCB website
- Provide Child Protection training for **all** staff from the point of their induction which is updated annually, so that they are confident about:
  - the school's legislative responsibility
  - their personal responsibility
  - the school's policies and procedures
  - the need to be alert to the signs and indicators of possible abuse
  - the need to record concerns

- how to support and respond to a child who tells of abuse
- Provide for parents, if requested, a copy of the school's Safeguarding and Child Protection Protocol.

### **Liaison with Other Agencies**

Gretton Primary has close relationships with other agencies including:

- EHA process used to ensure inclusion of services and agencies.
- Close links with local schools and nurseries
- Inclusion of school nurse when necessary.
- Links to education inclusion team
- Trust wide support from other schools and lead safety officer Sarah Fleming.

### **The school will:**

- work to develop effective links with relevant services to promote the safety and welfare of all pupils.
- co-operate as required with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.

Notify the local Social Care team immediately if:

- it should have to exclude a pupil who is subject to a Child Protection Plan (whether fixed term or permanently);
- there is an unexplained absence of a pupil who is subject to a Child Protection Plan
- there is any change in circumstances to a pupil who is subject to a Child Protection Plan

### **Record Keeping**

The school keeps clear, detailed, accurate, records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately; these are kept on an online platform CPOMS. This allows for easier transfer of information to other agencies and Secondary schools and a more efficient and effective way to keep detailed records. The Principal audits the CPOMS records regularly.

All relevant child protection records are sent to the receiving school or establishment when a pupil moves schools in accordance with the Education Child Protection Record Keeping Guidance.

### **Confidentiality and information sharing**

The school will:

- Ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from a senior leader or Social Care Team as required.
- **Information sharing: Guidance for practitioners and managers** is available from Department of Education. [www.education.gov.uk](http://www.education.gov.uk)
- Ensure that the Principal or Designated Person will only disclose any information about a pupil to other members of staff on a 'need to know' basis.
- Make all staff aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- Ensure staff are clear with children that they cannot promise to keep secrets.

#### **Communication with Parents/Carers**

DSL's take advice from the contact MASH team as to whether parents are informed of referrals or not.

### **SUPPORTING VULNERABLE CHILDREN**

We recognise that abuse or witnessing violence may have an adverse impact on those children which may last into adulthood without appropriate intervention and support.

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 become withdrawn.

We recognise that some vulnerable children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.

#### **The school will support the pupil through:**

- An ethos that actively promotes a positive, supportive and safe environment and values the whole community.
- A Dedicated pastoral assistant trained to support the emotional wellbeing and social development of vulnerable children.
- Liaison with other agencies which support the pupil such as Social Care, Child and Adolescent Mental Health Services.
- A commitment to develop productive and supportive relationships with parents/carers with appropriate signposting to external agencies.
- Recognition that children living in a home environment where there is domestic abuse, drug or alcohol abuse or mental health issues are vulnerable and in need of support and protection; they may also be young carers;
- Monitoring and supporting pupil's welfare, keeping records and notifying Social Care in accordance with the Northamptonshires Local Safeguarding Children Board

- When a pupil who is subject to a child protection plan leaves, information will be transferred to the new school immediately. The Child Protection Review Manager and Lead Social Worker from Social Care will also be informed.

### **Children of Drug Using parents/carers**

Misuse of drugs and/or alcohol is strongly associated with significant harm to children, especially when combined with other features such as domestic violence. When the school receives information about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures.

This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child
- Poor attendance of child due to parents inability to bring child to school.

Parents arriving at school under the influence of drink or drugs will not be allowed to collect their children, advice from social services will be sought.

### **Domestic Abuse**

Where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

Following notification of D.V. the Principal will inform the class teacher and pastoral assistant who will work with young people affected to support their emotional wellbeing and put safety plans into place where necessary. Support to the parent/family will be offered.

### **Peer on Peer Abuse**

Staff are made aware of Peer on Peer abuse during annual safeguarding training. The different forms peer-on-peer abuse can take, such as:

- Sexual violence and sexual harassment
- Physical abuse
- Sexting (the policy should include the school's approach to this)
- Initiation/hazing-type violence and rituals
- Coercion or controlling behaviour.

## **Staff should report any changes to pupils demeanour and log concerns via CPOMS**

### **Physical Intervention**

Our protocol on physical intervention by staff is set out in a separate document and is reviewed annually by the Governing Body. "All school staff members have a legal power to use reasonable force to prevent pupils committing a criminal offence, injuring themselves or others or damaging property, and to maintain good order and discipline. Whether the force used is reasonable will always depend on the particular circumstances of the case and the test is whether the force used is proportionate to the consequences it is intended to prevent. This means the degree of force used should be the minimum needed to achieve the desired result."

The following members of staff are trained by Team Teach:  
Hannah Moore- pastoral support assistant/LSA  
Alyson Williams- LSA

However, any member of staff may intervene as stated above.

### **Intimate Care Protocol**

Our protocol on the use of intimate care is set out in a separate document. All children requiring intimate care will have a intimate care plan in place which is reviewed regularly.

## **GOVERNING BODY CHILD PROTECTION RESPONSIBILITIES**

The Governing Body fully recognises its responsibilities with regard to child protection and safeguarding and promoting the welfare of children.

It will:

- Nominate a Governor for safeguarding and child protection who will monitor the school's compliance with statutory requirements and practice and champion child protection issues;
- Ensure an annual report audit of safeguarding is carried out and reported to the full governing body.
- Ensure that this Safeguarding and Child Protection protocol is regularly reviewed and updated regularly.

## Extended Schools and Before and After School Activities

Where services or activities are provided separately by another body the Principal will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

**Date of review- June 2019**

**Date of next review- June 2020 .....**

Signed by the Principal .....

Signed by chair of Governors.....

## Appendix

### Useful Contacts

MASH                      Tel: 0300 126100

Education Child Protection Service Advice Line                      Tel: 01223 703800

Northamptonshire Direct Contact Centre (Social Care)                      Tel: 0300 126 1000

Emergency Duty Team (Out of hours)                      Tel: 01604 626 938

(Monday to Thursday 5pm to 8.30am  
Friday 4.30pm to Monday 8.30am)

Northamptonshire Local Safeguarding Children Board - Safeguarding Inter-Agency Procedures  
<http://www.northamptonshirescb.org.uk>