

# HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



## **Child Protection Policy**

'Our vision is to create a school community where everyone feels valued, has the opportunity to explore and develop their strengths and is able to participate in new experiences. We aim to become an inspirational school to produce good citizens for the future in an atmosphere that promotes confidence, high academic achievement, physical health and emotional well-being.'

# Document Control

## Change Record

Date	Author	Version	Change Reference
			No Previous Document
February 2011	Emma Long	Child Protection Policy 001	Created New Draft Procedure
November 2012	Katherine Walker	Child Protection Policy 002	Policy updated in line with Lambeth advice. Merger of School and CC policy.
September 2014	Chris Ashley-Jones	Child Protection Policy 003	Updated in line with Lambeth and DFE Guidance Sent to PP+C Committee for approval. Approved by PP+C and sent to full GB. 03/12/14 – Approved by the Full GB.
September 2015	Chris A-J and Jennifer Holliday	Child Protection Policy 004	Updated in line with DFE Guidance and staff were familiarized with all Safeguarding arrangements and policies on Inset Day – 02/09/15
July 2016	Chris A-J	Child Protection Policy 005	Updated with new Designated Lead name
September 18	Laura Jewitt	Child protection policy 006	CPOMS update - keeping children safe in education
Sept 19	Laura Jewitt	Child protection policy 007	Update - Keeping children safe in education 2019

## Distribution

Reviewers	Approvers	Distribution
Pupils, Parents and Community. Children's Centre Partnership Committee	Full Governing Body	All staff who work in the School and Children's Centre

Hitherfield Primary School & Children' Centre is committed to providing a secure environment for pupils, where children feel safe and are kept safe. All adults at Hitherfield Primary School & Children's Centre recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children. In adhering to this policy, and the procedures therein, staff and visitors will promote a climate where children and adults will feel confident about sharing any concerns that they may have about their own safety or the well-being of others and will contribute to Hitherfield Primary School & Children's Centre 's delivery of the outcomes\* to all children, as set out in s10 (2) of the Children Act 2004. This Child Protection Policy is one element in our whole school arrangements to Safeguard and Promote the Welfare of Children in line with our statutory duties set out at s175 of the Education Act 2002

*\*- the physical, mental health and emotional well-being of children; the protection of children from harm and neglect; the education, training and recreation of children; the contribution made by them to society; and their social and economic well-being.*

Our school's Child Protection Policy also draws upon the guidance contained in "Working Together, 2013", the "London Child Protection Procedures" and DfE Guidance "Keeping Children Safe in Education, September 2019 (Update)". These documents are kept in the Main School Office, either in hard copy or e.copies.

We recognise that safeguarding is more than contribution to Child Protection matters and we will use the curriculum generally, and PSHE in particular, to ensure our pupils recognise risk and build resilience to manage any such risk themselves where appropriate to age and ability. Pupils will be encouraged to make use of internal systems, such as the Learning Mentors or PHSCE lessons to whistle blow or raise any issue of safety in confidence. We also recognise and accept that children have a right to be heard and will additionally facilitate this by having Class Councils and Councillors in all Year 1 to 6 classes and a School Council, and where applicable we will review and modify our policies accordingly. Additionally we will work in partnership with parents and carers and will encourage parents to comment on and contribute to the evolution of our policies by either distributing policies to parents or advertising policies on our website and/or our weekly newsletter – The Hitherfield Herald.

In liaising with parents and carers we will ensure that they are reminded that Hitherfield Primary School & Children's Centre has a duty to report concerns that we may have over the safety or well-being of a pupil as part of our statutory duties to protect children from significant harm and/or neglect. Parents and carers will also be reminded that, where appropriate, any referral will be discussed with parents and carers before the referral is made, however parents and carers will not be contacted nor will the referral be discussed where it is felt that to do so will place the child at an increased risk of harm.

In any event parents and carers will be reminded that all referrals are made in the best interest of the child.

Where a pupil is subject to a Child Protection Plan the Designated Safeguarding Lead (DSL) will monitor the pupil and the plan and ensure that the recommendations for Hitherfield Primary School & Children's Centre as part of that CP Plan are delivered upon.

The Head teacher will also ensure that a member of staff is appointed as a Designated Teacher for Children Looked After (DTCLA). This person will promote the educational achievement of our CLA Children and will also contribute to the 'in care reviews' and/or meetings regarding CLA children and to the child's Personal Education Plan (PEP). All staff in school will have the skills, knowledge and understanding to keep CLA children safe. The DSL will know about the CLA children's legal status and social worker/Virtual schools contact.

In delivering our responsibilities as set out in this policy Hitherfield Primary School & Children's Centre will develop effective links with relevant agencies and co-operate with their child protection enquiries as appropriate, this will include attendance at Child Protection Conferences and Reviews, Core Group Meetings, and CLA Reviews as necessary. Where staff other than the DSL attends any of the aforementioned meetings Hitherfield Primary School & Children's Centre will ensure that they are properly trained to do so and by attending such meetings they will have been given the appropriate authority to make decisions and commit resources on behalf of the school.

Following such meetings we will ensure that all relevant information is co-ordinated and shared by regular 'Vulnerable Children' meetings. These are usually fortnightly and are often attended by the school's Social Care link worker. More urgent information is communicated on the day of the school being informed by secure email or conversation.

## Child Protection

All staff at Hitherfield Primary School & Children's Centre must recognise and accept that children have a fundamental right to be protected from harm. In upholding this fundamental right we recognise that there are four definitions of child abuse, including neglect, as defined in Chapter 4 of the London Child Protection Procedures and as précised in this policy, which should be consulted as a reference document for full details of the definitions and recognition and response.

The four categories of child abuse are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse, and
4. Neglect

## Physical Abuse

May include: Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child including the deliberate fabrication or causation of illness in a child (now known as Fabrication or Induced Illness FII).

May be recognised by: Physical injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour or learning difficulties due to neurological damage. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury. Other indicators of physical abuse may include flinching or cowering and accounts of how injuries have happened may be vague to inconsistent or are unexplained. Children may wear inappropriate clothing to cover marks or injuries and/or may be reluctant to go home.

It is not uncommon for children to have accidental bruises but bruising on the face, around the eyes, around the mouth, behind the ears or consistent with a grab or have the shape of an object (E.G brush, slipper, belt, hand etc) must be considered as possible indicators of harm as should multiple or repeated bruising to an area such as the head or an area unlikely to be bruised accidentally.

Any bruising on a pre-crawling or pre-walking baby must also be considered as possible indicators of harm.

It is not appropriate for any member of staff to undress, photograph or body map any child in an attempt to see physical injury, this is the role of child protection and investigating agencies.

## Emotional Abuse

May Include: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyberbullying), 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, although it may occur alone.

Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

## Sexual Abuse

May Include: Involving or forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Such activities may involve sexual acts (penetrative or non-penetrative) or may include involving children in watching or taking part in pornographic material or to encourage children to behave in sexually inappropriate ways.

May be recognised by: Inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour – contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes – sports / PE etc, pain or itching in genital area, blood on underclothes, bruising in genital region and / or inner thighs etc.

A sexually abused child may also be recognised by disturbed behaviour such as sadness, depression or loss of self-esteem. Disclosure of sexual abuse must be taken seriously as it is recognised that children are frequently scared to disclose due to guilt or fear and often children have taken great courage to disclose – therefore it is important not to minimise or give your own view or interpretation of their account.

All staff must be aware that a child under the age of 13 years is not legally capable of consenting to sexual activity and so sexual activity with a child under 13 is an offence under the Sexual Offences Act. Such activity will be taken to indicate that that child/ren are at risk of significant harm and must be referred accordingly in line with the agreed procedures as set out in the London Child Protection Procedures. Sexual activity with a child under 16 is also an offence but may possibly be less serious than that of a child under 13, especially where children are of a similar age and there is no power imbalance, coercion, or disinhibiter such as alcohol or drugs involved. However serious consideration will always need to be given as to whether to refer where cases of sexually active children become known or are disclosed; as per the London Child Protection Procedures. In all cases you must discuss your concerns or share your knowledge with our Designated Safeguarding Lead for consideration of a referral to Social Care.

In light of the above all staff must recognise that sexual abuse of children is not an exclusively male practice and may be perpetrated by females but also other children; such abuse must not be treated with any less rigour in such cases.

## Neglect

May include: 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 (growth

and intellect) such as failing to provide adequate food, shelter (including keeping children safe), clothing, or neglect of or unresponsiveness to a child's basic emotional needs.

May be recognised by: Being constantly hungry; constantly tired; have a poor state of clothing; be emaciated; have untreated medical problems; be frequently late or have poor or non-attendance at school; have low self-esteem; display neurotic behaviour and/or have poor social relationships, have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, be left with or in the care of adult's under the influence of alcohol or drug misuse, or be left home alone. \*\*

*\*\* -Whilst there is no set age in law for a child to be legally left home alone the responsibility rests with the parents to make satisfactory arrangements for the care of their children and must not leave their children unsupervised "in a manner likely to cause un-necessary suffering or injury to health of the child". A referral will be made to Social Care where our school has concerns that the arrangements that a parent makes is unsafe and thus renders the child/ren at risk of significant harm; this may include independent travel arrangement and collection / escorting arrangements by others, including siblings, that the school considers unsafe.*

## Bullying

Bullying is a specific form of abuse which may be prevalent in schools and is defined as deliberately hurtful behaviour, usually repeated over a period of time where it is difficult for the victims to defend themselves. The extent of bullying can include emotional and / or physical harm to such a degree that it constitutes significant harm, as set out in the definitions above, due to the extent to which it affects the health or development of the child subject to the bullying behaviour. Bullying may also be perpetrated within digital or ICT based environments, sometimes known as Cyber-Bullying, and may include 'Sexting'; which must be treated as seriously as any other form of bullying and dealt with accordingly. Staff are aware of the danger of peer on peer abuse, Sexual violence,exual harassment and upskirting within school and any incidents will be dealt with following schools behaviour policies. Mobile phones are not permitted for pupils on the school site to minimise the risks of these incidents during school hours. Pupils must leave their mobile phones in the school office, and collect them at the end of the school day.

It must be noted that bullying may also constitute criminal behaviour and therefore certain instances of bullying may need to be reported to the police.

Please refer to our separate Anti-Bullying Policy and Acceptable Use of Digital Technologies Policy for further information.

## Domestic Violence

We recognise that Domestic Violence (DV) usually impacts on all aspects of a child's life only varying according to the child's resilience or otherwise to his or her particular circumstances. We also recognise that even where the child is not the direct target of the DV the harm caused to the child/ren can be significant through emotional and physical abuse and often neglect as the victim's capacity to parent effectively and protect their child/ren is diminished

through a preoccupation with their own survival at the expense of an awareness of the effect that the abusive relationship is having on their child/ren

At Hitherfield Primary School & Children's Centre we will be alert to the possibility of Domestic Violence and allow an opportunity for the abused partner (predominantly the woman but not exclusively so) to disclose. We will treat that disclosure sensitively and refer the matter to Social Care where there is a child or children at risk of significant harm and/or neglect.

We also recognise that other practices are defined as Domestic Violence, such as so called Honour Based Violence, Forced Marriage and Female Genital Mutilation. The definition of Domestic Violence, revised in 2013, also includes, any pattern of controlling or coercive or threatening behaviour, (psychological, physical, sexual, financial or emotional) between those aged 16 or over who are or who have been intimate partners or family members regardless of gender or sexuality.

### Forced Marriage

At Hitherfield Primary School and Children's Centre we recognise that forced marriage as an abuse of human rights and a form of domestic abuse and, where it affects children and young people, child abuse.

Forced marriage, as distinct from arranged marriage, is conducted without consent and under duress. We therefore accept that coercion and duress may be perpetrated by partners but also by extended family members and that this constitutes Domestic Violence, in line with the Government's definition of domestic violence and is closely linked to so called Honour Based Violence.

In cases of forced marriage we will follow the guidance as set out in the London Child Protection Procedures as a child who is being forced into marriage is at risk of significant harm through physical, sexual and emotional abuse. If any member of staff receives a disclosure or is aware that a Forced Marriage is about to happen this must be disclosed to the Designated Senior Lead Person for Child Protection without delay so that the appropriate referrals may be made and/or protective measures may be put in place, especially as the child/ren may be taken out of the country.

### Female Genital Mutilation

It is accepted that some female pupils in our school may be at risk of being subject to Female Genital Mutilation (FGM). FGM is defined by the World Health Organisation as: all procedures, but not therapeutic or essential surgical operations, which involve partial or total removal of the external female genitalia or injury to female genital organs for non-therapeutic reasons. FGM is considered as a cultural norm by some communities and some also consider FGM necessary for religious reasons.



We will always challenge such abusive cultural norms as the welfare and safety of the child is always paramount, equally we also recognise that FGM is not endorsed as a religious practice.

In any event it is illegal in the UK to subject any child to FGM or to take a child abroad to undergo FGM. Hitherfield Primary School and Children's Centre will follow the procedures for dealing with cases of FGM as set out in the London Child Protection Procedures.

From a Child Protection perspective a child for whom FGM is planned is at risk of significant harm through physical and emotional abuse, it may also be considered as sexual abuse.

Typical identifiers are:

- Family comes from a community known to practice FGM
- Family / child talks about a long holiday
- Family / child may be asked to be excused PE / swimming on return
- Family / child may confide that she is going to a 'special ceremony' when on holiday
- Female child is known to have a mother that has been subject to FGM
- Female child is known to have a sister that has already undergone FGM

Equally the child may be aware of what is going to happen and make disclosure or seek help.

If any member of staff receives a disclosure or is aware that a FGM is about to happen this must be disclosed to the Designated Senior Lead Person for Child Protection without delay so that the appropriate referrals may be made and/or protective measures may be put in place, especially as the child/ren may be taken out of the country.

Extremism, Indoctrination and Radicalisation

Please refer to our Extremism, Indoctrination and Radicalisation Policy for the full procedural framework on our safeguarding duties in protecting our pupils from extremism, indoctrination and radicalisation.

We will help support pupils who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe a pupil is being directly influenced by extremist materials or influences. In such instances our school will ensure that pupil is offered mentoring and seek external support from the Local Authority and/or local partnership structures working to prevent extremism.

However, staff at Hitherfield Primary School and Children's Centre will be alert to the fact that whilst Extremism, Indoctrination and Radicalisation is broadly a safeguarding issue there may be some instances where a child or children may be at direct risk of harm or neglect. For example; this could be due to a child displaying risky behaviours in terms of the activities

they are involved in or the groups they are associated with. Equally staff may become aware of information about a child's family that may equally place a child at risk of harm or a pupil may disclose that they are being exposed to extremist views or practices at home or in their community. (These examples are for illustration and are not definitive or exhaustive)

Therefore all adults working in Hitherfield Primary School and Children's Centre (including visiting staff, volunteers' contractors, and students on placement) are required to report instances where they believe a child may be at risk of harm or neglect to the Designated Safeguarding Lead or Headteacher, including any harm believed to be through extremism, indoctrination or radicalisation.

### Responsibility and Immediate Action

All adults working in Hitherfield Primary School and Children's Centre (including visiting staff, volunteers contractors, and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead. At Hitherfield Primary School and Children's Centre our reporting arrangements are, as follows;

Any member of staff, or a visitor to our school, who has a safeguarding concern must write down that concern and report the concern to one of the staff listed below. The report needs to state the day and time of the concern and an accurate transcript of any conversation that may have been heard.

The School Designated Safeguarding Lead is: Laura Jewitt

The Children's Centre Designated Safeguarding Lead is: Phyllis Hayden

The Deputy Designated Safeguarding Leads are: Chris Ashley-Jones, Jennifer Holliday, Mark Gillar Suzy Anderson and Maureen Shand

The Designated Teacher for Children Looked After is: Chris Ashley-Jones/Suzy Anderson

Where a disclosure is made by a child or where there are signs that a child is suffering significant harm or is likely to suffer significant harm or is being neglected the Designated Safeguarding Lead may take advice before making a referral to Lambeth's Referral and Assessment (R&A) Duty Intake Team / Multi Agency Service Hub (MASH).

Where there are any doubts as to the seriousness of this concern or disagreement between the Designated Safeguarding Lead and the member of staff reporting the concern, advice will also be sought from the Deputy Safeguarding Lead/s and/or Lambeth's Social Care Duty Team and/or the Local Authority Designated Lead Officer for Education.

In circumstances where a child has a suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency assistance. If a pupil is thought to be at immediate risk (because of parental violence or intoxication, for example) urgent police intervention may be requested. Particular vigilance will be exercised in respect of children who are subject to a Child Protection Plan and any incidents or concerns involving these children will be reported immediately to Social Care (and confirmed in writing). This will also be the case for other children who may be considered vulnerable such as disabled children, SEN children or Children Looked After for example. In all cases of injury to a child consideration will always be given as to whether an urgent paediatric medical assessment is required to document injuries or to protect any forensic evidence.

Where it is suspected that a child may be at further risk of significant harm if the parent is spoken to, nothing will be said to the child's parent/carer without first discussing the matter with the Social Care Referral and Assessment Duty Officer.

All staff must understand that there are no circumstances under which a member of staff may promise a child that they will keep any disclosure a secret or confidential – they must always pass this information on in the best interest of the child

#### Children missing in education

Procedures for reporting children missing in education, are outlined in the schools attendance. Where reasonable, school will endeavor to hold more than one emergency contact number for the pupils. It is recommended that 3 numbers be held.

#### Role of the Designated Safeguarding Lead

The Designated Safeguarding Lead works in line with the responsibilities as set out at Annex B of the DfE Guidance outlined above in respect of referrals, training and awareness raising. The Designated Safeguarding Lead is the focus person and local 'expert' for school staff, and others, who may have concerns about an individual child's safety or well-being and is the first point of contact for external agencies that are pursuing C.P. investigations.

The Designated Safeguarding Lead also co-ordinates the school's representation at C.P conferences/core groups and the submission of written reports for such C.P. meetings. The Designated Safeguarding Lead will ensure that if staff members other than the Headteacher are to attend a child protection meeting that they are appropriately trained to do so and have been given the authority to make decisions on behalf of the school.

When an individual concern/incident is brought to the attention of the Designated Safeguarding Lead they will be responsible, if appropriate, for obtaining advice from Lambeth's Lead Safeguarding Manager for Child Protection and/or consulting with Social

Care as appropriate to decide whether or not this should be formally referred as a child protection case.

The Designated Safeguarding Lead will ensure that all child protection records are kept separately from pupil records and are stored securely, by encryption and/or password protecting electronic files or ensuring that paper records are secured in a locked cabinet with restricted access.

The Designated Safeguarding Lead will have oversight of the delivery of school recommendations within Child Protection Plans and will disseminate information to relevant staff members as appropriate. The Designated Safeguarding Lead will keep the Board of Governors advised of all such matters including where Child Protection Plan recommendations are met or otherwise.

The safeguarding team will make staff aware of the role of Early Help in supporting families and how to refer if necessary.

Role of the Board of Governors

In line with the provisions set out in the DfE guidance 'Keeping Children Safe in Education, September 2019' the Board of Governors will challenge the school's senior management team on the delivery of this policy and monitor its effectiveness. Governors will review this policy every year and may amend and adopt it in accordance with any new legislation or guidance or in light of their quality assurance of the delivery of this policy and the overall safeguarding arrangements made.

In doing so neither the governing body as a whole nor individual governors have any role in dealing with individual child protection cases, except in the discharge of their functions in dealing with an allegation of abuse against the Headteacher. In cases of allegations against the Headteacher it will be the Chair of Governors, as the Child Protection Governor, who will carry out this statutory function; please see our 'Allegations Against Staff Policy' At least one staff governor will be a member of the SLT (Chris Ashley-Jones) who will take on the leadership responsibility from their school's safeguarding arrangements.

## Emergencies

In emergency situations, where an ambulance (or other emergency service) is called, we will ensure that the correct address and postcode is given so that navigation to the site is not hampered.

Additionally we will always station a member of staff at the roadside entrance or gate to direct the emergency service personnel to the site of the emergency. We will ensure that the gate or access control system is open so as not to hinder access by the emergency services.

## Training

Whole school in-service training will be organised for staff and governors at least every three years and will comply with the prevailing arrangements agreed by the Local Authority and Lambeth's Safeguarding Children Board and will be in line with the training groups outlined in 'Working Together to Safeguard Children 2010'. The Designated Safeguarding Lead will attend Lambeth training courses as necessary and the appropriate inter-agency training organised by organisations such as the Lambeth Safeguarding Children Board at least every two years. The Deputy Designated Safeguarding Leads will also be given the opportunity to attend these courses.

All staff will receive mandatory induction, as specified in Working Together 2013 Chapter 2 Section 4 Page 48, which will include familiarisation with our Child Protection and Safeguarding arrangements, the procedures to be followed in cases of concern as set out in this policy document and the name of our Designated Safeguarding Lead. As set out in Keeping Children Safe in Education 2019 staff will also receive a copy of the Staff Code of Conduct/Staff Behaviour Code.

All staff will also be issued with a copy of the 15-page summary of the Government guidance 'Keeping Children Safe in Education 2019' and will sign to indicate that they have received it and have read the document.

Supply and other temporary staff will also be given the documents outlined in the preceding paragraphs, and other relevant policies, on arrival by Office Staff.

## Recruitment

The arrangements for recruiting all staff to our school will follow the DfE guidance for safer recruitment best practice in education settings, the prevailing staffing regulations, and guidance from the Disclosure & Barring Service (DBS). Hitherfield Primary School and Children's Centre is a 'specified place' under the definition of Regulated Activity and therefore those that work in our school carries out work that is considered to be Regulated Activity. This means that all staff will be subject to stringent Safer Recruitment best practice including a range of conditions such as satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check to include a Children's Barred List check. Volunteers will be subject to an Enhanced DBS Check but without a Barred List Check as they will be suitably supervised in line with current Government guidance.

When recruiting teachers their status will be verified via the teachers services system, in terms of their QTS status and completion of teacher induction or probation.

A single central record (SCR) will be kept of all vetting checks, which will also include verification of the member of staff's identity, which will be via photographic means (Driving Licence, Passport ID card etc.). Also any relevant qualifications and permission to work in the UK for non-EU nationals. In Hitherfield Primary School and Children's Centre we will ensure that DBS checks are renewed every three years for all staff, and will be a condition of service.

This full renewal may be waived where the member of staff subscribes to the DBS Update Service and the status check is satisfactory and repeated three yearly.

All staff in Regulated Activity, including teaching and childcare/support staff, must by law be checked against the DBS's Children's Barred List prior to their appointment as part of the vetting process, and a separate DBS Children's List check will be made where a DBS Check has been applied for but not returned by the start date for all staff working unsupervised in regulated activity. Our school will only use employment agencies that positively vet their supply staff and confirm in writing that DfE / DBS compliant checks have been carried out. Staff joining our school on a permanent or temporary basis will be informed of the CP policy and the school's Child Protection and Safeguarding arrangements as part of induction, as set out above.

Additionally we will also conduct a check of the DfE Prohibitions Order List for all teachers to verify they are not subject to a prohibition order or interim prohibition order or whether they have not attained qualified teacher status (QTS) or that they have had this status removed. Prohibition Orders relates to teacher misconduct cases which may or may not be related to safeguarding matters. Therefore the check of the DfE Prohibitions Order List is in addition to the check of the DBS Barred List.

The single central record (SCR) will include the status of these checks and date these checks were made and by whom.

A staff induction will take place when new staff begin work at Hitherfield. As part of the induction procedure, the following will be shared and explained to new staff members and refreshers provided regularly to current staff:

- the child protection policy
- the behaviour policy
- the staff code of conduct
- the safeguarding response to children who go missing from education
- the role of the DSL (including the identity of the designated safeguarding lead and any deputies)
- be made aware of the safeguarding board in the staffroom, where updates and key information is shared

## Volunteers

In line with the guidance on safer recruitment from the DfE and the Disclosure and Barring Service (DBS), it is expected that all volunteers will be suitably supervised. Thus volunteers may be subject to an Enhanced DBS Check but without a check of the Children's Barred list, as supervised activity does not fall under the definition of Regulated Activity.

Therefore all volunteers will work under the direct management of an established staff member, who is in Regulated Activity and vetted accordingly, and all volunteers will be subject to the same code of conduct as paid employees of our school. Hitherfield Primary School and Children's Centre will provide volunteers with appropriate induction and volunteers will have a 'job description' pertaining to the volunteering role they are to perform.

As noted above; all staff, including volunteers, will be inducted which will include the provision of school's policies and procedures, this will include any temporary volunteering staff.

*3 -Regulated Activity is work that a barred person must not do. Work is only considered to be Regulated Activity where it is carried out unsupervised at least once per week or more often, or on four or more days in a thirty day period, or overnight.*

### Physical Intervention and Safe Working Practice

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and any rewards and sanctions should follow those detailed in our school's Behaviour Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff should avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. As noted in our Use of Reasonable Force Policy, force may be used to control or restrain children. Restraint or positive handling should only be used as a last resort. Where incidents occur that might otherwise be misconstrued or where it becomes necessary to physically restrain or use force to control a child this may be done so for the following reasons; for their own safety, the safety of others, to prevent a criminal act or to maintain good order and discipline. As per best practice advice such incidents will be recorded and reported to the Head Teacher and may be reported to parents as appropriate as per best practice advice. Our Use of Reasonable Force procedures are in line with prevailing DfE Guidance on the Use of Reasonable Force. Refer to our separate policy on positive handling / restraint and the reasonable use of force.

When using reasonable force in response to risks presented by incidents involving children with SEN or disabilities or with medical conditions, schools and colleges should in considering the risks carefully recognise the additional vulnerability of these groups. They should also consider their duties under the Equality Act 2010 in relation to making reasonable adjustments, non-discrimination and their Public Sector Equality Duty. By planning positive and proactive behaviour support, for instance through drawing up individual behaviour plans for more vulnerable children, and agreeing them with parents and carers, schools and colleges can reduce the occurrence of challenging behaviour and the need to use reasonable force.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Refer to our guidance on, One:One Working Safe Practice.

School staff should also be alert to the possible risks that might arise from contact with pupils outside of school, including contact when using digital technologies which should be for school purposes only and through school equipment/numbers/digital addresses, not personal equipment / devices or personal numbers, e.mail addresses or other such sites. It is expected that staff will always decline requests from pupil to be 'friends' on social networking sites. The Headteacher must always be made aware of any such contact or approach from pupils.

First Aid should only be administered by qualified first aiders including Paediatric First Aid trained staff and, if it is necessary for the child to remove clothing for this treatment, there should be, wherever possible, another adult present. If a child needs help with toileting or washing after soiling themselves another adult may be present or within earshot whilst always recognising the child's right to privacy and dignity.

Where a child may require regular, intimate care e.g. nappy or incontinence pad changing parents/carers will be asked to sign a form giving their permission. Likewise, staff involved in the intimate care will be asked to sign a form indicating their willingness to be involved in the intimate care required. If a member of staff is providing any form of intimate care, another member of staff will, as far as possible, be present or nearby taking into account the child's right to privacy and dignity. As far as is practically possible, children will be asked whether they would like an adult of the same sex to be present.

Please see our Intimate Care Policy for further details.

Changing for P.E. lessons

As our children get older they will be given the opportunity to change for P.E. in single sex areas, by the modesty curtain being drawn within the classroom.

Handling Complaints and/ Dealing with Allegations Against Staff

Complaints and Allegations are different, and are dealt with differently. Parents have the right to make a formal complaint against the action of the school and/or its employees and such complaints will be dealt with in line with Hitherfield Primary School and Children's Centre's Complaints Procedures. However where it is clear that the complaint fulfils the 'allegations test' the matter will be dealt with in line with the agreed Allegations Procedures and our complaints process will be suspended or even wholly replaced by the procedures for dealing with allegations against staff. These are set out in our separate 'Allegations Against Staff' Policy.

Hitherfield Primary School and Children's Centre takes all allegations made against members of staff seriously. Mechanisms are in place for pupils, parents/carers and staff to share any concerns that they might have about the actions of any member of our school staff. All such allegations will be dealt with in line with our 'Allegations Against Staff Policy' and in our school



must be brought immediately to the attention of the Head Teacher, not the Designated Safeguarding Lead (unless that is the same person) in order that the appropriate procedures may be followed.

All allegations will be dealt with in line with Part 4 of 'Keeping Children Safe in Education 2019'.

Parents should also be advised of their independent right to make a formal complaint to the Police.

If the allegation concerns alleged abuse by the Head Teacher, this again should not be brought to the attention of the Designated Safeguarding Lead. Any allegation pertaining to the Headteacher must only be brought to the attention of the Chair of Governors who will consult with Lambeth's Education Services Lead Officer and/or Social Care.

Staff who are formally disciplined for any abuse of pupils (or who resign before disciplinary action can be instigated) will be notified to the Local Authority, if they are not already part of this process, and must be notified to the Disclosure and Barring Service, for their consideration of possible inclusion on their list of persons barred from working with children and young people.

Greater detail on the procedures for managing allegations against staff are to be found in our separate policy pertaining to this area as outlined above and the procedures set out in that policy should be followed in these circumstances

## Records

Accurate records will be kept of all incidents or safeguarding concerns relating to individual children. If a teacher or other staff have a safeguarding concern they should write down that concern or log their concern on CPOMS - the schools safeguarding software, and report the concern to the Designated Safeguarding Lead. The report needs to state the day and time of the concern and an accurate transcript of any conversation that may have been heard. These will be kept on CPOMS

Safeguarding records are not available to pupils or parents due to the confidential nature of the content. Records are accessible via CPOMS,, separately from educational/pupil records, and can only be accessed by the Designated Safeguarding Lead or their Deputies. Other members of our school's Senior Leadership Team may have access to certain information on a need to know basis as appropriate. CPOMS is password protected, and has a two tier authentication system to ensure security.

Where a child moves from Hitherfield Primary School and Children's Centre any Child Protection records or files will be forwarded to any receiving school within five days of that new provision being confirmed. The CP file will be sent separately to the pupil file.

### Retention and Destruction

Current timescales for the retention of Child Protection Records are D.o.B. +35 years after which they should be destroyed.

The general Pupil Record / Files is to be retained for D.o.B. +25 years after which they should be destroyed.

### Policy Adoption, Monitoring and Review

This policy was considered and adopted by the Board of Governors in line with their overall duty to safeguard and promote the welfare of children as set out in the DfE guidance 'Keeping Children Safe in Education 2019'.

Parents will be issued with a hard copy of this policy on request. This policy will also be made available to parents via the school website.

In Hitherfield Primary School and Children's Centre the Executive Headteacher will actively evaluate the effectiveness of this policy by monitoring the staff group's understanding and application of the procedures within this policy as their overall duty to safeguard children. This may include monitoring the appropriateness of cases referred internally to the Designated Senior Lead Person for Child Protection and whether those cases referred to Lambeth Social Care met their threshold and were taken forward.