



Child Protection and Safeguarding Policy

This Policy was compiled using the Safeguarding and Child Protection Policy Guidelines produced by The Royal Borough of Kensington and Chelsea and 'Keeping Children Safe in Education' document updated in September 2019.

Rationale

The governors and staff of Barlby Primary School fully recognise the responsibilities it has to safeguard children. We recognise that all staff, including volunteers have a full and active part to play in protecting our pupils from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of every child.

Aims

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence
- To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- To provide a systematic means of monitoring children known or thought to be at risk of harm
- To emphasise the need for good levels of communication between all members of staff
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse
- To develop and promote effective working relationships with other agencies, including the Police and Family Services
- To ensure that all adults within our school who have access to children have been checked as to their suitability

Procedures

The school's procedures for safeguarding children are in line with national guidance and the London Child Protection Procedures under the auspices of the LSCB.

We will ensure that:

- Barlby Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.
 - The Designated Safeguarding Lead is: Joel Simon (SENCo and Senior Leader)
 - The Deputy Designated Safeguarding Lead is: Anthony Mannix (Head Teacher)
- The Deputy Head Teacher, Colette Keane, has also received DSL training
- All members of staff develop their understanding of the signs and indicators of abuse and access training on a regular basis (every year)
- All members of staff know how to respond to a pupil who discloses abuse
- All parents/carers are made aware of the responsibilities of staff members with regard to safeguarding/child protection procedures

Our procedures will be regularly reviewed and up-dated. All new members of staff will be given a copy of our child protection and safeguarding procedures as part of their induction into the school. Procedures will be reviewed annually at the start of the academic year and reminders made throughout the year. A copy of this policy and procedures are included in the school handbook.

Responsibilities

Role of the Designated Teacher

The designated teacher is responsible for:

- Adhering to LSCB and national guidance, London Child Protection Procedures, and school procedures with regard to referring a child if there are concerns about possible abuse
- Keeping records of concerns about a child even if there is no need to make an immediate referral
- Ensuring that all such records are kept confidentially and securely, using CPOMS, and are separate from pupil records
- Ensuring that an indication of further record-keeping is marked on the pupil records
- Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to Family Services and Education Welfare Service

Reporting a concern

- Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.
- In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead. This will ensure that the concern is received.
- Staff are reminded of the need to report any concern immediately and without delay.
- Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.
- Concerns around the Headteacher should be directed to the Chair of Governors: Rima Horton

Role of Staff

All staff are responsible for:

- following agreed school procedures as laid out in this policy and in the school handbook
- reporting all incidents to the designated teacher immediately
- recording (including signing and dating) incidents and passing to the designated teacher
- ensuring that they keep to the school's confidentiality agreement

Supporting Children

We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our school will support all pupils by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within the school
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- Notifying Family Services as soon as there is a significant concern
- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school

Confidentiality

We recognise that all matters relating to Child Protection are confidential.

The Designated Teacher will disclose any information about a pupil to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

Supporting Staff

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support as appropriate.

Allegations Against Staff

We understand that a pupil may make an allegation against a member of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the headteacher.

The headteacher on all such occasions will discuss the content of the allegation with the Local Authority's Lead Officer for Child Protection. (Hilary Shaw)

If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors (Rima Horton) who will consult with the Local Authority's Lead Officer for Child Protection. (Hilary Shaw)

Whistleblowing

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Please see Whistleblowing Policy.

Physical Intervention

It has been made clear to staff that they must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to themselves or another person. Staff are informed that if they need to use physical intervention, they must make it clear to the child that they are doing this for their protection or for the protection of others.

Staff understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Barlby is a Team-Teach School and the majority of staff received training in the spring of 2014 and a refresher in 2016. In May 2019 a selection of key staff received updated training. All incidents involving safer handling must be reported to Joel Simon (DSL) and recorded using CPOMS.

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Barlby Primary School they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual
- Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Online safety in school

- Barlby Primary School will continue to provide a safe environment, including online. This includes the use of an online filtering system.
- Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school

- It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk.
- Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

- Barlby Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider if staff were to start delivering virtual lessons (linked to Covid-19 and possible future school closures) especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff should record, the length, time, date and attendance of any sessions held.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty
- Include in the curriculum opportunities for PSHE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

Health and Safety

Our Health & Safety policy and school handbook, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

Further guidance on safeguarding children on-site is attached to this policy. The school received a local authority audit in 2016.

Updated: November 2020

Review Date: November 2021 or sooner to reflect changing legislation.

Additional Guidance: Barlby Primary School Site Security and Safeguarding

- A central record is securely kept including the DBS checks of all adults working on or with access to the premises. CRB clearance information is held for Governors and parent volunteers. The Headteacher, Deputy Headteacher and Senior Admin Officer have access to this information
- Contact details for all children are kept securely on computer and paper in the school office
- Parental permission slips are available in all classrooms indicating the adults permitted to collect children. If an adult not listed wishes to collect a child, permission must be obtained by the parent on the telephone or in writing
- Staff and visitors are asked to use one gate during the school day (KS2 main office) enabling close monitoring of access
- Staff sign in when they arrive on the premises and sign off when they leave
- Parents are asked to collect children at the end of the day via the allocated gate for the specific class
- All visitors sign in at the school office and are asked to wear a visitors badge
- Visitors are accompanied at all times by a member of school staff
- Unfamiliar adults are politely challenged by staff if found on the premises
- Breakfast Club children and parents use the buzzer to access breakfast club

