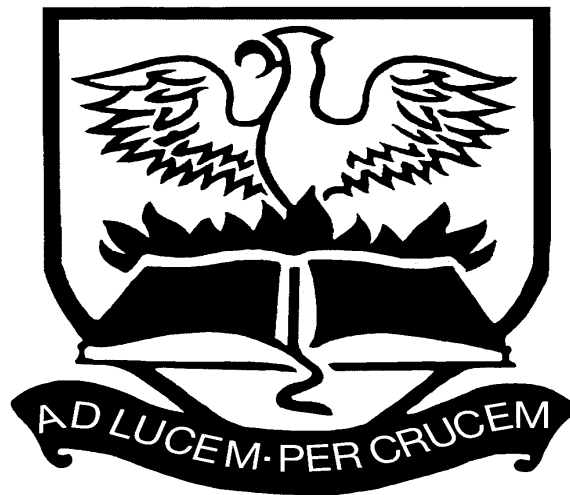


ARCHBISHOP BLANCH SCHOOL



SAFEGUARDING POLICY

POLICY WRITTEN BY:

Miss J Griffiths /

Mrs J McElhinney-Samson

DATE FIRST RATIFIED BY GOVERNORS:

June 2003

DATE(S) POLICY REVIEWED:

June 2005; February 2007;

June 2008; October 2009

DATE FOR NEXT REVIEW:

October 2010

ARCHBISHOP BLANCH SCHOOL

SAFEGUARDING POLICY

Statement

This policy should be taken and used as part of Archbishop Blanch Church of England School's overall strategy and implemented within the context of our Mission Statement and Instrument of Government aims.

As a Church of England School, we accept and respect all members of our community as unique children of God, precious in His sight and of infinite worth.

- It is the policy of this school to safeguard the welfare of children and all others involved in the school's activities by protecting them from physical, sexual and emotional harm.
- Through our day to day contact with pupils and families, the staff of this school have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to **the Integrated Children's Service (233 3029)**.
- Teachers and others in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidence and concerns.

This policy upholds the principles of the following policies: Equal Opportunities, Pupil Behaviour, Anti-Bullying, ICT, E-Safety, Staff Code of Conduct, Staff Allegations and Whistleblowing. A summary child protection statement is produced in the school's prospectus.

Aims

- This school aims to create and maintain a safe environment and to manage situations where there are child welfare concerns.
- We aim to create an environment of trust in which young people feel able to disclose matters of concern to them.
- We aim to help young people understand what is and is not acceptable behaviour towards them and to teach them to stay safe from harm.

In all matters of Safeguarding, the welfare and safety of the young person is our paramount consideration.

The Curriculum

Through our curriculum we aim to provide opportunities for pupils to

- Solve problems
- Form judgements
- Make the right decisions
- Make thoughtful choices
- Learn about methods of keeping safe
- Discuss emotions, relationships, bullying and assertiveness

We have in school appropriate and clear policies for

- Health Education
- Sex and Relationships Education
- Equal Opportunities and Race Equality
- E-Safety
- Bullying and Peer Abuse
- Behaviour

Safeguarding Co-ordinator

This school has a designated Safeguarding Co-ordinator, **Mrs McElhinney-Samson (Deputy Head, Pastoral)**. The responsibilities of this post include:

- Being fully conversant with the LA Safeguarding procedures for schools
- Referring individual cases of suspected abuse to the relevant Social Services (following the Liverpool Safeguarding Manual procedures)
- Ensuring that all staff have an understanding of the main indicators of child abuse and are aware of the school's policy regarding Safeguarding and the Staff Code of Conduct
- Supporting and advising staff in their Safeguarding work
- Attending appropriate training courses on a regular basis
- Attending all Safeguarding / LAC Conferences

School Governors and Safeguarding

- This school has a nominated governor for Safeguarding, **Mrs E Mellors**.
- The school's Safeguarding Policy is reviewed annually by the governing body.
- School governors have a responsibility for all matters relating to the school. The Safeguarding Co-ordinator will inform the Governing Body of the number of Safeguarding incidences each year, although individual names and details will not be given. There may be circumstances in which the Headteacher may wish to discuss a particular situation which has arisen, but the identity of the young person will not be disclosed.

Parents

Parents should be aware that the school will take any reasonable action to ensure the safety of its students. In cases where the school has reason to be concerned that a young person may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Liverpool Safeguarding Manual procedures and inform Social Services of their concern.

Parents will not be informed of concerns by the school unless staff are certain that the safety of the young person will not be prejudiced by their doing so. However, there may be occasions when, in the professional opinion of the senior staff, parents will be contacted immediately in order to support their son or daughter.

It is important to remember that school staff are not investigating officers. If there is an allegation or suspicion of abuse (whether this is physical, sexual or emotional abuse, or neglect) then this must be reported immediately to the Safeguarding Co-ordinator (**J McElhinney-Samson**) or to the Headteacher, whose responsibility it is to refer to agreed investigation procedures. Swift reporting will enable the investigative agency to give advice and take the appropriate action.

Procedures

If you suspect that a young person is being abused:

1. Immediately tell the Safeguarding Co-ordinator (J McElhinney-Samson) or the Headteacher.
2. Record the known facts and give them to the above person

If a young person tells you he/she is being abused:

1. Allow him/her to speak without interruption, accepting what is said. Stay calm; DO NOT express shock or embarrassment
2. DO NOT promise to keep a secret. Advise the young person that you will offer support, but that you **MUST** pass information on to the Safeguarding Co-ordinator. A suggested form of words that may help when talking to children is as follows:
"I will keep our conversation confidential and agree with you what information I can share, unless you tell me something that will affect your personal safety or that is illegal, and I will tell you if I am going to pass information on and to whom."
3. DO re-assure the young person that he/she is not to blame and that you believe their account
4. Listen but DO NOT press for information or ask leading questions
5. DO explain what you will do next (i.e. tell the Safeguarding Co-ordinator or Headteacher)
6. Immediately tell the Safeguarding Co-ordinator or Headteacher
7. Record the facts as you know them as soon as possible, including the account given to you by the young person and give a copy to the Safeguarding Co-ordinator or Headteacher.

You should NEVER:

- take photographs or examine an injury;
- investigate or probe aiming to prove or disprove possible abuse – never ask leading questions;
- make promises to children about confidentiality or keeping 'secrets';
- assume that someone else will take the necessary action;
- jump to conclusions or react with shock, anger or horror;
- speculate or accuse anybody;
- confront another person (adult or child) allegedly involved;
- offer opinions about what is being said or about the persons allegedly involved;
- forget to record what you have been told;
- fail to pass the information on to the correct person;
- ask a child to sign a written copy of the disclosure.

For children with communication difficulties or who use alternative/augmented communication systems, you may need to take extra care to ensure that signs of abuse and neglect are identified and interpreted correctly, but concerns should be reported in exactly the same manner as for other children.

Record keeping

Well kept records are essential in situations where it is suspected or believed that a child may be at risk from harm.

Records should:

- state who was present, time, date and place;
- use the child's words wherever possible;
- be factual/state exactly what was said;
- differentiate clearly between fact, opinion, interpretation, observation and/or allegation;
- be written in ink and signed by the recorder;

YOU MUST REFER. YOU MUST NOT INVESTIGATE. These procedures exist, not to discourage adults from being involved in the life of this school, but to ensure, as far as possible, that people who may abuse young people do not get the opportunity to do so. Also, by adhering strictly to the Liverpool Safeguarding Manual procedures, the school ensures that young people in distress receive expert and immediate assistance.

When a referral concerning suspected abuse has been made:

If it is believed that a young person may be suffering or may be at risk of suffering significant harm, the Safeguarding Co-ordinator or Headteacher will:

1. refer the matter immediately to the **Integrated Children's Service (233 3029)**;
2. follow up the verbal referral with a written account to the designated Team Manager at social services and to the LEA Safeguarding Officer, a copy of which will be retained by the Safeguarding Co-ordinator or Headteacher;
3. at the close of discussion with social services, reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken;
4. ensure that the school is represented at any subsequent case conference;
5. keep all reports in a secure and confidential place;
6. ensure that the young person is offered discreet and caring support in school;
7. should the young person change school, inform the Headteacher of the new school that the young person has been the subject of Safeguarding procedures, and if the young person's name is on the Safeguarding Register.

Liaison with social services:

- On entering the school premises, a social worker shall be asked to produce identification. If the social worker does not possess identification, then the Headteacher should telephone Social Services for confirmation of identity.
- A social worker may interview a young person in school with the Headteacher's permission. When interviewing the young person the staff member in whom the young person has confided should also be present.
- A social worker should not normally bring parents into school with them when attempting to interview a young person and should confer with the Headteacher before doing so.
- A young person should not be removed from the school without the Headteacher's permission or an Emergency Protection Order.

CRB Disclosures & Screening Document

- It is the duty of the school to ensure that all staff, governors and regular volunteers and visitors have undergone CRB disclosures.
- Temporary volunteers and visitors to the school will be required to provide a means of identification and complete the Screening Document on arrival at the school (Appendix 1).
- The required details of all staff, governors and regular volunteers and visitors to school are recorded on the school's Single Central Record.

Recruitment, supervision and training for staff

When recruiting new members of staff, the school follows the guidance given in the Safeguarding Children: Safer Recruitment in Education document and the Liverpool guidelines.

- The school provides information to job applicants, which clearly states that the organisation will create a safe environment for young people.
- Candidates are asked to confirm their identity and qualifications through official documents.
- The school examines the full employment of prospective candidates.
- Interviewers explore with candidates their understanding of the importance of safeguarding pupils and their attitude towards young people.

The school ensures that CRB checks are undertaken in line with the Local Safeguarding Children Board [LSCB], that references are taken up and verified and that qualifications are verified before appointment.

The Chair of Governors, Headteacher and Deputy Headteacher (Staffing) have all received Safer Recruitment Training and at least one of them is present on every interview panel.

Newly appointed staff will have initial training in Child Protection as part of their induction programme. They will be made aware of the LSCB procedures as part of that induction programme and will be given a copy of the school's Safeguarding, Staff Code of Conduct, Staff Allegations and Whistleblowing Policies and "*What to do if you are worried a child is being abused*".

Monitoring and Evaluation

The Safeguarding Procedures at Archbishop Blanch School are audited annually using the Liverpool Safeguarding Children Board 'Safeguarding Children in Education Audit'. The policy is reviewed annually by the Governors' Pastoral Committee. An audit of the curriculum is carried out in order to establish that Safeguarding messages are being effectively communicated to the pupils.

ARCHBISHOP BLANCH SCHOOL



CHILD PROTECTION / SAFEGUARDING SCREENING DOCUMENT

Child Protection: Summary

- Teachers and others in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidence and concerns. Regrettably, there are occasions when child abuse is alleged or suspected. All such situations must be taken seriously.
- It is the policy of this school / establishment to safeguard the welfare of children and all others involved in the school's activities by protecting them from physical, sexual and emotional harm.
- It is the responsibility of each adult to ensure that his / her behaviour is appropriate at all times. A Code of Behaviour is included in this document to give positive guidance for all adults. It is essential that all adults follow the Code of Behaviour whether they work with children, young people or adults. Details of the steps to take if abuse is alleged or suspected are also included in this document, although more detailed LEA Child Protection Guidelines are also available to all staff. It is important to remember that school staff are **not** investigating officers.
- If there is an allegation or suspicion of abuse then this must be reported immediately to the Child Protection Co-ordinator or Head of establishment, whose responsibility it is to refer to social services / police (who are the investigative agencies). At all times the welfare of the young person is paramount. Swift reporting will enable the investigative agency to give advice and take appropriate action.
- These procedures exist, not to discourage adults from being involved in the life of this school/service, but to ensure, as far as possible, that people who may abuse children do not get the opportunity to do so.

Complying with School / Establishment's Child Protection Policy:

- All adults coming into contact with children and young people in this school/service must comply with the Child Protection Policy and Code of Behaviour.
- **As one such person, you are required to sign a copy of this document. By signing, you agree to comply with the policy and follow the Code of Behaviour. The form must be read, discussed, signed and handed to the Headteacher/head of service or other designated person before you take any duties in this establishment.**
- **In all matters of child protection, the welfare and safety of the child is the paramount consideration.**

Procedure

If you suspect that a child / young person is being abused:

- Immediately tell the Child Protection Co-ordinator or Headteacher;
- Record the known facts and give them to the above person.

If a child or young person tells you he / she is being abused:

1. Allow him/her to speak without interruption, accepting what is said;
2. Advise him/her that you will offer support, but you **MUST** pass information on to the Child Protection Co-ordinator/Headteacher;
3. Immediately tell the designated Child Protection Co-ordinator or Headteacher;
4. Record the facts as you know them, including the account given to you by the young person and give a copy to the designated Child Protection Co-ordinator or Headteacher.

If you receive an allegation about any adult or about yourself:

1. Immediately tell the Child Protection Co-ordinator or Headteacher;
2. Record the facts as you know them and give a copy to the Child Protection Co-ordinator or Headteacher.

You must refer. You must NOT investigate.

Code of Behaviour

- Do** treat everyone with respect.
- Do** provide an example you wish others to follow.
- Do** plan activities so that they involve more than one person or at least are in sight or hearing of others.
- Do** respect a young person's right to personal privacy.
- Do** provide access for young people and adults to feel comfortable enough to point out attitudes or behaviours they do not like, and try to provide a caring atmosphere.
- Do** remember that someone else might misinterpret your actions, no matter how well intentioned.
- Do** act as an appropriate adult role model.
- Do not** permit abusive youth / peer activities (eg bullying, ridiculing).
- Do not** play physical contact games, make inappropriate comments, or have inappropriate banter with young people.
- Do not** jump to conclusions without checking the facts.
- Do not** make suggestive remarks/gestures or tell sexist/homophobic/racist 'jokes'.
- Do not** rely on your good name to protect you. It may not be enough.
- Do not** believe it could happen to you. It could.

SAFEGUARDING SCREENING DOCUMENT

Every adult or other helper will be required to disclose all criminal convictions whether spent or not. Checks may be made on anyone who has not already been the subject of vetting by this or any other organisation.

Name: _____

Date of Birth: _____

Address: _____

Post Code: _____

Other names by which I may be/have been known: _____

Please delete as appropriate:

- I have obtained a police clearance certificate which I have shown to the Headteacher or designated member of staff.
- I am willing to be checked against police and other records.
- I have not incurred any criminal convictions related to, nor have I committed any offences of abuse or causing harm to children and young people, or any other offence which may be relevant to the work which I may undertake in this school.
- I am not aware of any other investigations, which may have been held or may currently be in progress, concerning my behaviour towards other.

I have read and understand this document, consent to the appropriate checks being made and agree to adhere to the Safeguarding Policy and follow the Code of behaviour.

Signed: _____

Date: _____

Signature of Headteacher
/other appropriate officer: _____

Position held: _____

USEFUL CONTACTS

Integrated Children's Service Tel: 233 3029

Senior Education Officer/Safeguarding Tel: 233 8155

LA Safeguarding Officer Tel: 225 6206

**Social Services,
Senior Manager, Safeguarding** Tel: 225 4904

The Designated Safeguarding Co-ordinator in this school is

Mrs J McElhinney-Samson [Deputy Head, Pastoral]

The Deputy Designated Safeguarding Co-ordinator in this school is

Miss J Griffiths [Headteacher]

The nominated Governor for Safeguarding is

Mrs E Mellors

Any of these people can be contacted if you have a safeguarding concern in the school.