Child Protection Procedure

This policy is to be read in conjunction with our Safeguarding Policy and Whistleblowing Policy. It explains the procedures subsequent to a disclosure or a cause for concern.

At Orford Church of England Primary School we recognise that Child Protection is the responsibility of all staff, governors and volunteers working in the school.

The purpose of this policy is to:

- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe
- Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- Support pupils who have been abused in accordance with the agreed child protection plan
- Establish a safe environment in which children can learn and develop

We recognise that, because of their day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to
- Ensure children know that there are adults in the school who they can approach if they are worried
- Include opportunities in the personal, social, health and education (PSHE) curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Leadership

- The Designated Safeguarding Lead (DSL) takes lead responsibility for child protection.
- All referrals come to the DSL or alternate (ADSL).
- The designated safeguarding leads (DSL) are:
    - Mr Matthew Head
    - Mrs Andrea Berry
    - Andrew Berry, CEO

The DSL and/or alternate will be available during school hours for staff and parents to discuss any safeguarding concerns. In the unlikely event that they cannot be contacted, Andrew Berry, CEO, or head teachers within the Tilian Partnership, can be contacted as DSLs.

The DSLs can be contacted out of school hours by staff by using the contact numbers available to all staff on Arbor.

If parents have safeguarding concerns out of school hours or during holiday periods then we advise

1. In an emergency with immediate risk to a child, call the police on 999
2. Make an online referral to the Suffolk MASH
3. If you are worried about a child contact the NSPCC 0808 800 5000 or make an online referral
4. Or contact the Emergency Duty Service in Suffolk on 0808 800 4005

Training

- All staff receive annual training as well as regular updates on the latest safeguarding concerns and systems
- All staff meetings prioritise safeguarding as an agenda item, this includes a staff safeguarding question of the week emailed to all staff
- The DSL/ADSL have undertaken designated safeguarding lead training which is renewed every two years
- The Headteacher and at least one governor are 'safer recruitment in education' trained
- The DSL trained in 'Working together to safeguard children'
- All Governors receive regular safeguarding training and updates
- All staff receive regular online PREVENT training.

Confidentiality

- Information is shared with the DSL or ADSL in a timely manner and on a need to know basis. Information is shared when children are at risk of serious harm.
- When a child in our school discloses information that gives staff cause for concern, staff know never to promise that they will keep the information secret as this may not be in the best interests of the child
- Safeguarding concerns about pupils must be forwarded immediately to the DSL (or alternate DSL in their absence) without discussing with anyone else
- Safeguarding concerns about adults must be forwarded immediately to the Head (or in their absence the CEO) without discussing with anyone else. If the concern is about the Head this must be forwarded to the CEO. If the concern is about the CEO the concern must be forwarded to the Chair of Trust Board
- All concerns are recorded on MyConcern. Historic safeguarding records, and allegations of abuse against staff, are retained in a locked file and only accessible to the DSL.
- Safeguarding records are transferred to any future school the child moves to, clearly marked: *Confidential – child protection – for the attention of the Designated Safeguarding Lead* or transferred electronically to other MyConcern users.
- Half termly checks of safeguarding by the Head and annual checks by the CEO ensure that processes are carefully monitored

Disclosure

Staff receive regular training to know what to do if a child discloses a safeguarding issue to them:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on.

- Do not promise to keep it a secret
- Write up your conversation as soon as possible after the disclosure. Use the child's own words, stick to the facts and do not put your own judgement on it
- Sign and date the form and pass it onto the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly and inform the DSL as soon as possible that you have done so

Recording

If staff have a concern, they must record this on MyConcern or in the event of a staff member not able to access the online platform, a yellow Safeguarding recording form (stored in the school office and staff room) needs to be completed and handed immediately to the DSL. This information will then be updated on MyConcernat the next available opportunity.

NB: Any staff member is also able to use the contact list below to refer the issue themselves.

Following receipt of a concern, the DSL/ADSL will then make a decision on how to progress the concern. They may:

- Take no further action
- Ask staff to monitor the situation
- Call 0808 800 4005 if there is an immediate risk to the safety of a child
- Contact the Local Authority Designated Officer
- Call 999 if immediate danger to the child is suspected (including FGM)
- Contact parents of the child (unless this would increase the risk to the child)
- Call the Professional Consultation Line on 03456 061 499 to speak with a MASH social worker to discuss whether or not a referral is required,
- Complete the Request For Support form (combines MARF and Early help Assessment)

NB: If a request is completed and the DSL is unhappy with the response, challenge it and record that you have challenged it in the pupil's safeguarding file

Our Early Help Offer

Early Help is about working with children, young people and families to identify and address problems before they escalate. It includes services that are available to support all families, as well as services that support more vulnerable families who need a greater level of help.

We aim to support families and children by providing:

- Breakfast Club
- Lunchtime and afterschool clubs run by school staff
- Regular Personal Social and Health Education (PSHE) sessions including Sex and Relationships Education (SRE)
- Supportive transition year on year, between phases and to secondary school placements
- Signposting parents to services including the school nursing team, SENCO and the primary mental health community worker
- Mental Health First Aid trained staff
- Online Safety learning for children prioritised

Child on Child Abuse

Our school recognises that children can abuse other children and it can take many forms.
It can happen both inside and outside of school and online. It is important to recognise the indicators and signs of child on child abuse and know how to identify it. This can include (but is not limited to):

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;

- consensual and non-consensual sharing of nudes and semi-nudes images and/or videos;

We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future. For further information please see Appendix 1 of the Tilian Safeguarding Policy.

Any incidents of child on child abuse will be managed in the same way as any other child protection concern and will follow the same procedures. For further details please refer to the school Behaviour Policy.

Parents and families

All staff seek to build strong, positive relationships with all parents/carers and families at Orford CoE Primary School. We have an open-door policy and staff are visible at the school gates at the beginning and end of the day.

We encourage parents and carers to join us in learning events throughout the year including Open Classrooms, Celebration Assemblies, Reading Cafe and church services.

Pupil Voice

In our school we believe that children should feel able to express any concerns in a safe and secure environment. We want our children to be able to speak about any concerns to a staff member and therefore we ask pupils, through the annual questionnaire, whether there is an adult in school that they could tell. We also remind them regularly throughout the year that they can tell any staff member and how it will be dealt with.

We appreciate that some pupils may still feel unable to speak out and therefore we also encourage pupils to tell someone at home and create opportunities for pupils to report their concerns in a way which doesn't require face to face disclosure. In our classes we have worry boxes/bags/teddies to allow pupils to report by writing down their concerns (which can be anonymous). The teacher will look at these, build work into RSHE or Circle Time or, for serious concerns, report these to the DSL.

Monitoring

- Termly visits from the Safeguarding Governor
- Pupil Questionnaire
- Parent Questionnaire
- Regular SCR checks