



**Hoo St Werburgh Primary School  
And Marlborough Centre**

**CHILD PROTECTION POLICY**

***November 2016***

Signed .....  
Head of School – E Poad

Signed .....  
Chair of Governors – I Chappell

Dated .....

Dated .....

# Medway Model Child Protection Policy for Schools (2016)

Hoo St Werburgh Primary School and Marlborough Centre  
This policy was adopted on November 2016

The policy is to be reviewed on November 2018

Designated Safeguarding Lead (DCPC) : Emma Poad

Deputy DCPC: Sue Strangleman,  
Tracey Smith,  
David Newell

Safeguarding Nominated Governor: Ian Chappell

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This policy should be referred to in conjunction with the school Safeguarding procedures which includes specific guidance for staff regarding how to keep children safe.

## Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: "Working Together to Safeguard Children" 2015, Statutory Guidance for School and Colleges "Keeping Children Safe in Education" July 2015, Revised Safeguarding Statutory Guidance 2 "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003. The guidance reflects "Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings" DCSF March 2009 and Medway's Safeguarding Children Board (MSCB) Safeguarding Children Procedures<sup>1</sup>

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. The Governing Body is also committed to working together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

We recognise that safeguarding is everyone's responsibility, including temporary staff<sup>2</sup>, volunteers and governors. All have a full and active part to play in protecting our pupils from harm, and child welfare is our paramount concern.

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

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident, and know how to approach adults if they are in difficulties, and that they will be effectively listened to.
- To raise the awareness of all 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, and ensure we, the school, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured process 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, especially the Police and Social Care.
- To ensure that all staff working within our school, who have substantial access to children, have been checked as to their suitability, including verification of their identity, qualifications, a satisfactory DBS check and where necessary a barred-

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<sup>1</sup> The MSCB Child protection Procedures are only available online at [www.msrb.org.uk](http://www.msrb.org.uk)

<sup>2</sup> Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

list check (according to guidance)<sup>3</sup>, and that a single central record is kept for audit purposes.

## **Safe School, Safe Staff**

We will ensure that:

All members of the governing body understand and fulfil their responsibilities, namely to ensure that:

- there is a Child Protection policy
- the school operates safer recruitment procedures
- the school has procedures for dealing with allegations of abuse against staff
- senior leaders have Designated Safeguarding Lead (DCPC) responsibility
- the DCPC undertakes interagency training and DCPC training updates every 2 years in line with statutory guidance. (In Medway refresher training is delivered annually)
- all other staff have Safeguarding training every 3 years
- any weaknesses in Child Protection arrangements are remedied immediately
- the Chair of Governors is the nominated Governor for allegations against the Headteacher
- Child Protection policies and procedures are reviewed annually

The school has a trained DCPC.

- The Designated Safeguarding Leads are members of the Senior and Middle Leadership Team. They are Emma Poad as the overall lead,(and lead in the main school) with Sue Strangleman as designated deputy( and lead in the centre) Tracey Smith, David Newell are fully trained deputies. The DCPC and all deputies have undertaken the compulsory training delivered through the Medway Safeguarding Team, or by an approved external training provider, and will undertake other training as required, at least every 2 years.
- The DCPCs who are involved in recruitment and at least one member of the governing body will also complete Safer Recruitment Training (either via MSCB or currently on-line on the DfE website)

All members of school staff and volunteers:

- All members of staff and volunteers are provided with child protection awareness information at induction, included in their arrival pack and the school safeguarding statement so that they know who to discuss a concern with.
- All members of staff are trained in and receive regular updates in e-safety and reporting concerns.
- All other staff and governors have child protection awareness training, updated by the DCPC or another approved provider every 3 years, to maintain their understanding of the signs and indicators of abuse.
- All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of the Whole School Training.
- All members of staff, volunteers, and governors are aware of the definitions signs and symptoms of physical, sexual, emotional abuse and neglect.

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<sup>3</sup> Guidance regarding DBS checks recently updated by the Protection of Freedoms Act 2012 and statutory guidance on "Keeping Children Safe in Education"

- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our admissions information.
- Our Volunteer policy ensures the suitability of adults working with children on school sites at all times. As part of this policy we DBS check all regular volunteers and insist upon two references. Full induction is provided by our School and Community Officer. Occasional visitors to school are supervised at all times.
- Community users organising activities for children are aware of the school's child protection guidelines and procedures.
- That child protection concerns or allegations against adults working in the school are referred to the Head Teacher or DCPC who will then contact the LADO<sup>4</sup> for advice. Any member of staff who has harmed a child or who may pose a risk of harm to a child will be notified to the Disclosure and Barring Service (DBS)<sup>5</sup>. This is for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation or if they resign during an investigation and there is a concern they may pose a risk of harm to children.

Our procedures will be regularly reviewed and up-dated.

The name of the designated members of staff for Child Protection, the Designated Safeguarding Leads, will be clearly advertised in the school. Small child friendly notices accompany this ensuring everyone is clear that we are a "telling school".

All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the DCPCs' names clearly displayed, as part of their induction into the school.

Parents/carers are made aware of this policy and their entitlement to have a copy of it via the school handbook/newsletter/website.

## Responsibilities

The designated DCPCs are responsible for:

- Referring a child if there are concerns about possible abuse, to the Children's Social Care Team<sup>6</sup>, and acting as a focal point for staff to discuss concerns.
- To discuss any concerns about a child with Medway Council's Children's Advice and Duty Service. If it is agreed that a referral is the right course of action, the DCPC may follow this up in writing.
- Keeping written records of concerns about a child in a child's safeguarding file, even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records, and are stored for 25 years<sup>7</sup>. A copy of the file to be

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<sup>4</sup> LADO Local Authority Designated Officer for allegations against staff

<sup>5</sup> Contact the LADO for guidance in any case. Failure to notify DBS service in appropriate circumstances is a criminal offence.

<sup>6</sup> All new referrals go to Children's Advice and Duty service on 01643 334466 operating Monday to Thursday 8.30am to 5.15pm, Friday 8.30am to 4.45pm. DCPC's can use the consultation through Children's Advice and Duty service and speak to a social worker. In an emergency out of hours, referrals can be made to the Kent and Medway Emergency Duty Team on 03000 419191

<sup>7</sup> Additional time for retention will be given for LAC children or under Special Circumstances e.g. LADO allegations

securely passed to the child's next school or college, separately from the child's education record.

- Ensuring that, if the school holds a safeguarding file on a pupil, a marker is placed on the pupil's records to alert staff to the existence of the safeguarding file.
- Liaising with other agencies and professionals.
- Ensuring that either they or the staff member attend child protection conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.
- Ensuring that if any pupil currently with a child protection plan is absent in the educational setting without explanation for two days, this is reported to the child's social worker in Children's Social Care Team.
- Organising child protection induction and update training every 3 years, for the whole school staff.
- Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the DCPC, and by all staff and governors; number and type of incidents/cases, and number of children who are subjects of a child protection plan (anonymised)<sup>8</sup>

## **Supporting Children**

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

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 children by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, and 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 Children's Services as soon as there is a significant concern.
- Providing continuing support to a child about whom there have been concerns and who leaves the school, by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority.
- Listening to a child's wishes and feelings.

## **Confidentiality**

We recognise that all matters relating to child protection are confidential.

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<sup>8</sup> Format for the Governors Annual Report is available on the Medway's School Forum or MSCB website.

The Headteacher or DCPCs will disclose any information about a child to other members of staff on a need-to-know basis only.<sup>9</sup>

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 that might compromise the child's safety or wellbeing.

We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Children's Advice and Duty Team at the Children's Social Care Services, on this point.

### **Anti-Bullying**

Our school policy on anti-bullying is set out in a separate document and all staff acknowledges that, to allow or condone bullying may lead to concerns being escalated to senior management and consideration will be given to a referral to Children's Social Care dependent on the concerns. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents.

All staff are aware that some children perceived as being different are more susceptible to being bullied / victims of child abuse.

### **Racist Incidents**

We keep a log of racist incidents in both the Centre and main school. We acknowledge that repeated racist incidents or a single serious incident may lead to consideration contact with Children's Social Care or the Police. This is also dealt with in our single equalities policy.

### **Prevention of harm**

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

The school community will therefore:

- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have had happy/sad lunchtimes/playtimes
- Ensure that all children know there is an adult in the school who they can approach if they are worried or in difficulty.
- Include across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom

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<sup>9</sup> Guidance about sharing information, can be found in the DfE booklet 'Information sharing: advice for practitioners providing safeguarding services' Ref: DFE-00128-2015

they should turn for help. In particular this will include child sexual exploitation, domestic violence, female genital mutilation, forced marriage, substance misuse, knives and gang activity, radicalisation and extremism, e-safety, relationships (including sexual relationships), risks associated with, water, fire, roads and railways. Also focused work in Year 6 to prepare for transition to Secondary school and personal safety/independent travel.

- School and college staff members should follow formal procedures for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation

### **Further information on Child Sexual Exploitation (CSE)**

Professionals in all agencies need to be alert to the possibility that children can be at risk of sexual exploitation.

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.<sup>10</sup>

### **Further information on Female Genital Mutilation (FGM)**

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM.

Warning signs that FGM may be about to take place, or may have already taken place, can be found by accessing the MSCB website or government publications. Staff are aware of their duty to report and notify concerns of FGM in accordance with law <sup>11</sup>. Staff should initiate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Staff should complete awareness training of FGM.

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<sup>10</sup> This definition of child sexual exploitation was created by the UK National Working Group for Sexually Exploited Children and Young People (NWG) and is used in statutory guidance for England.

<sup>11</sup> Serious Crime Act 2015, Section 74, part 5B (in addition to FGM Act 2003, Section 5A)

Staff in the school are aware of the mandatory reporting duty which applied from 31.10.15, requiring regulated teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police.<sup>12</sup> This is covered in safe guarding training with staff.

### **Further information on Preventing Radicalisation under The Counter-Terrorism and Security Act**

Exposure of children to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation.

Every member of staff at Hoo St Werburgh Primary School and Marlborough Centre recognises that children exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children from other risks.

Every member of staff and governors of Hoo St Werburgh Primary School and Marlborough Centre has completed an e-learning training package developed by The National Counter Terrorism Policing Headquarters (NCTPHQ), in conjunction with the College of Policing which includes guidance on how to identify people who may be vulnerable to being drawn into terrorism, and how to refer them into the Channel process.<sup>13</sup> This awareness and training is in accordance with current statutory guidance.<sup>14</sup>

The Designated Safeguarding Leads have attended additional training on the Prevent Duty and is in accordance with current statutory guidance.<sup>15</sup>

Hoo St Werburgh Primary School and Marlborough Centre also ensure that we use time within the school year to allow pupils to explore controversial issues in a safe environment. All staff want to increase children's resilience and make them aware of how they influence and participate in decision making. We promote pupils' spiritual, moral, social and cultural development and within this, fundamental British Values.<sup>16</sup>

### **Children Missing from Education**

"Children missing from education" refers to all children of compulsory school age who are not on a school roll or being educated otherwise (e.g. privately or in alternative provision) or who have been out of any educational provision for a substantial period of time.

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<sup>12</sup> Please refer to "Mandatory Reporting of Female Genital Mutilation – procedural information" Annex A: FGM Mandatory Reporting Process Map for 'known' cases and the current process

<sup>13</sup> Awareness Training (channel programme) can be found at [www.preventforschools.org](http://www.preventforschools.org)

<sup>14</sup> The Prevent duty: Departmental Advice for schools and childcare providers (2015)

<sup>15</sup> The Prevent duty: Departmental Advice for schools and childcare providers (2015)

<sup>16</sup> The Prevent duty: Departmental Advice for schools and childcare providers (2015)

As a result of daily registration, schools are particularly well placed to notice when a child has gone missing, including during the school day. If a member of school/educational establishment/college staff becomes aware that a child may have run away or gone missing, they should try to establish with the parents/ carers, what has happened. If this is not possible, or the child is missing, the designated safeguarding coordinator would meet with the class teacher and assess the child's vulnerability.

It is recognised by Hoo St Werburgh Primary School and Marlborough Centre that some children may be missing from education because they are suffering from abuse or neglect. In addition, Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or other types of harm as well as missing education.

Where the risk of harm is suspected, the designated safeguarding coordinator of the school would consider a discussion with parents, if appropriate, reporting the child missing to the police and contacting Children's Social Care.

The school ensure that every child is accounted for by 10am each day. Where this has not been possible, home visit are undertaken to establish children's whereabouts and wellbeing.

## **Health & Safety**

School has a duty to ensure the safety of children whilst on the school site and hence a responsibility for making the site secure.

All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-community ethos and welcome comments from pupils/students, parents and others about areas that may need improvement as well as what we are doing well.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to sign in and out via the office visitors' log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance. Schools have a responsibility for identifying approved adults who are collecting children from school.

The school will not accept the behaviour of any parent or individual that threatens the school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in the decision to refuse access onto the school site for that individual.

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

## **Physical Intervention**

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

Due to the nature of the children in our care, we have a separate policy on positive handling to ensure children's safety. Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention will be appropriately trained in Positive Handling Techniques.<sup>17</sup> We use Team teach and have two trainers on the staff.

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

We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundaries.<sup>18</sup>

## **Allegations against staff**

All Staff are aware of the school's Behaviour Management policy. This is included in induction.

Guidance about conduct and safe practice, including safe use of ICT or mobile devices including use of social media by staff and volunteers will be given at induction<sup>19</sup>

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, or information is received which suggests that a person's conduct may have harmed or present a risk of harm to children or be, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher<sup>20</sup>.

The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).

If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult with the LADO and HR services, without notifying the Headteacher first.

Any member of staff who believes with reasonable cause that allegations about staff are not being referred to the LADO or handled appropriately may refer the matter directly to the LADO.

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<sup>17</sup> Training on Team Teach is one agency available for training .

<sup>18</sup> 'Guidance on Safer Working Practices is available on the DfE website

<sup>19</sup> Refer to "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" available on the DfE website.

<sup>20</sup> or Chair of Governors in the event of an allegation against the Headteacher

The school will follow the Medway procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.

Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and HR services in making this decision.

In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice from the LADO and HR services.

We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

All school staff should take care not to place children in a vulnerable position. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

### **Whistle-blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. Staff and volunteers should feel able to raise concerns about practice and potential failures in the school safeguarding regime. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LADO or the Education safeguarding co-ordinator, following the Whistleblowing Policy.

### **Supporting Staff**

Through the existing school system of performance management, mentoring and staff consultation arrangements we will ensure that staff have routine opportunities to reflect on the well-being of their students and to consider if there are any safeguarding concerns or suspicions.<sup>21</sup>

All visitors, staff or volunteers who require supervision when working with or supervising children will be monitored as set out in 'Keeping Children Safe in Education' by staff who are appropriately briefed about supervision responsibilities.

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 sessions with the school counsellor to talk through their anxieties and to seek further support as appropriate, and decisions made in these meetings will be recorded<sup>22</sup>.

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<sup>21</sup> The MSCB recommends that all staff in contact with children have opportunities for 'reflective' discussions about children in their care as safeguarding concerns are more readily identified.

<sup>22</sup> MSCB Policy "A Framework for Safeguarding Practice Reflection"

## Monitoring and Evaluation

“Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to pupil’s welfare, health and safety.” (Briefing for Section 5 Inspectors on Safeguarding Children, Ofsted April 2015)

We are aware that child protection and safeguarding are fundamental to the welfare of all children in our care. This Policy, therefore, should be read in conjunction with the wider safeguarding policies as listed below.

Our Child Protection Policy and Procedures will be monitored and evaluated by:

- Governing Body visits to the school
- Senior Leadership Team (SLT) ‘drop ins’ and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of Governing Body (GB) minutes
- Logs of bullying/racist/behaviour incidents for SLT and GB to monitor
- Review of parental concerns and parent questionnaires
- Review of outside school activities – e.g. breakfast and after school clubs and nurture groups etc.

*This policy also links to our policies on:*

- *Safeguarding guidance and procedures including Procedures for Managing Allegations Against Staff*
- *Behaviour,*
- *Whistleblowing,*
- *Bullying/ Anti-bullying,*
- *Health & Safety including Administration of medicines*
- *Pupil attendance and punctuality*
- *Sex and Relationships Education*
- *E-Safety, including staff use of mobile phones*
- *Positive Handling policy*
- *Touch policy*
- *Intimate Care policy*
- *Teachers Standards 2012*
- *Staff Code of Conduct 2015*
- *Safer Recruitment Guidelines*
- *Keeping children safe in education: childcare disqualification requirements*