

Safeguarding Children & Child Protection

Policy

Safeguarding Children Policy

RATIONALE

At Kewaigue School, there is nothing more important to us than the physical, emotional and spiritual welfare of our pupils. For this reason we regard the need for Safeguarding Children from all harm as vitally important. This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse. Staff have a duty of care under the Safeguarding Act 2018.

We believe that every child regardless of gender, age, ethnicity, disability, sexuality or religion, has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically, psychologically or spiritually damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of harm.

The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy if concerns arise a referral must be made to the child protection officer in addition to appropriate agencies in order to safeguard the child's welfare.

This policy applies to staff, volunteers, Governors, sub-contractors and those on work-placements. It is the duty of paid workers and volunteers to safeguard and protect children at Kewaigue School.

This policy will be monitored and reviewed at least annually.

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POLICY

In our school, if we have concerns that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures issued by the Safeguarding Children Board.

As a consequence, we:

- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding and child-protection processes
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary responsibilities
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing body
- ensure all staff receive training regularly at a minimum of every 2 years in order that they are equipped with the skills needed to keep children safe. A Register of training is kept by the senior designated person (Headteacher).
- ensure all staff and volunteers have an in date DBS certificate to work in the school. They will be asked for this before working in the school. Volunteers at the school will not be left unsupervised, they will be supervised by a permanent member of staff.
- ensure regular supply teachers have a valid DBS check to work in the school.
- will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for co-ordinating action within the school and liaising with other agencies
- will ensure that the designated member of staff responsible for child protection will receive appropriate training to the minimum standard set out by the Safeguarding Children Board.
- will share our concerns with others who need to know, and assist in any referral process
- will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, are aware of the need to refer such concerns to the Designated member of staff, who will refer on to Children's Services in accordance with the procedures issued by the Safeguarding Children Board. Staff will also be aware that they are able to refer such matters directly if they feel the need to.
- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs
- will ensure that all staff are aware of the child protection procedures established by the island's Safeguarding Children Board and, where appropriate, the DESC, and act on any guidance or advice given by them. This will be updated for all staff at least once every three years.
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children,
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

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PROCEDURES

A) DESIGNATED SAFEGUARDING LEAD (DSL)

1. The designated senior member of staff (Named Person) for child protection in this school is:

..... Mr Adrian Shorthouse (Headteacher).....

2. In their absence, these matters will be dealt with by:

.....Mrs Michelle Mylchreest (Deputy).....

3. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.
4. The school recognises that the designated person must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a member of the senior management team. All members of staff (including volunteers) must be made aware of who this person is and what their role is. The designated person will act as a source of advice and coordinate action within the school over child protection cases. They will need to liaise with other agencies and build good working relationships with colleagues from these agencies. The designated person is the first person to whom members of staff report concerns. The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the Safeguarding Children Board.
5. The designated person is not responsible for dealing with allegations made against members of staff. This remains the responsibility of the head teacher.

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Services and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by the Safeguarding Children Board
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, they will ask the Director of Services for Children to investigate further.
- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, advisors, trainee teachers and supply teachers) are aware of and can access readily, this policy.
- Liaise with the head teacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.

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- Ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child. Guidance is available on the Department's Safeguarding website.
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how the Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated person immediately.

All users will be informed of this policy and procedures on induction and thereafter, on a regular basis and/or following any updates to the policy or procedures. All school staff will be expected to refresh their understanding by reading this policy at least every six months and confirm this by signing a staff sheet (see above) that he/she is familiar with the content and basic procedures. Other users (volunteers, regular supply staff, Governors) will be expected to review their understanding of this policy and its procedures at least annually.

All staff should report any concerns immediately, to the Headteacher/Deputy. Staff should apply the outlined procedures for responding to a suspected case remembering that:

- you cannot promise confidentiality
- information should only be shared with those that need to know
- it is important to stay calm and reassuring
- the needs and safety of the child must always come first
- when in doubt - ask

Non teaching staff (including ancillaries, caretakers, cleaners and kitchen staff)

Non-teaching staff may also be approached by children or have concerns. They should follow the

same procedures as teaching staff in seeking referral at the earliest opportunity.

The differences between Safeguarding and Child Protection Duties

Safeguarding is what we do as professionals to protect individuals (in particular, children and vulnerable adults) from harm such as abuse, neglect, and sexual exploitation.

Safeguarding ensures children grow up with the best life chances and that all individuals are given safe and effective care.

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Child protection is very similar—however, child protection is what we do in school to protect children who have already experienced abuse, neglect, sexual exploitation, or have otherwise been harmed.

In short terms, safeguarding is what we do to prevent harm, while child protection is the way in which we respond to harm.

B) GOVERNORS

Safeguarding & Child protection are very important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- Safeguarding & Child protection procedures are integrated with induction procedures for all new members of staff and volunteers
- The school follows the procedures agreed by the IOM Safeguarding Children Board, and any supplementary guidance issued by them.
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

C) RECRUITMENT

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education” and ensure we meet requirements to have experienced and trained governors in Safer Recruitment, in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with children.
- Check that all adults with substantial access to children at this school have an enhanced Criminal Records Bureau check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be¹

¹ e.g., through birth certificate, passport, new style driving licence, etc...

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- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

D) VOLUNTEERS

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

The outcomes of the checks carried out on all adults working in school (staff and volunteers) are held in the Single Central Record, maintained by the Headteacher.

E) INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school (including volunteers) will receive basic child protection information and be required to read this policy within one week of starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through support from the DESC.

Staff will attend refresher training every three years, and the designated person will attend training and receive updated information on a regular basis.

F) RECOGNISING SIGNS AND SYMPTOMS OF ABUSE

There are four types of abuse: physical, emotional, sexual and neglect. Below are **some** signs/symptoms to look for (taken from NSPCC website).

Physical:

- Bruises
- Burns or scalds
- Bite marks
- Fractures or broken bones
- Other injuries and health problems

Emotional:

- Use language, act in a way or know about things that you wouldn't expect them to know for their age
- Struggle to control strong emotions or have extreme outbursts
- Seem isolated from their parents
- Lack social skills or have few, if any, friends.

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Sexual:

- Stay away from certain people
- Show sexual behaviour that's inappropriate for their age
- Have physical symptoms

Neglect:

- Poor appearance and hygiene
- Health and development problems
- Housing and family issues

Having one of the signs or symptoms below doesn't necessarily mean that a child is being abused. But if you notice multiple, or persistent, signs then it could indicate there's a serious problem.

For more information regarding recognising signs, symptoms and neglect visit the NSPCC

www.nspcc.org.uk

The impact of abuse is wide ranging

G) DEALING WITH CONCERNS

Members of staff, Governors and volunteers are not required by this school to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering harm, they must always refer such concerns to the designated person.

All staff must:

- Listen to what the child is saying without interruption and without asking leading questions.
- Respect the child's right to privacy but not promise confidentiality.
- Reassure the child that s/he has done the right thing in telling.
- Explain to the child that in order to keep him/her safe from harm the information that has been shared must be passed on.
- Report what has been disclosed to the DSL in the school.
- Record, as soon as is practicable, what was said using the child's actual words. This must be recorded on a Logged Concerns form (peach form) which are clearly displayed in the Headteacher's office.
- Sign and date the record.

The DSL (Headteacher) will:

- Assess any urgent medical needs of the child.
- Consider whether the child has suffered, or is likely to suffer significant harm.
- Check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan.
- Confirm whether any previous concerns have been raised by staff.
- Consider whether the matter should be discussed with the child's parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent's possible actions or reactions
- Seek advice if unsure that a child protection referral should be made.

The DSL (Headteacher/Deputy Headteacher) will contact the Child Protection and Safeguarding Officer, at the Department of Education, Sports and Culture (DESC), for additional support or guidance and either make a referral to Children and Families

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Services or, if a referral is not considered appropriate at that stage, make full written records of the information that they have received detailing the reasons for the judgement.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of the Safeguarding Children Board.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

Records of concern and other information relating to safeguarding will remain confidential and records will be kept in a secure facility within the school. Information sharing will take place in line with IOM Government policy which aims to support good practice in information sharing by offering clarity on when and how information can be shared legally and professionally, in order to achieve improved outcomes.

H) SUPPORT AND RESOURCES

Contact details for local support and resources:

The Children and Families team acts as the principal point of contact for children about whom there are child welfare concerns. Contact can be made directly by parents or family members seeking help, concerned friends and neighbours, or by professionals and other agencies. Access to support services for those experiencing abuse, alleged perpetrators of abuse or those involved in reporting incidents can be gained through the Social Services team.

To contact duty **Social Services team**:

Tel: 686179 and choose option 2 Children & Families

email: childcarereferrals.dsc@gov.im

Police:

Isle of Man Constabulary

Police Headquarters

Dukes Avenue

Douglas

Isle of Man

IM2 4RG

Telephone: 631212

IOM Safeguarding Board

email: iomscb@gov.im

National charities:

Childline: <http://www.childline.org.uk>

I) SAFEGUARDING IN SCHOOL

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the DESC & school's policies on:

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- Equality & Diversity
- Behaviour including Anti- bullying
- ICT Acceptable use
- Confidentiality
- Health & Safety
- Educational Visits Policy (DESC)
- Attendance Policy (DESC)
- Inclusion and SEN
- First Aid and Medication
- Allegations against members of staff (DESC)
- Whistle Blowing (DESC)
- Recruitment (DESC)
- Bullying and Harassment (DESC)
- Complaints procedure

J) PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or video record their children in the school performances, or at sports day. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

We will not allow others to photograph or film pupils during a school activity without the parent's permission.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent.

The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.

Parents must sign the designated book before using photography to agree to the appropriate use of imagery.

Members of staff may take photographs of children whilst engaged in school activities for teaching and learning purposes; for assessment purposes or as means of celebrating successes in school.

K) CONFIDENTIALITY (See full Policy on Confidentiality)

The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

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Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

L) CONDUCT OF STAFF

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and the DESC Safeguarding Children Board procedures, we will view this as misconduct, and take appropriate action

M) PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- Where the member of staff has received suitable training

N) ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by the DESC's Safeguarding Children Board.

The head teacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the head teacher, when the chair of governors will handle the school's response. The head teacher (or chair of governors) will gather information about the allegation, and report these without delay to the DESC.

O) PEER ON PEER ABUSE/ALLEGATIONS OF ABUSE MADE AGAINST OTHER CHILDREN

What is peer on peer abuse?

- Peer on peer abuse features physical, emotional, sexual and financial abuse of a child/young person by their peers.
- It can affect any child/young person, sometimes vulnerable children are targeted.
For example:
 - Those living with domestic abuse or intra-familial abuse in their histories
 - Young people in care
 - Those who have experienced bereavement through the loss of a parent, sibling or friend

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- Black and minority ethnic children are under identified as victims but are over identified as perpetrators
- Both girls and boys experience peer on peer abuse however they are likely to experience it differently i.e. girls being sexually touched/assaulted or boys being subject to homophobic taunts/initiation/hazing type (rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group) violence.
- It is influenced by the nature of the environments in which children/young people spend their time - home, school, peer group and community - and is built upon notions of power and consent. Power imbalances related to gender, social status within a group, intellectual ability, economic wealth, social marginalisation etc, can all be used to exert power over a peer.
- Peer on peer abuse involves someone who abuses a 'vulnerability' or power imbalance to harm another, and have the opportunity or be in an environment where this is possible.
- While perpetrators of peer on peer abuse pose a risk to others they are often victims of abuse themselves.
- Incidents of 'sexting'

Above information is based on information in [Practitioner Briefing: What is peer on peer abuse? MsUnderstood Partnership \(2015\)](#)

Actions the school will take

The school deals with a wide continuum of children's behaviour on a day to day basis and most cases will be dealt with via school based processes. These are outlined in the following policies:

- Behaviour & Anti-Bullying Policy
- ICT Acceptable Use Policy
- Relationships and sex education policy
- Equality policy

The school will also act to minimise the risk of peer on peer abuse by ensuring the establishment provides a safe environment, promotes positive standards of behaviour, has effective systems in place where children can raise concerns and provides safeguarding through the curriculum via PSHE and other curriculum opportunities. This may include targeted work with children identified as vulnerable or being at risk and developing risk assessment and targeted work with those identified as being a potential risk to others. Where incidents of 'sexting' take place, reference will be made to the UKCICIS Guidance: Sexting in schools, responding to incidents, and safeguarding young people to guide practice.

Action on serious concerns

The school recognises that children may abuse their peers physically, sexually and emotionally; this will not be tolerated or passed off as 'banter' or 'part of growing up'. The school will take this as seriously as abuse perpetrated by an adult, and address it through the same processes as any safeguarding issue. We also recognise that children who abuse others are also likely to have considerable welfare and safeguarding issues themselves.

Peer to peer abuse may be a one-off serious incident or an accumulation of incidents. Staff may be able to easily identify some behaviour/s as abusive however in some circumstances it may be less clear. In all cases the member of staff should discuss the concerns and seek advice from the Designated Safeguarding Lead (DSL).

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When an allegation is made by a pupil/student against another pupil/student, members of staff should consider if the issues raised indicate that the child and /or alleged perpetrator may have emerging needs, complex/serious needs or child protection concerns and follow the process outlined below 'Raising Safeguarding Concerns' about a Child.

Any suspicion or allegations that a child has been sexually abused or is likely to sexually abuse another child (or adult) should be referred immediately to Social services or the Police.

Particular considerations for cases where peer on peer abuse is a factor include:

- What is the nature, extent and context of the behaviour including verbal, physical, sexting and/or online abuse. Was there coercion, physical aggression, bullying, bribery or attempts to ensure secrecy? What was the duration and frequency? Were other children and /or adults involved?
- What is the child's age, development, capacity to understand and make decisions (including anything that might have had an impact on this i.e. coercion), and family and social circumstances?
- What are the relative chronological and developmental age of the two children and are there any differentials in power or authority?
- Is the behaviour age appropriate or not? Does it involve inappropriate sexual knowledge or motivation?
- Are there any risks to the child themselves and others i.e. other children in school, in the child's household, extended family, peer group or wider social network?
- Children who present a risk of harm to others
- Abusive Images of Children: the Misuse of Information Communication Technology (ICT).

Whenever there is an allegation of abuse made against a child, the Designated Safeguarding Lead (DSL) and other appropriate staff will draw together separate risk assessments and action plans to support the victim and the perpetrator. Where Children's Social Care is involved or an early help assessment commenced, this will be agreed as part of a multi-agency plan.