

## Safeguarding Children and Child Protection Policy

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<b>Name of School</b>	<b>Hadley Wood School</b>
<b>This policy was written and adopted on</b>	<b>5.2.2018 and updated in light of the 2018 KCSIE changes</b>
<b>The policy to be reviewed in</b>	<b>September 2019</b>

### 1. Introduction

- 1.1 pupils/students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.
- 1.2 The governors and staff of Hadley Wood School fully recognise the contribution it makes to safeguarding children. We recognise that all members of staff, including volunteers, have a full and active part to play in protecting our pupils from harm.
- 1.3 All staff and Governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.

### 2. The aims of this policy are:

- 2.1 To support the child's development in ways that will foster security, confidence and independence.
- 2.2 To ensure that all staff and helpers are clear about their role and responsibilities in safeguarding and know the necessary actions for keeping a child safe.
- 2.3 To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 2.4 To provide a systematic means of monitoring children known or thought to be at risk of harm.
- 2.5 To identify pupils who may benefit from 'Early Help'.
- 2.6 To emphasise the need for good levels of communication between all members of staff.
- 2.7 To maintain a structured procedure which is followed by all members of the school community where abuse is suspected.
- 2.8 To continue to promote effective working relationships with other agencies, especially the Police and Children's Social Services.
- 2.9 To ensure that all adults within our school community who have contact with children have been checked as to their suitability as part of the recruitment and selection process, including visitors.

### 3. Procedures

Our school procedures for safeguarding children will comply with the Enfield Safeguarding Children Board (ESCB) procedures. The ESCB has adopted and follow the London Child Protection Procedures (5<sup>th</sup> edition)

We will ensure that

- 3.1 We have designated members of staff who undertake regular training every two years: Beverly Benson is designated Lead (person responsible for making decisions about Child Protection and Safeguarding and liaising with external bodies) and Fran Worby is deputy. Paula Bertram (Asst. Head Inc.) also has the relevant training.
- 3.2 All members of staff develop their understanding of the signs and indicators of abuse and refresh their training every three years formally. On the two interim years the training is delivered by one of the trained SLT. All staff, including cleaners, are invited to this training, together with member of the Governing Body. If a member of staff is absent from the training steps will be taken for them to take the training at the first opportunity.
- 3.3 All members of staff know how to respond to a pupil who discloses abuse
- 3.4 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- 3.5 All staff will have read Part 1 of the Government Guidance *Keeping children safe in education (September 2018)*. This guidance contains reference to specific safeguarding issues and provides links to further

information as well as providing further information on child sexual exploitation, female genital mutilation and preventing radicalisation.

- 3.6 All staff will have read the school safeguarding and child protection policy and signed that they have understood it. It is the responsibility of senior managers and Chair of Governors to ensure all staff can access and understand Part 1 of the document *Keeping children safe in education (September 2016)*.
- 3.7 Our procedures will be regularly reviewed and up-dated.
- 3.8 All new members of staff will be given a copy of our child protection procedures and of the Government Guidance; *Keeping children safe in education (September 2016)* part 1 as part of their induction into the school. All staff will sign to say that they have read and understand these documents.
- 3.9 We provide "refresher sessions" each September to remind staff about key issues and school protocols. Careful records of staff training will be kept and filed within the school's safeguarding file.

#### **4. Early Help and Prevention**

- 4.1 All staff are responsible for identifying a child who may benefit from 'Early Help'. 'Early Help' means providing support as soon as a problem emerges at any point or stage of development of a child's life
- 4.2 Staff should discuss 'Early Help' requirements with the designated Lead. Staff may be required to contribute in an 'Early Help' assessment. We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection. The school community will therefore: maintain an ethos where the children feel that they will be heard and know to whom they can speak if they are worried or having a difficulty.
- 4.3 The school will also include in the curriculum opportunities for PHSE which will equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

#### **5. Responsibilities**

The designated Lead is responsible for:

- 5.1 Adhering to the ECSB and school procedures with regard to referring a child if there are concerns about possible abuse.
- 5.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- 5.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- 5.4 Ensuring that an indication of further record-keeping is marked on the pupil records.
- 5.5 Ensuring that any pupil currently the subject of a child protection plan who is absent without explanation for two days is referred to Children's Social Care to ensure that the absence is for an acceptable reason.
- 5.6 **All** members of staff (paid and unpaid) have the statutory responsibility to safeguard and promote the welfare of children

#### **6. Governors**

- 6.1 Our Child protection governor is Ms Anna Kaposi
- 6.2 Governing bodies must ensure that they comply with their duties under legislation. They must also have regard to this guidance to ensure that the policies, procedures and training in their school are effective and comply with the law at all times.
- 6.3 The Governing body will ensure that their safeguarding arrangements take into account the procedures and practice of the Local Safeguarding Children's Board.
- 6.4 In the event of allegations of abuse being made against the Headteacher, allegations should be reported directly to Mrs Fernandes, Chair of Governors.
  - Governing bodies must ensure there is an effective child protection policy in place together with a staff code of conduct.
  - Governors should ensure that the policy is updated annually and all staff are aware of expectations set out in the Staff Code of Conduct
  - Governing bodies should put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of them going missing in future. The school follows the LA policy 'Children Missing from Education'.
  - The Governing body must ensure that the school's curriculum teaches children about how to keep themselves safe, including online. This may include covering relevant issues through personal, social health and economic education (PSHE), and through sex and relationship education (SRE).

## **7. Supporting Children**

- 7.1 We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.
- 7.2 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.
- 7.3 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.
- 7.4 Our school will support all pupils by:
  - 7.4.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
  - 7.4.2 Promoting a caring, safe and positive environment within the school.
  - 7.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 7.4.4 Notifying Children's Social Services as soon as there is a significant concern.
  - 7.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

## **8. Confidentiality and Sharing Information**

- 8.1 We recognise that all matters relating to Child Protection are confidential.
- 8.2 Whilst the school are aware of Data Protection and GDPR, matters of safeguarding may have to be shared with third parties, e.g. Social Services, in order to ensure that the children are safe.
- 8.3 The Headteacher or Deputy Headteacher will disclose any information about a pupil to other members of staff on a 'need to know' basis only.
- 8.4 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 8.5 All staff must be aware that they cannot promise a child to keep secrets.

## **9. Supporting Staff**

- 9.1 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.
- 9.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated Lead and to seek further support as appropriate.

## **10. Allegations against staff and Volunteer**

We understand that a pupil may make an allegation against a member of staff or a volunteer. Subject to 10.2 below, the person receiving the allegation must immediately inform the Headteacher.

- 10.1 The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).
- 10.2 If the allegation made to a member of staff concerns the Headteacher, the designate deputy Lead will immediately inform the Chair of Governors who will consult with the Enfield's Lead Officer for Safeguarding and Child Protection.
- 10.3 The school will follow the All London Child Protection Procedures for managing allegations against staff.

## **11. Whistleblowing**

- 11.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 11.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.
- 11.3 All staff are aware that initial concerns should be raised with the Headteacher, or, in her absence, the Deputy Headteacher. If a member of staff has a concern about the Headteacher they should speak to the Safeguarding Governor, Ms Anna Kaposi, or, failing that, to the Local Authority.

## **12. SEND and LAC Pupils (Special educational needs and disabilities, Looked after children)**

- 12.1 It is essential that all staff are vigilant when monitoring the health and well-being of all SEND pupils. Evidence from research confirms that disabled pupils are particularly vulnerable to abuse and/or neglect. All

staff must raise any concerns of SEND pupils using the procedures set out in this policy for all pupils. LAC are another vulnerable group therefore the designated Lead will liaise with the Virtual Schools Headteacher (The person responsible for the education of Looked After Children) to ensure they are safeguarded from harm.

### **13. Physical Intervention**

- 13.1 Our 'Positive Handling' policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 13.2 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. (See the Behaviour Policy)

### **14. Behavioural Policy**

- 14.1 Our Behavioural policy is set out in a separate policy and acknowledges that to allow or condone bullying including online bullying may lead to consideration under child protection procedures.

### **15. Racist or Homophobic Incidents**

- 15.1 Our policy on racist or homophobic incidents, the 'Equalities Policy' is set out in a separate policy. It should be noted that repeated racist or homophobic incidents or a single serious incident may lead to consideration under child protection procedures.

### **16. Radicalisation**

- 16.1 The current threat of radicalisation in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The school is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.
- 16.2 All pupils and teachers have the right to speak freely and voice their opinions. However, free speech is not an unqualified privilege but is subject to laws and policies governing equality, human rights, community safety and community cohesion.
- 16.3 We seek to protect children against the messages of all violent extremism. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak to the designated Lead.

### **17. Specific Safeguarding Issues : Child Sexual Exploitation and Trafficking, Forced Marriage, Female Genital Mutilation, Peer on Peer Abuse, Honour Based Violence, Sexting**

- 17.1 The school keeps itself up-to-date with the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.
- 17.2 Our staff are supported to recognise warning signs and indicators in relation to specific issues, including such issues in an age-appropriate way in their curriculum.
- 17.3 The school works with and engages our families and communities to talk about such issues.
- 17.4 Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.
- 17.5 Our designated Child Protection Team will seek and obtain specific advice and guidance as necessary.
- 17.6 The school will engage experts and uses specialist material to support the safeguarding preventative work we do.
- 17.7 Our policy through the school's values, ethos and behaviour policies provide the basic platform to ensure children are given the support to respect themselves and others, stand up for themselves and protect each other.
- 17.8 The school recognise that peer on peer abuse is possible and in that instance will work with all of the children involved, with the support of appropriate external agencies.

### **18. Health & Safety**

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

### **19. E-Safety**

- 19.1 Our e-Safety policy is a separate document which recognises the need to have strategies to protect children in the digital world.

19.2 Staff are given clear guidelines in the appropriate use of social media as part of their Code of Conduct.

## 20. Child Sexual Exploitation

20.1 This is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating degrading sexual assaults and does not always involve physical contact and can happen online. Child Sexual Exploitation will be regarded as a Child Protection matter.

## 21. Forced Marriage

21.1 Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used. If staff become aware that this may be an issue they must report it to the designated Lead at once.

**22. FGM** (*FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death. All staff receive training on how to spot the signs of FGM and how to be vigilant so that this can be prevented.*)

22.1 FGM is a criminal offence – it is child abuse and a form of violence against women and girls, and therefore should be treated as such. FGM is an unacceptable practice for which there is no justification.

22.2 The Serious Crime Act 2015 places a statutory duty upon **teachers** to report to the police where they discover that FGM appears to have been carried out on a girl under 18.

## 23. Peer on Peer Abuse

23.1 All staff must be aware safeguarding issues can manifest themselves via peer on peer abuse. This is likely to include, bullying (including cyber bullying, Gender based violence/sexual assaults and sexting.) **Sexting** is when someone sends or receives a sexually explicit text, image or video. Pressurising someone into sending nude selfies, pictures or sharing someone's picture without their permission even if it's a friend is wrong and even illegal.

23.2 Being touched in a sexual way that makes you uncomfortable, being pressurised to send naked pictures or being made to sexually stimulate yourself or others is illegal. The school will follow the procedures set out in this policy to safeguard pupils against peer on peer abuse and promote open conversations through our PHSE programme.

23.3 Staff will also follow all cases of bullying through the procedures set out in our 'Anti Bullying' policy. Raising awareness with all pupils about the effects of peer on peer abuse is essential as is ensuring pupils have a voice in the school to raise concerns.

## 24. Honour Based Violence (HBV)

24.1 This encompasses crimes which have been committed to protect or defend the honour of the family and /or community, including FGM, forced marriage and practices such as breast ironing. All forms of HBV are abuse and if staff become aware of children discussing these in school they must report this to the designated Lead.

## 25. What to do if you are worried about the safety of a child? Report it now

26. All children and young people have the right to live in safety, without emotional cruelty, neglect, violence or sexual abuse. If you are worried about a child please tell us about your concerns so that we can help. Contact.

The Assessment Team  
Charles Babbage House  
1 Orton Grove  
Enfield EN1 4TU  
Email; [childrenneedservices@enfield.gov.uk](mailto:childrenneedservices@enfield.gov.uk)  
Telephone 0202 8379 2507 or out of office hours  
on 0208 379 1000

**Related policies include**

**Training: Education Child Protection**  
info@eclimited.com TEL 01763 244401  
The Fillance, Bassingbourn, Nr Royston,  
Hertfordshire  
**Enfield Child Safeguarding Board:**  
<https://new.enfield.gov.uk/enfieldlscb/>  
**Childline:** 0800 1111  
**NSPCC:** 020 7825 2500

Behaviour policy Anti-Bullying policy  
Managing medicines policy EYFS Policy  
Race equality policy, Safer Recruitment Policy, Staff Code of Conduct, E Safety Policy

