

SAFEGUARDING AND CHILD PROTECTION POLICY

Chelsea Community Hospital School

Produced on 10/10/2017

Ratified by the Governing Body Date 31/10/2017

Review Date: 1/11/2018

	Headteacher: Janette Steel						
	Designated Safeguarding Lead: Amanda Thompson						
	C&W	Community	Collingham	Harley St	Portland	RBH	St Mary's
Deputy Designated Safeguarding Lead	Charlotte Thorpe	Janette Steel	Suzie Tidy	Helen Williams	Helen Williams	Bela Sood	Jayne Lowry
Lead Safeguarding Nurse	Kerry Heyes		Susan Bray	Sally Taylor Brown	Elaine Stuart	Michelle Nightingale Lorna Waite	Zoe Lane Natalie Kirkhope
Lead Safeguarding Consultant	Dr Yiannis Ioannou			Dr Andrea Goddard	Dr Andrea Goddard	Dr Mark Rosenthal	Dr Andrea Goddard
Social worker			Paula Moody				

SAFEGUARDING AND CHILD PROTECTION

1. INTRODUCTION AND RATIONALE FOR POLICY

In line with the Governments vision for all services for children and young people the Governors and all school staff recognise that children have a fundamental right to learn in a safe environment and to be protected from harm. Young people are less likely to learn effectively and go on to lead positive and independent lives if they are not kept healthy and safe. This school is therefore committed to providing an environment which is safe and where the welfare of each child is of paramount importance. This will include a commitment to ensuring that all pupils feel confident that any concerns they may have will be listened to and acted upon.

To this end, the Governors and school staff will be committed to ensuring that all members of the school community are aware of school responsibilities and procedures in this area. This will include communicating policies and procedures effectively with parents/carers, ensuring all staff and relevant members of Governing Body attend appropriate training and working effectively with other professionals on behalf of children in need or enquiring into allegations of child abuse.

2. AIMS OF POLICY

- To raise awareness to all school staff of the importance of safeguarding and child protection, and in particular to make clear responsibilities for identifying and reporting actual or suspected abuse;
- To ensure pupils and parents are aware that the school takes child protection seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff;
- To promote effective liaison with other agencies in order to work together for the protection and welfare of all pupils;
- To support pupils' development in ways which will foster security, confidence and independence;
- To integrate a child protection curriculum within the existing curriculum, allowing for continuity and progress through all the Key Stages;
- To make appropriate links and reference to policies in related areas such as behaviour management and bullying.

Legislative framework

- Department for Education Statutory Guidance "Keeping Children Safe in Education" March 2015
- Children Act 1989 and 2004
- Working Together to Safeguard Children 2015
- London Child Protection Procedures 2013
- United Nations Convention on the Rights of the Child

3. GUIDING PRINCIPLES FOR INTERVENTION TO PROTECT CHILDREN

The school will ensure that the principles identified below, many of which derive from the Children Act 1989, are followed by all staff:

- All children have a right to be kept safe and protected from abuse;
- Child abuse can occur in all cultures, religions and social classes;
- Staff must be sensitive to the families cultural and social background;
- Children must have the opportunity to express their views and be heard
- If there is a conflict of interests between the child and parent, the interests of the child must be paramount;
- The responsibility to initiate agreed procedures rests with the individual who identifies the concern;
- All staff must endeavour to work in partnership with those who hold parental responsibility for a child
- Information in the context of a child protection enquiry must be treated as CONFIDENTIAL and only shared with those who need to know.
- All staff should have access to appropriate and regular training
- School management must allow staff sufficient time to carry out their duties in relation to child protection and safeguarding

4. OUR ETHOS

Our school maintains an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Pupils are encouraged to talk freely to staff if they are worried or concerned about something.

Throughout our curriculum we provide opportunities for pupils to develop the skills they need to identify risks and stay safe. This includes the development of essential life skills e.g. personal safety, E-safety, sexual health and relationships.

5. ROLES AND RESPONSIBILITIES

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Amanda Thompson	0207 361 7940 or 0203 312 6257
Deputy DSL	Janette Steel (Community) Charlotte Thorp (C&W) Bela Sood (RBH) Helen Williams (Harley St & Portland) Jayne Lowry (St Mary's) Suzie Tidy(Collingham)	0203 315 8672 0203 315 8672 0207 352 8121 Ex 2415 0203 312 6257 0207 361 7940
Headteacher	Janette Steel	0203 315 8672
Named Safeguarding Governor	Uzma Shah	0203 315 8672
Chair of Governors	Uzma Shah	0203 315 8672

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THE GOVERNING BODY

The Governing Body of Chelsea Community Hospital School is accountable for ensuring the effectiveness of this policy and our compliance with it. Although the Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, there is a named governor for safeguarding.

The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Local Safeguarding Children Board policies and procedures;
- The school contributes to inter-agency working in line with Working Together to Safeguard Children (2015);
- A senior member of staff from the leadership team is designated to take the lead responsibility for safeguarding and child protection and that there are deputy DSL(s) for each site;
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- All staff undertake appropriate child protection training that is updated regularly, at least annually.
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education' DfE (2016);
- Any weakness in the safeguarding arrangements that are brought to their attention are remedied immediately.

The governing body will receive an annual safeguarding report that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity and will inform the governing body how the school meets its statutory requirements.

The governing body will undertake a range of 'safeguarding visits' over the year to monitor compliance within the safeguarding agenda.

THE HEADTEACHER

The Headteacher at Chelsea Community Hospital School will:

- Identify a senior member of staff from the leadership team to be the Designated Safeguarding Lead (DSL);
- Identify members of staff to be the Deputy DSLs and ensuring that in the absence of the DSL there is always cover for the role;
- Ensure that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;

- Liaise with the Local Authority Designated Officer (LADO) in the event of an allegation of abuse being made against a member of staff.

THE DESIGNATED SAFEGUARDING LEAD (DSL)

The Designated Safeguarding Lead is a senior member of staff, from the leadership team who takes lead responsibility for safeguarding and child protection within the school.

In carrying out their role in accordance with the responsibilities outlined in Annex B of 'Keeping Children Safe in Education' DfE (2016) the DSL will;

- Ensure all staff members and volunteers are aware of our policy and the procedures they need to follow.
- Provide advice and support to staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded under Safeguarding in Liaison on the database and the DSL alerted.
- Be responsible for co-ordinating action and liaising with school staff and support services over safeguarding and child protection issues;
- Be aware of all children within the school who are the subject of a Child Protection Plan or who are Looked After Children;
- Ensure the school is represented at child protection case conferences and that written reports are provided as required;
- To ensure that recommendations made by Local Safeguarding Children Board (LSCB) are implemented;
- Be available during term time for staff to discuss any safeguarding concerns either in person or by telephone.
- Ensure written records and child protection files are maintained, kept confidential, stored securely and sent to new schools.
- Ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and receive appropriate safeguarding training.

SCHOOL STAFF

It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will ensure the safety and well-being of the pupils in the school.

All school staff have a responsibility to;

- Help provide a safe and caring environment in which pupils can develop the confidence to voice ideas, feelings and opinions.
- Treat pupils with respect within a framework of agreed and understood behaviour.
- Monitor and report as required on the welfare, attendance and progress of all pupils
- Identify signs and symptoms of abuse
- Seek advice and support as necessary from the DSL and other senior school and hospital staff members.
- Report concerns (including concerns about other staff/professionals) to the DSL and other senior school and hospital staff members as appropriate
- Respond appropriately to disclosures from children and young people (stay calm, reassure without making unrealistic promises, listen, avoid leading questions, avoid being judgemental)
- Keep clear, dated, factual and confidential records of child protection concerns.

6. APPOINTMENT OF STAFF

The Governing Body is committed to adhering to the principle of safer recruitment when appointing staff taking account of the Department of Education Statutory Guidance “Keeping Children Safe in Education” 2015 and will observe the following safeguards:

- The Headteacher and at least one member of the Governing Body will complete appropriate safer recruitment training.
- Documentation sent out to potential candidates will make it clear that safeguarding and child protection is a high priority of the school and that rigorous checks will be made of any candidate before appointments are confirmed;
- We require evidence of original academic certificates;
- All references will be taken up and verified by telephoning referees;
- A reference will always be obtained from the last employer;
- At interview candidates will be asked to account for any gaps in their career/employment history;
- Candidates will be made aware that all staff are subject to an enhanced DBS check.
- We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

7. SAFER WORKING PRACTICE

All adults who come into contact with pupils have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. This will include:

- The school’s Code of Conduct
- The DfE Guidance regarding reasonable force - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf
- Guidance for safer working practices in education settings - file:///C:/Users/amand_000/Documents/Safeguarding/Guidance%20for%20safer%20working%20practices.pdf

All staff will be expected to carry out their duties in accordance with this advice and will be made aware that failure to do so could lead to disciplinary action.

8. ALLEGATIONS AGAINST STAFF

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We recognise that because of our daily contact with children in a variety of situations teachers and other school staff are vulnerable to accusations of abuse. We further recognise that, regrettably, in some cases such accusations may be true.

When allegations occur, they are distressing and difficult for all concerned. We believe that having clear agreed procedures for dealing with allegations against staff can help with this and we expect all staff to follow these.

If an allegation is made or information is received about any adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. This includes concerns relating to agency and supply staff and volunteers.

Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors.

If neither the Headteacher nor Chair of Governors is contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors.

The Headteacher or Chair of Governors will seek advice from the Local Authority Designated Officer (LADO) - within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

LADO Contacts:

Kensington and Chelsea

Call 07739315432 and ask to speak to the Duty Child Protection Advisor
OR email lado.enquiries@rbkc.gcsx.gov.uk

If you cannot reach the LADO you can contact:

Anna Carpenter Tri-Borough Service Manager, Safeguarding
Tel: 0208 753 5124 Email: anna.carpenter@lbhf.gov.uk

Rupinder Virdee Tri-Borough Safeguarding Practice Lead
Tel: 07989 155 271 Email: rupinder.virdee@rbkc.gov.uk

Hilary Shaw Tri-Borough Safeguarding in Schools and Education
Manager
Tel: 07817 365 519 Email: hilary.shaw@rbkc.gov.uk

Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact the LADO directly.

The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff

at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR department.

9. STAFF TRAINING AND SUPPORT

The school recognises the importance of safeguarding training for all school staff who have contact with children and will ensure that the DSL and all school staff have access to appropriate training. In addition to annual training the DSL will ensure that they update their knowledge and skills at regular intervals to keep up with any developments relevant to their role.

The governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all the children at our school. The designated Governor for Safeguarding will have specific training in their role, available from the Local Authority.

When new staff join our school, they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy along with

- The school's Code of Conduct
- The DfE Guidance regarding reasonable force - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf
- Guidance for safer working practices in education settings - file:///C:/Users/amand_000/Documents/Safeguarding/Guidance%20for%20safer%20working%20practices.pdf
- Part one of 'Keeping Children Safe in Education' DfE (2016) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf
- Our safeguarding information document
- The safeguarding procedures documents for each site.

They will also be informed of who the Designated Safeguarding Lead (DSL) and Deputy DSLs are.

All staff are expected to read these key documents and will be given an opportunity to discuss them with the DSL to ensure they fully understand their responsibilities.

New members of staff will receive safeguarding training during their induction period within the first half term of joining the school. This will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children.

In addition to the safeguarding induction all members of staff will undertake appropriate safeguarding training on an annual basis, will receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) and will receive regular support in respect of child protection work, either from the DSL or other appropriate school or NHS staff. The impact of this training will be evaluated by the DSL and the Senior Leadership Team.

The Governing Body recognises its responsibilities to ensure the school has sufficient resources to effectively deliver its safeguarding responsibilities to the highest standard and will request an annual report from the DSL, as part of the Head Teacher's report, regarding the safeguarding practice of the school so any identified gaps are remedied in a timely manner.

10. CURRICULUM

We believe that the school curriculum is important in the protection of children and will aim to ensure that curriculum development meets the following objectives (these are often met through the PSHE and citizenship curriculum):

- Developing pupil self-esteem
- Developing communication skills
- Informing about all aspects of risk
- Developing strategies for self-protection
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults
- Developing non-abusive behaviour between pupils

11. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

The school recognises that children with special educational needs may be especially vulnerable to abuse and expect staff to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other pupils. The DSL will work with the SENCOs to identify pupils with particular communication needs and to ensure clear guidance is available for staff in relation to their responsibilities when working with children with intimate care needs.

12. RECORD KEEPING AND REPORTS

All staff are expected to maintain high quality signed and dated child protection records, which separate fact, allegation, hearsay and opinion and which clearly indicate decisions and action taken. These records are recorded under the Safeguarding heading in the pupil's Liaison section on the school database. It is important to remember that these records may in some cases be required in court proceedings.

We further expect school staff to assist the Family and Children's Services Department by providing information to contribute to child protection enquiries and for child protection case conferences as required.

13. MONITORING PUPILS ON THE CHILD PROTECTION REGISTER

The Head Teacher and DSL will ensure that teachers monitor closely the welfare, progress and attendance of all pupils. Relevant and pertinent information relating to children either subject to a Child Protection Plan or deemed Children in Need will be provided in a timely fashion to Family and Children's Services.

14. COMMUNICATING POLICY TO PARENTS AND PUPILS

This policy is available to parents/carers and pupils on the school website and makes clear that we are required to follow the Local Child Safeguarding Board (LSCB) Guidelines for reporting suspected abuse to the Family and Children's Services Department.

Pupils and parents are informed of how the school's child protection system works and with whom they can discuss any concerns. Information about local and national telephone help lines is also available.

15. CONFIDENTIALITY

Child protection raises issues of confidentiality, which should be clearly understood by all staff. Reports to the Governing Body will not identify individual children.

16. MONITORING AND EVALUATING EFFECTIVENESS OF SCHOOL'S POLICY.

The Head Teacher and DSL will report annually to the Governing Body on the effectiveness of this policy and associated issues in the school over the preceding year.

17. RELEVANT POLICIES

This policy should be read in conjunction with other relevant school policies

- Staff Code of Conduct
- Anti-Bullying
- Behaviour
- Safer Recruitment
- Confidential Reporting of Concerns (Whistle-blowing)
- Attendance & Punctuality
- E-Safety
- Lone Working
- Health and Safety
- Drugs Alcohol and Substance Misuse
- Equal Opportunities
- Sex and Relationship Education
- Special Educational Needs
- Supporting pupils with medical conditions in school
- Educational visits including overnight stays