

HAVERSHAM VILLAGE SCHOOL CHILD PROTECTION POLICY AND PROCEDURES

This policy has been written with reference to the following documents :

- Keeping Children Safe in Education, 2016
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
- Working together to safeguard children:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- MK Safeguarding Children Board's multi-agency procedures
<http://www.mkscb.org/policy-procedures/>

1. KEY CONTACTS AT HAVERSHAM VILLAGE SCHOOL

Headteacher:

Name: Alison Mears

Contact details: Alison.Mears@haversham.milton-keynes.sch.uk

Senior designated safeguarding lead:

Name: Alison Mears

Contact details: Alison.Mears@haversham.milton-keynes.sch.uk

Deputy designated safeguarding lead:

Name: Vikki Clark

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Members of safeguarding team:

Name: Jennifer Armstrong

Contact details: office@haversham.milton-keynes.sch.uk

Name: Emma Penny

Contact details: office@haversham.milton-keynes.sch.uk

Designated e-safety lead:

Name: Hollie McEvoy

Contact details: office@haversham.milton-keynes.sch.uk

Designated PREVENT Lead

Name: Alison Mears

Contact details: Alison.Mears@haversham.milton-keynes.sch.uk

Designated Child Sexual Exploitation Lead (CSE):

Name: Alison Mears

Contact details: Alison.Mears@haversham.milton-keynes.sch.uk

Designated LAC (Looked After Children) lead:

Name: Alison Mears

Contact details: Alison.Mears@haversham.milton-keynes.sch.uk

Chair of governing body:

Name: Mr Terry Sythes

Contact details: office@haversham.milton-keynes.sch.uk

Designated governor for safeguarding:

Name: Mrs Tara Henshaw

Contact details: office@haversham.milton-keynes.sch.uk

Designated governor for safer recruitment:

Name: Mrs Mel Ridgeway

Contact details: office@haversham.milton-keynes.sch.uk

Haversham Village School's Staff and Governing Body are committed to providing a safe, caring and positive environment that promotes social, physical and moral development of all our children. We take very seriously our

responsibilities to play a critical role in protecting our children from harm and place their welfare, health and safety at the centre of what we do. We work together with other agencies to ensure that children suffering harm are identified, assessed and supported.

1. INTRODUCTION

Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and taking action to enable all children to have the best life chances.

The purpose of this policy is to:

- Inform staff, parents, volunteers and governors about the school's responsibilities for safeguarding children.
- Enable everyone to have a clear understanding of how these responsibilities should be carried out.

A child protection policy will form part of a collection of documents and policies that relate to the school's safeguarding responsibilities.

It also recognises that a number of other school policies and procedures form part of the wider safeguarding and child welfare agenda and therefore the child protection policy should be read in conjunction with the policies listed below:

- Behaviour Policy (including anti-bullying)
- E-safety and Acceptable use of ICT policy
- *Photographic images of children*
- Health and safety policy
- Medical Policy - First Aid (which includes Administration of Medicines) Policy
- *Procedures for assessing and managing risk*
- Safer recruitment policies and practice
- Staff induction policy
- Code of conduct for school staff
- First aid and Paediatric first aid policy
- Equality policy
- Allegations against staff
- Complaints policy
- *PREVENT*
- *Female Genital Mutilation (FGM)*
- *Child Sexual Exploitation (CSE)*

2. HAVERSHAM VILLAGE SCHOOL'S SAFEGUARDING POLICY STATEMENT (PRINCIPLES AND AIMS)

Safeguarding is everybody's business. All the staff at Haversham Village School have a moral and statutory responsibility to safeguard and promote the welfare of all pupils, to ensure they are safe and feel safe; that children, parents/ carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to. All staff have a responsibility to observe for outward signs of abuse, changes of behaviour and failure to develop, because of the daily contact they have with children in the school.

All staff will receive appropriate safeguarding training, which is regularly updated, to ensure they are aware of their role in the early recognition of indicators of abuse or neglect and of the appropriate procedures to follow. In addition all staff will receive Safeguarding and Child Protection updates (via email, e-bulletins or staff meetings) as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard the children effectively.

The Designated Safeguarding Lead will ensure that all temporary staff and volunteers are made aware of the school's safeguarding policies and procedures, including the Child Protection Policy, Staff Code of Conduct and Behaviour Policy.

Haversham Village School will ensure that the procedures contained in this policy are consistent with Milton Keynes Safeguarding Children Board (MKSCB) procedures and that they apply to all staff, volunteers and governors.

3. SAFEGUARDING POLICY PRINCIPLES

- The welfare of the child is paramount.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- Pupils and staff involved in child protection issues will receive appropriate support.

SAFEGUARDING POLICY AIMS

- To raise awareness among all school staff of the need to safeguard all children and of their responsibilities in identifying and reporting abuse.
- To ensure school leaders have mechanisms in place to confirm that all staff have read the policy and, as a minimum, Keeping Children Safe in Education Part One and Appendix A.
- To ensure all staff know the name of the the Designated Safeguarding Lead and are aware of their role and responsibilities.

- To support staff to understand and discharge their roles and responsibilities as detailed in Part One of Keeping Children Safe in Education, 2016. Specific staff training has been undertaken with all staff around this document.
- To ensure arrangements are in place to safeguard and promote the welfare of children and young people, particularly those who are most disadvantaged, and that a structured procedure is in place which all staff and volunteers follow when dealing with safeguarding concerns .
- To provide a safe environment in which children can learn and develop, where they feel secure, listened to and encouraged to talk.
- To ensure appropriate systems are in place for seeking and taking into account children's wishes and feelings when making decisions, taking action and deciding what services to provide to protect individual children.
- To establish and maintain an environment in which school staff and volunteers feel able to raise any concerns they may have in relation to child safety and well-being, confident in the knowledge that they will be listened to.
- To promote partnership working with parents and professionals.
- To ensure the school curriculum includes opportunities for children to develop the skills they need to recognise and stay safe from abuse.
- To ensure safer recruitment and safe workforce practices are in place and followed.
- To ensure robust procedures are in place for the recognition and referral of child protection or child welfare concerns.
- To take account of and inform policies related to the protection of children from specific forms of risk and abuse including: anti-bullying, the risk of radicalisation, child sexual exploitation and female genital mutilation (FGM).
- To recognise that additional barriers can exist when recognising abuse and neglect in children with special educational needs and disabilities.
- To provide systematic monitoring of and support for children and young people who are in care or subject to Child Protection Plans, proactively contributing to the implementation of their plan.

4. STATUTORY FRAMEWORK AND LOCAL GUIDANCE

In order to safeguard and promote the welfare of children and young people all schools will act in accordance with the following legislation and guidance:

- Children Act, 1989
- Children Act, 2004
- Education Act, 2002 (Section 175/157) - outlines the responsibility of Local Authorities and School Governing Boards to:
"ensure that their functions relating to the conduct of school are exercised with a view to safeguarding and promoting the welfare of children who are its pupils".
- Disqualification under the Childcare Act, 2006
- Keeping Children Safe in Education (DfE, September 2016)

- The Education (Pupil Information) (England) Regulations 2005
- Sexual Offences Act (2003)
- Counter Terrorism and Security Act 2015 (PREVENT duty) Section 26
- Female Genital Mutilation Act 2003 (Section 74, Serious Crime Act 2015)
- Inspection Framework: education, skills and early years and any accompanying or revised inspection evaluation schedules and handbooks
- School inspection handbooks for Section 5 and Section 8 inspections - Handbook for inspecting schools in England under section 5 of the Education Act 2005
- Working Together to Safeguard Children (DfE 2015) - which requires schools to follow multi-agency child protection procedures that have been agreed locally through Milton Keynes Safeguarding Children Board (MKSCB)
- Serious Crime Act 2015

Local child protection procedures

Haversham Village School has appropriate procedures in place for responding to situations in which :

- a. child may have been abused or neglected or is at risk of abuse or neglect
- b. member of staff has behaved in a way that has, or may have harmed a child or that indicates they would pose a risk of harm.

The procedures at Haversham Village School are compliant with multi-agency child protection procedures that have been agreed locally through Milton Keynes Safeguarding Children Board (MKSCB), which are based on the statutory guidance Working Together to Safeguard Children (DfE 2015).

The Designated Safeguarding Lead, staff and governors are aware of the guidance, its implications and the need to ensure that child protection issues are addressed using agreed procedures. The document 'Levels of Need when Working with Children and their Families' from MKSCB is used to categorise need when making a referral. (see Appendix 1 - For Levels of Need Document)

Haversham Village School understands that it will need to continue to play a role after any referral and will use the links it has developed with partner agencies, particularly Children's Social Care, via the MASH, as a guide to support needed.

In line with our school vision, "Bringing out the best in everyone" there is a culture of collective responsibility within our school. All teaching staff are trained in Safeguarding and the Designated Lead is contactable at all times and aware that this is really important.

MKSCB inter-agency procedures include detailed chapters on:
<http://www.mkscb.org/policy-procedures/>

- What to do if you have a concern
- How to make a referral
- Safer recruitment guidance
- Managing allegations against staff (LADO guidance)
- Additional guidance on more specialist safeguarding topics.

MKSCB levels of need document provides guidance on procedures when identifying and acting on child safety and welfare concerns, including:
<http://www.mkscb.org/wp-content/uploads/2016/04/MKSCB-Levels-of-Need-updated-July-2016-FINAL-DOCUMENT.pdf>

- The four stages of intervention from early help to child protection and the criteria that define these.
- When and how to make a referral to Milton Keynes Multi Agency Safeguarding Hub (MASH).

Haversham Village School recognises the importance of multi-agency working and will enable staff to attend / contribute appropriately to relevant meetings including Child Protection Strategy Meetings; Family Support (Child in Need) Meetings; Child Protection Conferences; Core Groups; Child Care Reviews.

5. DEFINITIONS

Safeguarding: Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of the health or development of children, ensuring that they grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

Child protection: Child protection is the aspect of safeguarding that focuses on the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Staff: The term staff covers all individuals working for or on behalf of the school, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

Designated Safeguarding Lead (DSL): Refers to the designated safeguarding lead at the school

Child: Child refers to all young people under the age of 18. It applies to pupils in the school and extends to visiting children and students from other establishments

Parent: The term parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Abuse: The term abuse covers neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Additional information can be found in Working together to safeguard children and Keeping Children Safe in Education, 2016.

All school staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

DEFINITIONS TAKEN FROM KEEPING CHILDREN SAFE IN EDUCATION

ABUSE; a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those know to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

PHYSICAL ABUSE; a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

EMOTIONAL ABUSE; the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

SEXUAL ABUSE; involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave

in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

NEGLECT; the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to : provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

HAVERSHAM VILLAGE SCHOOL

Framework for the Protection of Children at Haversham Village School

CHILD PROTECTION - to ensure the protection of children at risk of significant harm.

LEAD ; Alison Mears

DEPUTY LEAD ; Vikki Clark

EVERYBODY'S RESPONSIBILITY TO PASS ON

SAFEGUARDING - the protection and welfare of all children to enable them to maximise progress and potential

EVERYBODY'S RESPONSIBILITY TO PASS ON

LINKED POLICIES FOR CHILD PROTECTION

Health and Safety, Code of Conduct, Online Safety, Behaviour Policy, SEND, Attendance, ICT Acceptable Use

PROCEDURES ; See 'Dealing with Disclosures' Appendix

Listen, do not ask leading questions, note down date and write exactly what has been said, pass on. The Designated Lead will note in confidential record, keep it confidential to you and the lead, follow up as necessary, reassure and support the child

IT IS YOUR DUTY OF CARE

6. ROLES AND RESPONSIBILITIES

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures.

Job Description

- Ensure all staff are fully aware of their responsibilities with Child Protection and Safeguarding, that all procedures are understood and used appropriately.
- Ensure that timely referrals to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) are made, in accordance with the M.K.Safeguarding Children's Board multi-agency safety procedures.
- The DSL must undertake specialist child protection training at a minimum of every two years. DS Leads need to also be trained on managing allegations, female genital mutilation, child sexual exploitation and PREVENT, and will be able to provide advice and support to staff on these issues.
- Ensure that Haversham Village School's Child Protection Policy is published on the school website to inform parents and carers about the school's duties and responsibilities.
- Ensure staff are aware of relevant training as well as updates in local policies on safeguarding

Designated Safeguarding Lead responsibilities

Full details of the Designated Safeguarding Lead's responsibilities can be found in Keeping Children Safe in Education, 2016 In summary responsibilities include:

- Ensuring that child protection procedures are followed within the school and to make appropriate, timely referrals to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) in accordance with the Milton Keynes Safeguarding Children Board's multi-agency safeguarding procedures.
- Ensuring that all staff employed within the school, including temporary staff and volunteers, are aware of the school's internal procedures in addition to the government guidance Keeping Children Safe in Education, 2016; to advise other staff; and to offer support to those requiring this.

- Undertaking specialist child protection training, this will be updated at a minimum of every two years. Designated Safeguarding Leads will also receive training on managing allegations, female genital mutilation, child sexual exploitation and Prevent, and will be available to provide advice and support to staff on these issues.
- Linking with the Milton Keynes Safeguarding Children Board and ensuring that all staff are aware of relevant training opportunities, as well as updates in local policies on safeguarding.
- Ensuring a statement is published that informs parents and carers about the school's duties and responsibilities under child protection procedures. The school must publish its child protection policy online on the school website and make copies available to parents on request.

In detail the Designated Safeguarding Lead is responsible for:

Managing referrals and cases

- Referring all cases of suspected abuse or neglect to the Milton Keynes Multi-Agency Safeguarding Hub (MASH), the Police (cases where a crime may have been committed) and to the Channel programme where there is a radicalisation concern.
- Liaising with the Headteacher or Senior Officer to inform him/ her of issues - especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- Being the source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Supporting staff who make referrals.
- When necessary sharing information with appropriate staff in relation to a child's looked after (CLA) legal status (whether they are looked after under voluntary arrangements with consent of parents or on an Interim Care Order or Care Order) and contact arrangements with birth parents or those with parental responsibility.
- The DSL must ensure that they know the names and details of any Social Worker, including for looked after children and the contact details of the virtual school Headteacher in the authority that is responsible for the child.

Training

The Designated Safeguarding Lead should undergo formal training every two years and should also undertake Prevent awareness training. In addition to this training, their knowledge and skills should be kept up-to-date (via e-bulletins, meeting other DSLs, and taking time to read and digest safeguarding developments) at least annually to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments - also known as CAF.
- Have a working knowledge of how local authorities conduct a child protection conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to, and understands, the school's safeguarding and child protection policy and procedures, especially new and part time staff as part of their induction.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Understand and support the school in relation to the requirements of the PREVENT duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- In relation to children protection measures the school should put in place and encourage, among all staff, a culture of listening to children and taking account of their wishes and feelings.

Raising Awareness

The Designated Safeguarding Lead needs to:

- Ensure the school's child protection policies and procedures are known, understood and used appropriately.

- Ensure the school's safeguarding and child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, working with the school's governing board regarding this.
- Ensure that the school's safeguarding and child protection policy is publicly available and that parents are aware that referrals concerning suspected abuse or neglect may be made and what role the school plays in this.
- Link with Milton Keynes Safeguarding Children's Board to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- When children leave the school, ensure the safeguarding file and any child protection information is sent to the new school /college as soon as possible but transferred separately from the main pupil file.
- Schools should obtain proof that the new school/education setting has received the safeguarding file for any child transferring and then destroy any information held on the child in line with data protection guidelines

All staff responsibilities

- All staff have induction training or safeguarding which includes familiarisation with the following :
 - Relevant policies and procedures, including child protection, whistleblowing and acceptable use of technology
 - Staff code of conduct and safe working practices
 - Keeping Children Safe in Education, DfE, 2016
 - What to Do If You Are Concerned About a Child: Advice for Practitioners (DfE, 2015)
 - Information about the signs and indicators of abuse and neglect
 - Information regarding child sexual exploitation, female genital mutilation and Prevent
 - Information on what to do if they have concerns about a child or young person.
- To read and understand Part 1 of Keeping Children Safe in Education, 2016. Staff and leaders working directly with children and young people must also read Annex A.
- To attend child protection training, every three years as a minimum, and updates on safeguarding and child protection, as required, but at least annually.

- To be aware of the mandatory duty, introduced by the Serious Crime Act 2015 that requires teachers to report known cases of Female Genital Mutilation involving children under the age of 18 to the police.

7. QUALITY ASSURANCE OF SAFEGUARDING IN SCHOOL

The Headteacher of Haversham Village School holds the overall responsibility, in conjunction with the Designated Lead for Safeguarding, to complete an annual safeguarding audit, to be submitted electronically to the Milton Keynes Safeguarding Children Board (MKSCB) within the notified timeframe.

Audit outcomes are shared with the Governing Board and will form the basis of the school's own Annual Report to Governors which details key actions to be taken as a result of the audit - actions to be included in the School Development Plan.

8. GOVERNING BOARD RESPONSIBILITIES

Governing Boards 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 schools are effective and comply with the law at all times.

Additional information to support Governing Boards in carrying out their duties can be found in Keeping Children Safe in Education, 2016 - Annex C.

The Governing Body will ensure :

- That there are sufficient numbers of staff trained as DSL in school
- That the DSL in conjunction with the Headteacher, upholds their statutory responsibilities
- The school supports inter-agency working where early help and additional needs of children are identified
- All staff have read 'Keeping Children Safe in Education' (Part 1 - Appendix 1) and are aware of specific safeguarding issues
- That staff induction is in place with regards to child protection and safeguarding
- Training is up-to-date for the DSL and all staff in school. This means DSL undergoes formal child protection training every two years and receive regular (annual) safeguarding refreshers
- The welfare of children is prioritised, creating a culture where all staff are confident in the safeguarding role and will challenge senior leaders over any safeguarding concerns
- That children are taught about safeguarding in an age appropriate way

- That monitoring and filter systems are in place to safeguard children from the potentially harmful and inappropriate online material
- That there is a nominated Governor for Child Protection on the Governing Board

At Haversham Village School the nominated Governor for Child Protection is Tara Henshaw. Whilst briefing the Child Protection Governor, confidentiality is maintained.

9. WHEN TO BE CONCERNED

At Haversham Village School our approach is a child-centred and coordinated approach to safeguarding, in line with our school vision "Bringing out the best in everyone".

Safeguarding and promoting the welfare of children is **everyone's responsibility**. It is fundamental that safeguarding of all children is prioritised and that there is a total focus on the best interests of the child.

Schools and their staff form part of the wider safeguarding system for children. This system is based on the principle of providing help for families to stay together where it is safe for the children to do so, and looking at alternatives where it is not, whilst always acting in the **best interests** of the child.

10. CHILDREN WHO MAY REQUIRE EARLY HELP

All staff are responsible for identifying and clarifying emerging problems and sharing information with other professionals to support early identification and assessment of a child's needs. It is critical that all children receive the right help, at the right time, to address risks and prevent issues escalating. This means all staff are active in monitoring and feeding back ongoing or escalating concerns to the Designated Safeguarding Lead, to ensure due consideration can be given to a referral if the child's situation does not appear to be improving.

All staff (and volunteers if relevant) working within the School are alert to the potential need for early help for children also who are more vulnerable. This includes:

- Children with disabilities and/or specific additional needs.
- Children with special educational needs.
- Children who are acting as a young carer.
- Children who are showing signs of engaging in anti-social or criminal behaviour.
- Children whose family circumstances present challenges, such as substance abuse, adult mental health or learning disability, domestic violence.
- Children who are showing early signs of abuse and/or neglect.

All staff need to be aware of the main categories of maltreatment: physical abuse, emotional abuse, sexual abuse and neglect. The whole school training helps staff to identify cases of children in early need of Child Protection.

11. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Additional barriers can exist when recognising and identifying abuse and neglect in this group of children. All staff must be aware of this and guard against assumptions, ensuring they are properly investigated. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's impairment and not neglect or abuse, without further exploration.
- Assumptions that children with SEN and disabilities can be disproportionately impacted by things like bullying, without outwardly showing any signs.
- Communication difficulties are barriers and can mask needs as children cannot verbalise their feelings adequately.
- A reluctance to challenge carers , (professionals may over empathise with carers because of the perceived stress of caring for a disabled child).
- Disabled children often rely on a wide network of carers to meet their basic needs, therefore the potential risk of exposure to abusive behaviour can be increased.
- A disabled child's own level of understanding can result in them not being as aware of abuse.
- Isolation of the carer or the child with SEND, can result in less participation or involvement.

Where there are any concerns these must be addressed or clarified. Advice can be gained from the MASH team at any time.

12. SAFER RECRUITMENT

The Governing Board and School Leadership Team (currently the Headteacher) are responsible for ensuring that the school follows safe recruitment processes in accordance with government requirements and MKSCB procedures. These include:

- Ensuring the Headteacher and at least one Governor is trained in Safer Recruitment
- Ensuring the upkeep of a Single Central Record of all staff (and regular volunteers - if appropriate).
- Ensuring written recruitment and selection policies and procedures are in place.
- Adhering to statutory responsibilities to check staff who work with children.

- Ensuring all governors have enhanced DBS checks.
- Taking proportionate decisions on whether to ask for any checks beyond what is required.
- Ensuring that volunteers are appropriately supervised.
- Ensuring that at least one person on any appointment panel is safer recruitment trained.

Ensure the school, is compliant with guidance contained in Keeping Children Safe in Education,2016 - Part 3 and in local procedures for managing safer recruitment processes, set out in Milton Keynes Safeguarding Children Board procedures - Chapter 2.

13. SAFE WORKING PRACTICE

Haversham Village School has a detailed Code of Conduct Practice in place. Staff have read and signed for this policy which they agreed to.

The Code of Practice offers guidance to staff on the way they should behave when working with children

14. INFORMATION SHARING AND CONFIDENTIALITY

Safeguarding children raises issues of confidentiality that must be understood by staff and volunteers.

National guidance can be found in: [Information sharing advice for safeguarding practitioners - Publications - GOV.UK](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Local procedures for information sharing and confidentiality, can be found in: [Milton Keynes Safeguarding Children Board procedures - Chapter 2.4](http://mkscb.procedures.org.uk/)
<http://mkscb.procedures.org.uk/>

At Haversham Village School:

- All staff are aware that they must not promise to keep 'secrets' with children. All staff know that they must pass on information to the Designated Safeguarding Lead as soon as possible and the child should be told who their disclosure will be shared with.
- Staff are told of sensitive information on a 'need to know' basis.

If a child has made a disclosure, the member of staff/volunteer should:

- Make a record of the date, time and place of the conversation, as soon as possible. Record the child's own words, along with any observations on what has been seen and any noticeable non-verbal behaviour.
- Not destroy the original notes in case they are needed by a court (these can be glued into the Safeguarding Confidential Book).
- Record factual statements and observations rather than interpretations or assumptions.

Ensure the school's procedures are guided by national guidance and adhere to local procedures.

15. RECORD KEEPING

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

- Child protection records are stored centrally and securely by the Designated Safeguarding Lead.
 - electronic records are 'protected' and are accessible only by nominated individuals
 - written records are stored in a locked cabinet.
- Child protection records are not kept with a child's academic record.
- Staff are aware that they must make a record of child protection concerns and that records must be signed and dated.

All records need to be given to the Designated Safeguarding Lead promptly. No copies should be retained by the member of staff or volunteer

The Designated Safeguarding Lead ensures that all safeguarding records are managed in accordance with the Education (Pupil Information) (England) Regulations 2005. Records are passed onto the next school by the Designated Lead in a secure manner and separately from the academic records.

16. ALLEGATIONS AGAINST MEMBERS OF STAFF and VOLUNTEERS (LADO procedures)

Haversham Village School aims to ensure that all children have a positive and fulfilling experience at school. However, if there is a situation where a member of staff (*or*

volunteer) behaves inappropriately or an allegation is made to this effect it is taken extremely seriously. All staff know who to talk to, or what to do if they have concerns about an adult in the school. All information is acted on immediately. The Whistleblowing Policy is displayed in school, local arrangements for managing allegations are followed completely, as set out in the M.K.Safeguarding Children Board of Procedures Chapter 1.1.6: <http://mkscb.procedures.org.uk>. The Managing Allegations Policy has been accepted by the Governing Body.

Keeping Children Safe in Education, 2016 Part 4: Allegations of abuse made against teachers and other staff sets out the duties of employers and employees in handling allegations and also in caring for their employees. This section covers a range of relevant processes, incorporating **the role of the LADO**.

17. ALLEGATIONS AGAINST PUPILS AND PEER ON PEER ABUSE

Haversham Village School is vigilant towards the possibility of abuse between children. This can manifest itself in different ways and may include gender issues. Any allegation made by one child against another is always taken seriously and is investigated fully.

The school's policy and procedures reflect the school's approach to allegations against pupils. Relevant policies might include the behaviour policy, anti-bullying policy, child protection policy and online safety policy.

Where there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm the Designated Safeguarding Lead must be informed. Advice will be sought from the Milton Keynes Multi Agency Safeguarding Hub (MASH) and a referral may be made. The police may also be informed.

Haversham Village School will always take action to ensure that the safety and welfare of all pupils, including the victim, the accused and others who are directly or indirectly involved. Parents and carers will be informed at the earliest opportunity.

18. THE USE OF SCHOOL PREMISES BY OTHER ORGANISATIONS

Where services or activities are provided separately by another body using the school premises, the Governing Board will seek assurance that the organisation concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

The school's Charging and Remissions Policy and the Lettings' Policy is very clear, and all guidance will be adhered to at all times.

19. SPECIFIC SAFEGUARDING ISSUES

Haversham Village School is aware of the requirement for it to be cognisant of and compliant with Specific Safeguarding Issues: paragraph 29 Keeping Children Safe in Education, 2016 and the policy and guidance to which this links. These specific safeguarding issues include:

- Preventing radicalisation
- Child sexual exploitation
- FGM

It is in the process of training staff on the latest advice / policy with these.

The school is familiar with and works in accordance with local multi-agency information and guidance as located on the Milton Keynes Safeguarding Children Board website.

Any concern about any child is passed onto the DSL as quickly as possible and action is taken.

20. POLICY REVIEW

The Governing Board is responsible for reviewing the child protection policy annually and ensuring that it is compliant with current legislation and good practice. It is responsible for ensuring that the school maintains an up-to-date list of key contacts and that related policies and procedures are kept up-to-date.

21. CONTACTS AND FURTHER INFORMATION

To make a referral or consult regarding concerns about a child:

Milton Keynes Council Multi-Agency Safeguarding Hub (MASH):

Tel: 01908 253169 or 253170 during office hours or

Emergency Social Work Team 01908 265545 out of office hours

email: children@milton-keynes.gov.uk

For allegations about people who work with children

Contact the MILTON KEYNES COUNCIL MASH as above

or:

Local Authority Designated Office (LADO)

Tel: 01908 254306

email: lado@milton-keynes.gov.uk

If in doubt - consult.

In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must make a referral directly to Milton Keynes Council Multi Agency Safeguarding Hub (MASH):

Tel: 01908 253169 or 253170 during office hours or
Emergency Social Work Team 01908 265545 out of office hours
email: children@milton-keynes.gov.uk

If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.

For information about safeguarding training for schools and education settings contact Penny Giraudeau - Leadership and Governance Services Tel: 01908 253787 or email: penny.giraudeau@milton-keynes.gov.uk

For general queries regarding safeguarding, please feel free to contact the MKC Children & Families Head of Safeguarding: **Tel: 01908 254307 or email: jo.hooper@milton-keynes.gov.uk**

More information and guidance about safeguarding children and inter-agency training opportunities can be found on: **Milton Keynes Safeguarding Children Board website: www.mkscb.org**

Child Protection Policy – revised and ratified February 2017