

St James'

CATHOLIC HIGH SCHOOL

Safeguarding Children Policy

Commitment

At St James' Catholic High School we are committed to safeguarding and promoting the welfare of all children and young people, in line with the duty placed on us by section 175 of the Education Act 2002.

We strongly believe that all children and young people have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Scope of our commitment

At our school safeguarding encompasses child protection, safer recruitment, managing allegations against member of staff as well our approach to the TAC process. It is also supported by our approach to behaviour management, our response to managing bullying, our care and control policies, our response to young people who are absent from school and our health and safety policy. These are documented in separate policies, which refer to our approach when dealing with negative impact of technology upon children's well being where this is relevant.

Throughout our work we have a clear commitment to supporting families. We aim to work well in partnership with parents/carers and any other appropriate agencies to promote the welfare of our young people.

Child Protection

Key staff

In our school the designated officer for child protection is Mrs Penny Mullen. In her absence the role is fulfilled by the Headteacher.

Both these post-holders have the status and authority within our management structure to carry out the duties of the role.

Our named Governor for child protection is Mrs Christine Connolly.

All our staff are reminded annually who these key post-holders are. This is supported by a poster in school (Appendix 1)

Child Protection Procedures

At our school we follow the policies and procedures generated by Stockport's Local Safeguarding Children Board.

1. When staff receive a disclosure or notice something which leads them to suspect that abuse may have taken place the information is recorded on our 'Note Of Concern' (Appendix 2). If physical abuse is suspected a 'skin map' will be used to record the site and extent of any injury that has been noticed. These are both passed in a sealed envelope to the designated officer as soon as possible. This record should include:
 - The date and time of the observation/disclosure
 - Full information including verbatim accounts when possible of the incident
 - Comments about the child's appearance, behaviour, emotional state and actions

When staff are receiving a disclosure from children they should follow the guidance issued by the LSCB (Appendix 4)

When technology is involved we retain all the evidence (e.g. screen shots/emails/text messages) and use it to support the 'note of concern'. However we do not search mobile phones or computers to gain further information.

2. Upon receiving the 'note of concern' the designated officer follows the procedures endorsed by Stockport's Local Children Safeguarding Board, which are described in the flow-chart that is displayed around school (Appendix 5). Action should be taken within the same working day and as early as possible.
3. Where abuse is suspected a referral will be made to Social Care by the Designated Officer. A verbal referral will be supported by the completion of the Common Assessment Framework in line with local procedures (Appendix 6)

The content of the referral will be discussed with parents/carers where this is appropriate. Advice may be sought from Social Care concerning this aspect of information sharing. It is recognised that parents/carers are unlikely to be told that a referral is being made if sexual abuse or fabricated illness are suspected. Staff are aware that they must not discuss any issues with parents/carers unless they are told to do so by the designated officer.

NO ATTEMPT SHOULD BE MADE BY OUR STAFF TO CONDUCT AN INVESTIGATION INTO CASES OF SUSPECTED ABUSE.

Social Care and the police are responsible for undertaking investigations. Inappropriate actions by others may negate or contaminate evidence.

At our school it is expected that staff will co-operate with those investigating abuse following a referral. It will be the responsibility of those investigating the case to ensure that parents/carers are fully informed about the investigation. This is not the responsibility of our school.

Throughout this process the designated officer can seek advice from

Social Care (08456 44 313) - you may need to speak to the Senior Practitioner

The Senior Advisor for Safeguarding in Education (474 5974)
The Safeguarding Unit (474 5657)

Training and Support

- All members of staff are trained in child protection issues as part of their induction process
- All staff have access to Level 1 Basic Awareness training every 3 years. This is provided by Stockport's LSCB
- The Designated Officer in school has access to specific training every 2 years which is provided by Stockport's LSCB
- Support material and the LSCB policies and procedures are available on the Stockport's LSCB website (www.safeguardingchildreninstockport.org.uk)
- These materials are also available on the Stockport School, College and Community workforce website (www.scwd.stockport.gov.uk)
- The procedures relating to child protection are discussed with all staff annually
- A record of staff training is kept within school, which identifies who has attended the training and the content of the session
- A set of the most recent training materials are available for staff in school
- Our Nominated Governor receives termly updates about safeguarding through the Local Authority Governance Support Unit
- Training is also provided by the LSCB to support the governors in their role

Information for Parents/Carers

It is made very clear to all parents/carers that all our staff are legally obliged to follow up any concerns they may have around child protection. A statement to this effect is included in the school prospectus, is on our website and is in our home-school agreement. We also display our commitment to safeguarding in our entrance hall.

Confidentiality/Records

All child protection records are kept separately from other records in school and are stored in a locked cabinet. The Designated Officer has access to these. When necessary they may be shared with other relevant members of staff. However they must always be read in school and then placed immediately back in the locked cabinet.

When a young person leaves our school, their child protection records are sent to the receiving school separately from their other school records. Records are not sent unless it has been confirmed that the young person has taken up their new place. If this confirmation is not received we retain the file indefinitely. We would inform the Education Welfare Service, via a password protected e-mail, that the young person is no longer at our school, just as we would for all young people who either suggest they are moving or who are missing from school with no explanation for 5 days. This is in accordance with the 'Children Missing From Home and Education' Policy (LSCB, 2009).

Team Around the Child (TAC)

The staff in our school is committed to multi-agency working to support a child In need.

Where it is deemed that young people require additional support, staff at our school will

- Discuss their concerns with parents/carers
- Complete or update a Common Assessment Framework
- Convene or take part in the TAC Process
- Call an Engagement Meeting if parents/carers are unwilling to engage with the process
- Monitor the young person's progress and raise the issue to the level of Child Protection if this is necessary

All our work at TAC is conducted with the support and full knowledge of our parents/carers. Where it is appropriate we also involve the young person in discussions.

All the documents to support the TAC process are listed on the page entitled 'Common Processes' on the SMBC website.

www.stockport.gov.uk/commonprocesses

Training and support

Members of staff who are likely to complete the Common Assessment Framework and/or take on the role of Lead Practitioner are encouraged to take part in 2 days training that is provided by the LSCB multi-agency training pool. This training includes 3 courses which cover using CAF effectively, the role of the Lead Practitioner and effective use of Child In Need meetings.

The training can be booked through www.scwd.stockport.gov.uk

Materials to support the TAC process are located on the Common Processes page within the SMBC website (www.stockport.gov.uk/commonprocesses)

Safer Recruitment

At our school we are committed to the safer recruitment practices outlined in Safeguarding Children and Safer Recruitment in Education (2007)

We ensure that all appointments in our school are made by a panel which comprises of at least one person who has completed the NCSL training package. The school holds a copy of the certificates of everyone who has been trained within their organisation.

Our safer recruitment practices include:

1. Ensuring that all our adverts include a statement which explains our commitment to safeguarding children
2. Displaying our commitment to safeguarding both visually in school and on our website

3. Ensuring that all our posts are detailed accurately through specific job descriptions and person specifications which state the contact that the post-holder will have with children
4. Discarding any applications that are made by any applicant who submit a CV instead of the required application form
5. Requesting references prior to interview, using a detailed reference request form
6. Scrutinising the application form and references, to identify any gaps in employment, or inconsistencies in the information presented. We use this information to formulate candidate specific questions that will be used during the interview.
7. Checking the validity of qualifications
8. Checking the identity of the individual concerned
9. Checking the eligibility of the candidate to work in the UK.
10. Asking specific questions during the interview that relate to safeguarding children. We expect candidates to discuss individual experiences rather than talking hypothetically
11. Collecting the information for a CRB check
12. Discussing any self-declared information with the candidate in a non-prejudicial way during the interview
13. Reserving the right to call candidates back for further questioning if anything emerges either through the CRB process or late references.
14. Reserving the right to dismiss a candidate if false information has been submitted during the recruitment process or if information comes to light that the candidate failed to disclose

In addition we:

- a) maintain our single central record for our own employees, volunteers and Governors.
- b) have additional statements attached to the 'single central record' which explain our approach to working with other groups of people who may come onto our premises (Appendix 9 for an example Allegations Management form available on Office on Line)
- c) have a clear process of risk assessing any individuals who come onto our premises who do not require a CRB check.
- d) ensure that all visitors to our school are met at Reception and are given a visitors pass/badge. There may be some cases where this does not happen (eg: refuse collection) but these exceptions are listed in the arrangements stated above see (b)
- e) ensure that where appropriate (LA officers/contractors) visitors are asked to show their formal identity badges to link them to a known organisation. They are only admitted to complete known and verifiable duties.
- f) The School reviews our Service Level Agreements annually to check the adequacy of the arrangements contractors put in place to ensure that their staff are 'suitable' for working in school.

Training and support

- Our Headteacher and the Governing Body access safer recruitment courses provided by the Senior Advisor for Safeguarding in Education or by NCSL
- They also keep themselves abreast of developments via the LA training/briefing sessions and supporting documentation. This is provided by the Senior Advisor for Safeguarding in Education in conjunction with HR within SMBC.

Managing allegations against members of staff

All the staff in our school are aware that they have a duty to report any concerns they have about the conduct of another member of staff, volunteer or governor to the Headteacher. If the concerns are about the Headteacher they are aware that they report the matter to the Chair of Governors.

When an allegation has been made against a member of staff the Headteacher will consider whether the allegation suggests that the individual has:

- Behaved in a way that has harmed, or may have harmed a young person
- Possibly committed a criminal offence against or related to a young person
- Behaved in a way that indicates that s/he is unsuitable to work with young people

If any of the above may have happened the Headteacher must record the concerns, and contact the Local Area Designated Officer (LADO: 474 5657) to ask for advice about how to proceed. The LADO will advise the Headteacher about whether to complete Form 1 (Appendix 10), or treat the matter internally via other policies (eg. disciplinary/capability). For additional information about the process we refer to the flowchart produced by the LSCB (www.safeguardingchildreninstockport.org.uk).

If the allegation was made against the Headteacher the Chair of Governors should contact the Local Area Designated Officer immediately to ask for advice about how to proceed.

All staff are made aware of this policy at least annually.

KS4 Work Experience/Placements

Block Work Experience

The majority of our students undertake block work experience of no more than 5 days which is organised by Education Business Solutions on behalf of the Stockport 14-19 Partnership. Education Business Solutions place students on work experience without a CRB check for students working at KS4 in accordance with Safeguarding Children and Safer Recruitment in Education (2007). Initially we, and Education Business Solutions, consider carefully where to place a young person, considering any aspects of vulnerability that they may have. When parental consent has been obtained, and where learners may be working with other children or vulnerable adults (e.g. in a nursery or care home) Education Business Solutions passes the details of the learner to the LA 14-19 team who carry out a check with the Youth Offending Team to determine suitability for the placement, in accordance with our local procedures. Education Business Solutions also ensure that the young people are made aware that they will need to verify their identity on arrival at their placement. Education Business Solutions also check the suitability of the placement by asking the employer to endorse the principles of child protection, making them aware where to refer the matter if they had concerns about a young person, and by making a decision about whether a CRB check is required about the employer. Education Business Solutions record their decision if they decide not to complete a CRB check about the employer. Education Business Solutions also complete all the necessary health and safety checks in accordance with the health and safety policy of Stockport LA.

Compass and Young Apprenticeship Provision

We contract Compass, an LA Service, to place students on work experience, extended work experience/placements or Young Apprenticeship Programmes. Compass places students without a CRB check for students working at KS4 in accordance with Safeguarding Children and Safer Recruitment in Education (2007). Initially we, and Compass, consider carefully where to place a young person, considering any aspects of vulnerability that they may have. When parental consent has been obtained, and where learners may be working with other children or vulnerable adults (e.g. in a nursery or care home) Compass passes the details of the learner to the LA 14-19 team who carry out a check with the Youth Offending Team to determine suitability for the placement, in accordance with our local procedures. Where there is a requirement for a CRB check to be completed, Compass organises this through the LA Human Resources Team. Compass also ensures that the young people are made aware that they will need to verify their identity on arrival at their placement. Compass also check the suitability of the placement by asking the employer to endorse the principles of child protection, making them aware where to refer the matter if they had concerns about a young person, and by making a decision about whether a CRB check is required about the employer. Compass records their decision if they decide not to complete a CRB check about the employer. These matters are considered in greater detail when there is a long term placement (equivalent to more than 10/15 working days) in accordance with Appendix 14 of Safeguarding Children and Safer Recruitment in Education (2007). Compass also complete all the necessary health and safety checks in accordance with the health and safety policy of Stockport LA

School Organised Work Experience/Placements

When we are placing students on work placements/experience, we do so without a CRB check for students working at KS4 in accordance with Safeguarding Children and Safer Recruitment in Education (2007). Initially we consider carefully where to place a young person, considering any aspects of vulnerability that they may have. When parental consent has been obtained and where learners may be working with other children or vulnerable adults (e.g. in a nursery or care home) we pass the details of the learner to the LA 14-19 team who carry out a check with the Youth Offending Team to determine suitability for the placement, in accordance with our local procedures. We also ensure that the young people are made aware that they will need to verify their identity on arrival at their placement. We also check the suitability of the placement by asking the employer to endorse the principles of child protection, making them aware where to refer the matter if they had concerns about a young person, and by making a decision about whether a CRB check is required about the employer. We record our decision if we decide not to complete a CRB check about the employer. These matters are considered in greater detail when there is a long term placement (equivalent to more than 10/15 working days) in accordance with Appendix 14 of Safeguarding Children and Safer Recruitment in Education (2007). We also complete all the necessary health and safety checks in accordance with our health and safety policy.

The wider safeguarding agenda

This policy should also be read in conjunction with the following policies:

- Behaviour management
- Anti-bullying
- Care and Control
- Health and Safety
- Acceptable Use
- Managing Attendance
- Children Missing from Home and Education
- Policy and Procedures for Risk Assessments of KS4 pupils in workplace and other placements where they will or are likely to be in contact with children or vulnerable adults

The views of our young people

In our school the views of our young people are very important to us.

We make sure that our young people know that our staff are always prepared to listen to them. Young people are made aware that they can report any concerns verbally and/or through the

- School Nurse
- Pastoral Support Managers
- Form teacher
- Head of Year
- Senior staff
- Class teacher

Reporting to the Governing Body

Our Governing Body oversees the Headteachers' sound maintenance of all safeguarding procedures in line with this policy. The Headteacher has the day-to-day responsibility for maintaining these procedures with the backing of the Governing Body.

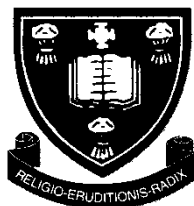
Our Governing Body will advise the Headteacher of its views on specific issues that will promote safeguarding in our school. This may for example be around promoting a parental understanding of the agenda.

Our Governing Body does not discuss any individual cases and never requests to see individual pupil records, although we do ask the Headteacher to explain the effectiveness of their procedures.

Ratification

This policy was agreed and adopted by our Governing Body in 2010

Date for review: July 2012



St James'
CATHOLIC HIGH SCHOOL

APPENDIX 1

All the staff in our school are committed to safeguarding all our children and young people

We will strive to:

- Provide a safe environment for our children
- Notice and take appropriate action to help any of our children who are either at risk of, or are suffering from, significant harm

Our designated child protection officer is:

Name: MRS MULLEN

Main role in school ASSISTANT HEAD KEY STAGE 3

In her absence the role will be fulfilled by:

Name: THE HEADTEACHER

If you have any concerns about the welfare of any of our children

1. Record your concerns using
 - A note of concern
 - Record of physical injury
2. Pass your concerns in a sealed envelope to the designated child protection officer

For further advice contact:

The Safeguarding Unit 0161 474 5657

Skin Map - used by non-medical staff to assist you in reporting your concerns. THIS IS NOT A MEDICAL ASSESSMENT.

Appendix 3

Name of Child:

Date marks noticed:

Recorded by:

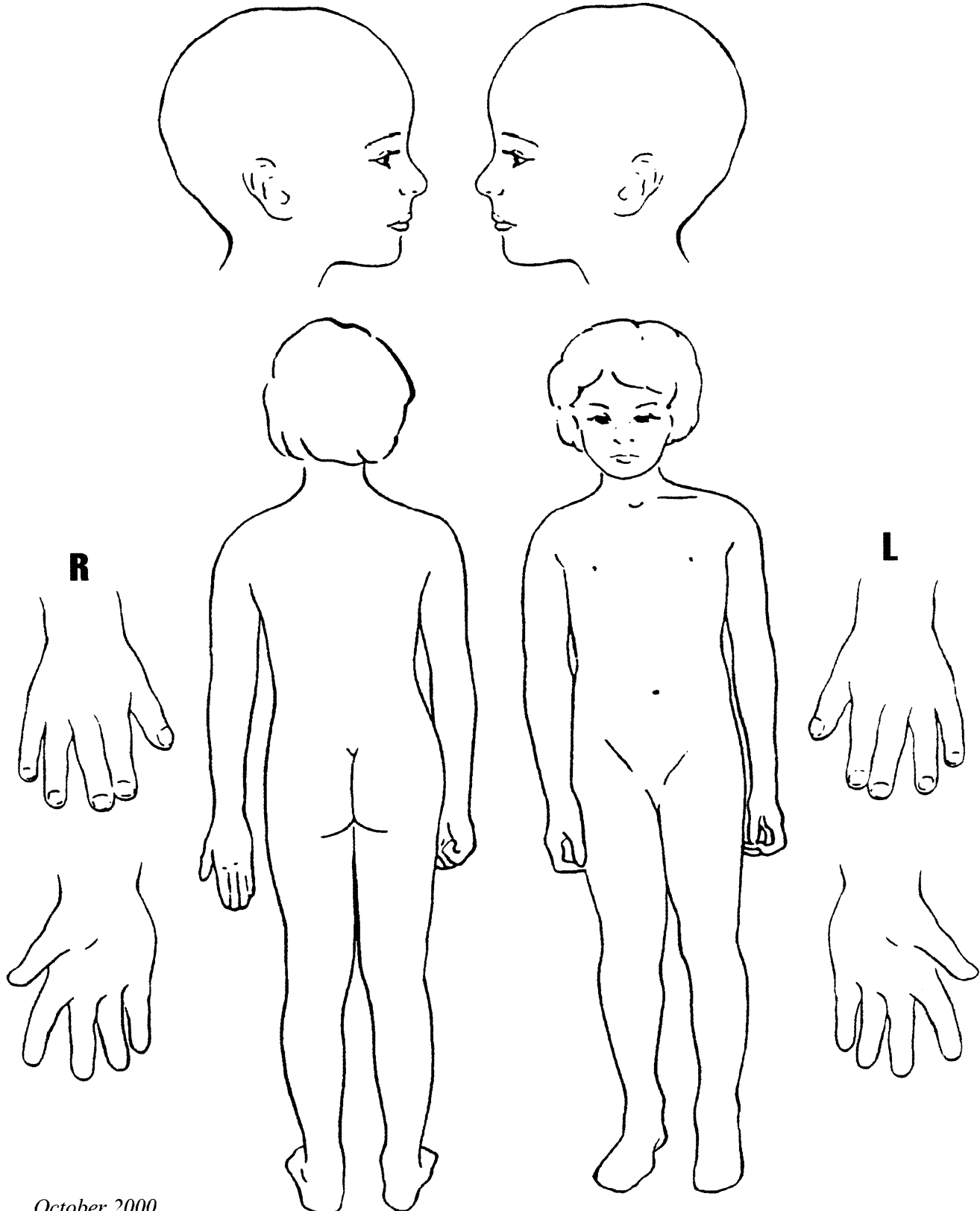
Role:

Report passed to:

(Please record the size, shape, location and colour of the mark if you have seen something). Do not ask a child to show you a mark.

Signed:

Date:



APPENDIX 4: WHAT TO DO IF A CHILD DISCLOSES ABUSE

Always follow the 4 R's.

1. RECEIVE

- **LISTEN** to the child/young person. If you are shocked at what the child/young person says to you try not to show it. Take what the child/young person says to you seriously, children and young people rarely lie about abuse and if they are not believed it adds to the traumatic nature of disclosing. If they meet with revulsion or disbelief, children and young people may retract what they have said.
- **ACCEPT** what the child/young person says. Be careful not to burden the child/young person with guilt by asking, "Why didn't you tell me before?"

2. REASSURE

- **STAY CALM** Reassure the child/young person that they have done the right thing in talking to you. Be honest with the child/young person. Do not make any promises that you are unable to keep, like "I'll stay with you", or "Everything will be all right now".
- **DO NOT** promise confidentiality.
- **TRY** to alleviate any feelings of guilt that the child/young person displays, e.g. "You are not alone, you are not the only one this sort of thing has happened to".
- **ACKNOWLEDGE** how hard it must have been for the child/young person to tell you what has happened.
- **EMPATHISE** with the child/young person. Don't tell them what they should be feeling.

3. REACT

- **REACT** to the child/young person only as far as is necessary for you to establish whether or not you need to refer to matter.
- **DO NOT** interrogate the child or make investigations with third parties to establish any of the facts.
- **AVOID** asking leading questions, for example “Did he touch your penis?”
- **BE** careful about what you ask the child; you may taint any evidence being put before a court.
- **USE** open questions, such as, “Is there anything else you would like to tell me?” or “When did it happen?”
- **DO NOT** criticise the perpetrator. The child/young person may love him/her and reconciliation may be possible.
- **DO NOT** ask the child to repeat what has been said to another member of staff.
- **EXPLAIN** what you have to do next and to whom you have to talk to.
- **INFORM** the appropriate person according to your procedure/protocol.

Our designated officer is: Mrs Mullen

4. RECORD

- **AS SOON** as is reasonably practicable make notes on what has happened.
- **DO NOT** destroy these notes, they should be retained in a safe place. The court in any legal process may require them.
- **RECORD** Place, date, time and details of the child/young person involved. Record any noticeable non-verbal behaviour of the child/young person. If the child/young person uses their own

words to describe sexual organs/acts, record the words spoken. Do not translate them into proper words.

- **DRAW** a diagram (using 'record of marks observed on a child') to indicate positioning, size and location of any injuries you have identified
- **BE OBJECTIVE** in your recording. Include statements made and what you have seen, rather than assumptions or interpretations. Rely on **FACT**. A fact is any event that can be perceived by one of the five senses.

SUPPORT

Identify the support network available to yourself, as certain disclosures can be emotive. This may include Staff Counselling Services.

Be aware that after the event, the child/young person may need support. Be prepared for this within your organisation.

Be aware of the sources of advice available for discussion or advice.

This includes:

Children's Social Care 217 6028

Safeguarding Children Unit 474 5657

Designated members of staff within the setting.

Senior Advisor for Safeguarding in Education – Lynn Perry (474 5657/5974 or 07800 618 881)

APPENDIX 5

What to do if you are concerned that a child/young person is being abused (flowchart for Education)

INFORMATION YOU MAY BE ASKED TO PROVIDE

When you make a referral to Social Care (Children's Services) or to the police, you should provide as much of the following information as possible:

- **Child's name, date of birth, address, telephone number and ethnic origin;**
- **Family details** - who lives in the home - and any other significant adults;
- What is causing concern and the **evidence** that you have gathered to support your concerns;
- Any **special needs** the child and/or family may have including language, disability and communication;
- Clarification of discussion with any family members if a discussion has been appropriate;
- Clarification of any ongoing assistance that you are giving to the family;
- Your name, workplace and contact telephone number.

All Child Protection referral phone calls made to the Contact Centre to secure a response from Social Care must be supported with written documentation. Ideally in Stockport this should be on a Common Assessment Framework (CAF). This should be faxed to the Contact Centre on 476 3504. CAF's that are used to support Child Protection referrals can remain unsigned by the parent/carer.

TELEPHONE NUMBERS FOR CONSULTATION AND REFERRAL

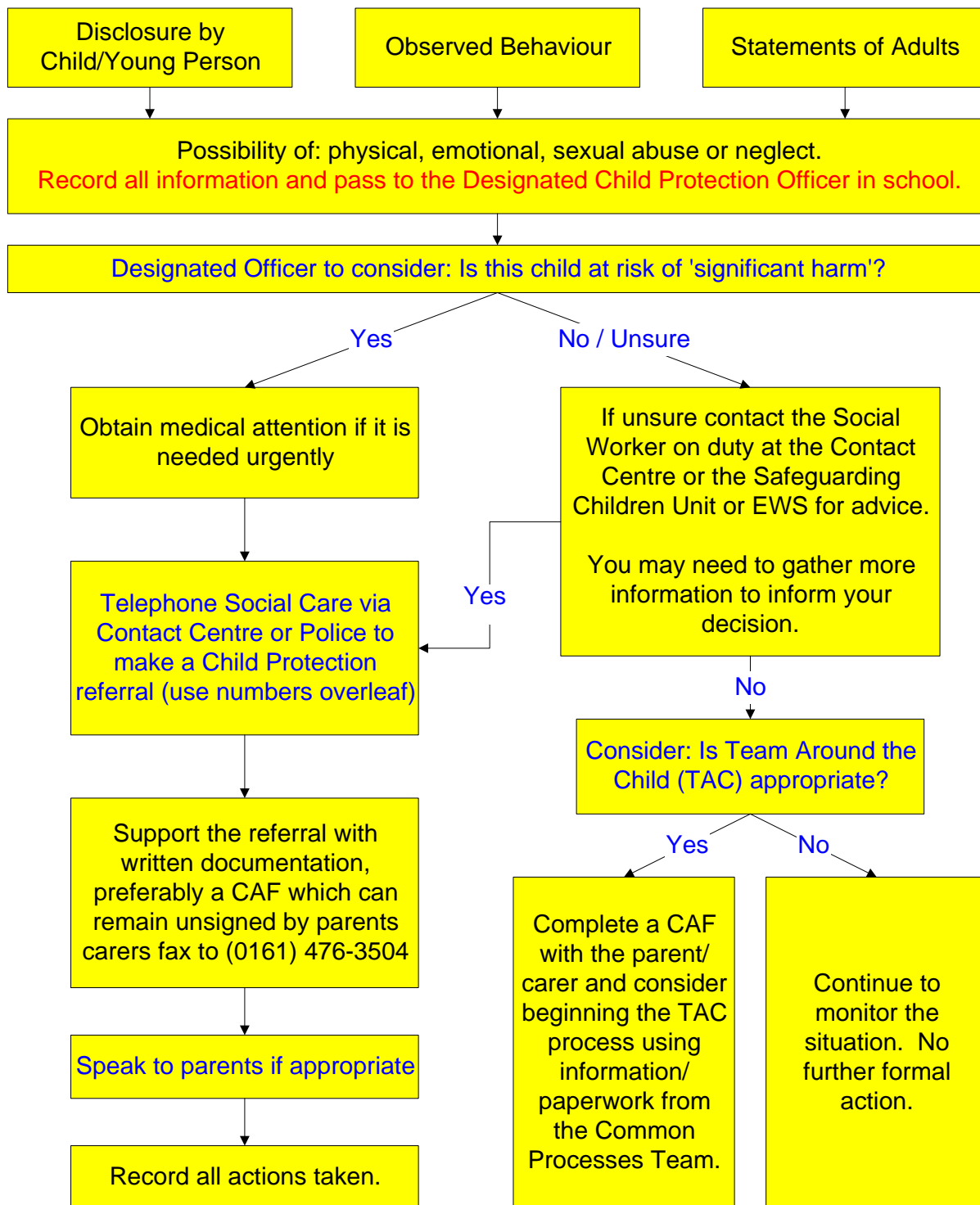
Social Care

- The Customer Enquiry and Referral Management Team (CERMT)
Monday to Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm.
tel. (0161) 217-6028 or 6024.
Duty out of hours (Social Care) tel. (0161) 718-2118
- Early Intervention & Family Support Service (Baker Street)
tel. (0161) 475-6700
- Greater Manchester Police tel. (0161) 872-5050
- Greater Manchester Police Child Protection Unit tel. (0161) 856-9931

Advice

- Education Welfare Service tel. (0161) 474-2195
- Safeguarding Children Unit tel. (0161) 474-5657
- Common Processes team (CAF & TAC) tel. (0161) 474-5654
- Senior Adviser for Safeguarding in Education tel. (0161) 474-5657

What to do if you are concerned that a child/young person is being abused (flowchart for Education)



REMEMBER: It is not the role of Education to investigate a Child Protection concern. Report the information you have and Social Care and/or the Police will investigate.

Appendix 6: A Step-By-Step action plan to respond to a child protection concern

1. If the child needs urgent medical attention, obtain this first as a matter of urgency.
2. Discuss your concerns with the parent/carers only if this is appropriate. If this discussion may be inappropriate (when you have good reason to suppose that sexual abuse, fabricated or induced illness has taken place) immediately seek advice from your organisation's designated officer for child protection or the Duty Officer at the Safeguarding Children Unit (0161 474 5657), or the Duty Social Worker at Children's Social Care (217 6028)
3. If after talking to the child's parents/carers (where appropriate) you remain concerned make a child protection referral.
4. To do this:
 - Telephone the Contact Centre (217 6028)
 - or
 - the Out Of Hours Team (for emergencies only) on 0161 718 2118

Be prepared to give the following details:

 - Your name, address, contact number and your role
 - As many details about the child as you can, including name, date of birth, address etc.
 - What you have been told, or what has been observed
 - The action you have taken so far
5. Children's Social Care will then advise you on what to do next. Make sure you are clear about what you have to do before you end the phone call so that you can keep the child informed about what will happen next.
6. Keep accurate, dated records of what you have seen, heard and done. Remember to use the child's words in any recording that you make. Make sure your name is legible on any documents. Make sure all records are dated and pages numbered.
7. Follow up any referral phone calls to the contact centre with written documentation. Where possible use a CAF (Common Assessment Framework Form) and send it to the person you have spoken to detailing the main points of the conversation. Make sure that you are clear before ending your call to the Contact Centre about whether the parents/carers should be involved with the completion of the CAF. Remember that if you are making a Child Protection referral the CAF does not need to be signed by parents/carers. Fax the supporting written documentation to the Contact Centre on 476 3504.