



## 3.01

### Safeguarding Children and Child Protection

#### Policy statement

Silverhill School will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on latest guidance from the Department for Education.

#### Procedures

We carry out the following procedures to ensure we meet the requirements of the Department for Education, and OFSTED.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

- Group provision: Our designated person – Child Protection Officer (a member of staff), who co-ordinates child protection issues is:  
**Mrs Joanne Cooke**  
Our designated cover member of staff is:  
**Miss Ellie Vardy**
- Our designated officer (a member of the management team) who oversees this work is:  
**Mrs Joanne Cooke** who will then refer all matters to **Mrs Jenifer Capper**, the Head Mistress
- Silverhill School also has an independent source who will provide support and advice for any member of staff who is uncomfortable about approaching either the Principals or the designated safeguarding officer to air a concern. This person known as a Designated Safeguarding Executive (DSE) is the point of contact for all staff, peripatetics and volunteers to go to for advice if they are concerned about the behaviour of any adult involved with children working at Silverhill School.
- Our Designated Safeguarding Executive is:  
**Mr Robert Petty** – his number can be found on the notice boards around the school
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within Silverhill School & Day Nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the school or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers do not work unsupervised.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- With regard to 'Disqualification by Association', the Headmistress, if notified of anything that may affect the suitability of a member of staff, will inform Ofsted as soon as is practically possible. The importance and seriousness of this is explained to new staff at Induction and annually to all staff.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to Silverhill School & Day Nursery.
- Security steps are taken to ensure that we have control over who comes into the school so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused'. Copies of this document are available in the

school. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf) (HMG 2015).

## Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
  - significant changes in their behaviour;
  - deterioration in their general well-being; their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - changes in their appearance, their behaviour, or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect; and
  - any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children and children with SEN; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse and grooming; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
- We also make ourselves aware that some children and young people are affected by gang activity, peer on peer abuse, including sexual violence and sexual harassment between children, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- We are also aware that due to a variety of reasons children may self-harm, in a number of ways including deliberate cutting, bruising and pulling hair out (see Self-Harm policy).
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the child's teacher/ key person makes a dated record of the details of the concern (record of concern), and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file, held by the Head teacher and Child Protection Officer.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the school may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

## Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child if possible, but if appropriate only uses 'open' questioning. E.g. Tell me about, Describe, Explain.
  - makes a written record (record of concern), that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file with the Child Protection Officer, which is kept securely and confidentially.
- The files are reviewed regularly with the Safeguarding team and an ongoing monitoring sheet is placed at the front of each file. Should a child have no additional causes for concern for 1 clear academic year their file will be archived.
- The member of staff acting as the 'designated person' (CPO), is informed of the issue at the earliest opportunity.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.
- In line with GDPR records will be archived until the child reaches 25 years of age.

'All data on the safeguarding file potentially forms part of an important story that may be needed retrospectively for many years. The elements of a pupil file (name, address) that are needed to identify children with certainty are needed to be retained along with those records [until at least 25 years old]'. (Page 61, Data protection: a toolkit for schools)

### Non Mobile Children

**Non-mobile babies cannot cause injuries to themselves and therefore must be considered at significant risk of abuse.**

**Mobile baby:** a baby who can crawl, pull to stand, 'cruise' around furniture, or is toddling.

**Non-mobile baby:** babies who cannot do any of the above. Professionals will use their judgement regarding babies who can sit independently but cannot crawl, depending on severity of the injury and its plausibility.

Staff are aware of the procedures set out for South Gloucestershire practitioners, if injuries are found on a non-mobile baby/child.

A copy of the Multi-agency Guidance for Injuries to NON-MOBILE Babies and the Addendum have been read and available for staff to refer to.

Due to the significant risk of abusive injury in a non-mobile baby **ALL non-mobile babies with an injury** would be referred to a Hospital or Community Paediatrician, or Emergency Department (ED). If the injury seems minor (eg small bruise in a baby who is otherwise well), the professional will contact the on-call Consultant Community Paediatrician the same day (via BRI switchboard 0117 9230000) to discuss the case rather than send the child immediately to the ED. Usually examination will be arranged for the same day/within 24 hours. Any other non-mobile baby with an injury should be seen without delay at the Children's Hospital Emergency Department.

It is the Early Years professional's responsibility to contact First Response(Bristol)/ART (S Glos)/Social Care (N Somerset) to provide information about injury and family dynamics if known, and request checks.

### **Making a referral to the local authority children's social care team**

- All referrals to the Local Authority children's social care team are made via South Gloucestershire's ART service.
- South Gloucestershire Access and Response Team (**ART**) **01454 866000** or email [accessandresponse@southglos.gov.uk](mailto:accessandresponse@southglos.gov.uk)
- We would also use the Channel Referral Programme where radicalisation was suspected.

### **Informing parents**

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

### **Liaison with other agencies**

- We work within the Local Safeguarding Children Board guidelines.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names and telephone numbers of social workers assigned to any children in our care, to ensure that it is easy, in any emergency, for the school and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

## **Allegations against staff**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the school, or anyone living or working on the premises occupied by the school, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the school, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate.
- Our **LADO** is **Tina Wilson**. To contact her call **01454 868 924**
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

## **Disciplinary action**

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

## **Training**

- Training and update opportunities are provided annually for all adults involved in the school to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional

abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.

- All Staff receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- All visiting staff and volunteers complete an induction, which includes having a sound knowledge of the School's safeguarding procedures.

### **Planning**

- The layout and staffing of the Early Years department allows for constant supervision. Throughout the school children are always under the supervision of a member of staff.

### **Curriculum**

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the school a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.
- We provide a robust internet and e-safety programme through the curriculum to help protect against grooming and radicalisation in any form.

### **Confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

### **Support to families**

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the school's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with our Parent & Carer Access to Confidential Records policy, and only if appropriate under the guidance of the Local Safeguarding Children Board.

**Use of mobile phones and cameras at the setting – please refer to the school's Policy**

## Legal Framework

### Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Counter Terrorism and Security Act (2015)

### Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance / GDPR (May 2018)

### Further guidance

- Keeping Children Safe in Education (DofE October 2016) (New legislation due Sept 2018)
- Working Together to Safeguard Children (HMG July 2018)
- Information Sharing: Guidance for Practitioners and Managers (HMG July 2018)
- Sexual Violence and Sexual Harassment between Children in Schools & Colleges (DofE May 2018)
- What to do if you're Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DofH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Prevent Duty Guidance for England and Wales (2015)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Child Abuse and Neglect – NICE Guidance (Oct 2017)
- Multi-Agency Statutory Guidance on Female Genital Mutilation (DofE, dfH, Home Office, Apr 2016)
- Sexual Violence and Sexual Harassment between children in schools and colleges (Dec 2017)
- Promoting the education of looked after and previously looked after children (Feb 2018)
- Data protection: a toolkit for schools (April 2018)

This policy was adopted by	Silverhill School
Date	January 2018
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Name of signatory	Jenifer Capper
Role of signatory	Headmistress



