

St Paul's and All Hallows' Infant and Junior Schools (SPAH)  
Safeguarding Procedures 2020

**Date Agreed:** 07.07.20

**Agreed by:** Local Governing Board

**Review Date:** July 2021

At SPAH, safeguarding is of upmost importance and procedures are clear and must be followed implicitly. This is an appendix to the Ivy Learning Trust Safeguarding Policy and should be read in conjunction with that policy and applies to extended school and off-site activities.

**Designated Safeguarding Lead:** *Kelly Thompson (Inclusion manager)*

**Deputy Safeguarding Leads (DSLs):**

*Christalla Jamil (Executive Headteacher)*

*Rebecca Timms (Head of School Infants)*

*Andries du Toit (Head of School Juniors)*

**Safeguarding Governor:** *John Laverick (Chair of Governors)*

#### **Making a Disclosure:**

Should a disclosure be made by a child then follow the procedures below:

- If a child makes a disclosure, **do not** promise to keep anything a secret that they have told you.
- Record in detail, exactly what the child says, on a Cause of Concern/Incident Report Form, making sure there is a date, time and the name of the child involved (to include their surname too), along with your own name on the notes.
- Ensure you simply listen and do not ask any leading questions. Use the TED technique-**T**ell, **E**xplain, **D**escribe to prompt the discussion if necessary.
- Once the disclosure has been made, reassure the child and tell them you have to speak to someone else in order to help them.
- Please ensure that the disclosure is then reported to a member of the safeguarding team *immediately* that day.
- Ensure that a completed **Cause of Concern/Incident Form** (available in the staffroom) is handed to a member of the safeguarding team and *not* left in pigeon-holes or on their desk.
- Do not unnecessarily discuss disclosures with any staff/children/parents as it is on a need to know basis.
- If there are no members of the safeguarding team available, please report your concerns immediately to a member of the SLT.

#### **Outside of School Hours:**

- If your concerns arise outside of school hours either contact the DSL (07958331850), report the next day to the a DSL unless you think a child is at immediate risk of danger whereby you must make a referral to Haringey Children's Multi-Agency Safeguarding Hub (MASH) 02084 894 470 (Monday – Friday 8.45am – 5.00pm) or 02084 890 000 (Out of Office Hours and Weekends) and/or the police (101 or 999). **Anyone can make a referral.**
- Tell the DSL as soon as possible if you make a referral directly.

#### **FGM:**

- **Any teacher** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must immediately report this to the police, personally. **This is a statutory duty**, and teachers will face disciplinary sanctions for failing to meet it.
- All concerns will be followed up by the safeguarding team. You may not know the outcome as it is on a need to know basis.
- A member of the safeguarding team is always available to discuss your concerns and offer advice.

### **Early Help and Prevention:**

- All staff are responsible for identifying a child who may benefit from 'Early Help'.
- 'Early Help' means providing support as soon as a problem emerges at any point or stage of development of a child's life. Staff should discuss 'Early Help' requirements with the designated Lead. Staff may be required to contribute in an 'Early Help' assessment. We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

### **Supporting Children**

- We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.
- We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

### **Our school will support all pupils by:**

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within the school, using a positive reinforcement model for behaviour management
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- Notifying Social Services as soon as there is a significant concern.
- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.
- Ensuring that support groups such as friendship groups, A Place 2 Be and A Place 2 Talk are available to children.

The school community will therefore:

- Ensure and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there are adults in the school whom they can approach if they are worried or in difficulty

### **Curriculum:**

- The school has in place an 'E-Safety and Safeguarding through the Curriculum' provision map which details how issues related to keeping children safe are taught through our school curriculum. This is available to all staff via our shared documents.

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

- It is essential that all staff are vigilant when monitoring the health and well-being of all SEND pupils. Evidence from research confirms that disabled pupils are particularly vulnerable to abuse and/or neglect.
- All staff must raise any concerns of SEND pupils using the procedures set out in this policy for all pupils.
- LAC are another vulnerable group therefore the Designated Lead will liaise with the Virtual Schools Headteacher to ensure they are safeguarded from harm.
- For additional information regarding pupils with SEND please refer to the SEND Information Report which is available on the school's website.

**Record Keeping:**

- Records which are paper based will be kept securely with the Lead DSL.
- Entries will be logged on CPOMS or using a Cause for Concern Form.

**Physical Intervention:**

- Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person. Physical intervention should only be used if the child is in danger of hurting themselves or another person. Any intervention must be the minimal force necessary to prevent injury.
- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

**Behaviour and Bullying:**

- Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes Cyber Bullying which is addressed in our E-Safety Policy and our Bullying Policy.

**Racist Incidents:**

- Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.
- At SPAH we will therefore establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to. We will ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty. Our curriculum will provide opportunities for PHSE, which will support all pupils to equip them with the skills they need to, stay safe from harm and to know to whom they should turn to for help.

**Allegations against staff:**

In addition to the details as outlined in the policy -

- We understand that a pupil, parent or staff member may make an allegation against a member of staff.
- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Executive Headteacher.
- The Executive Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO also now known as the DO) - Sarah Roberts (0204892968/1186) . Her advice will be followed in terms of investigating the allegation. Statutory Guidance as set out in Keeping Children Safe September 2016 will be followed:
- The Executive Headteacher will notify OFSTED of serious allegations against staff, and the actions taken, within 14 days of the allegation being made – as per the guidance in Statutory Framework for Early Years 2014
- If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LEAs Lead Officer for Child Protection.
- The school will follow the All London Child Protection Procedures for managing allegations against staff.

**Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

- All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. The policy is available to all staff in the staffroom or via the school website.

Policies and Documents to refer to in relation to this procedures guidance:

- LDBS LAT Trust Medical Needs Policy
- SPAH Contenance Policy
- SPAH Positive Handling Policy
- SPAH SEND Information Report
- SPAH E-Safety and Safeguarding through the Curriculum provision map