
St. Mary's CE Academy

'Excellence through faith & learning'



Child Protection Policy

*"I have come that they may have life,
and have it to the full."*

John 10:10

Reviewed: Autumn 2021

Approved by Governors: Autumn 2021

Date of next review: Autumn 2022

Child Protection Policy



Introduction:

At St Mary's Church of England Academy, we aim to provide a caring environment where every child can thrive and is supported to achieve their unique & amazing potential as a child of God. As such, this means that we aim for the very highest of standards where the health and safety of all children is of paramount importance in order to make sure that they are safeguarded & protected.

We are fully committed to safeguarding and promoting the welfare of all children and take account of the information contained in the DfE documents 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges'.

Safeguarding and promoting the welfare of children is best defined as: 'protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children 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' (Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges).

We believe that all children have the right to be safe in our society. Therefore, we recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through: our teaching and learning; pastoral support and care for both pupils and school personnel; training for school personnel and when working with parents.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

We want all our children to achieve their full potential by:

- feeling loved and valued;
- living, learning and working in a safe environment;
- experiencing excellent quality educational opportunities;
- being as physically and mentally healthy as possible;
- experiencing emotional wellbeing;
- receiving support in a network of reliable & caring relationships;
- learning to look after themselves;
- coping with everyday living;
- having a sense of identity and a positive image of themselves;
- developing their confidence and their interpersonal skills.

We recognise that the safety and protection of pupils is the responsibility of all school personnel and volunteers as they are in a unique position to notice injuries, marks or bruises when children are undertaking certain activities which might indicate a child

has been abused. We believe that we must report and investigate all injuries for the safety and protection of the children in our care.

We acknowledge that children can be harmed physically, emotionally, sexually or by neglect. It is our duty to report any concerns that we have of child abuse as the health, safety and protection of all children is paramount. We are also aware that if abuse is suspected by another child then child protection procedures will be applied to both children.

Aims of Child Protection in our School

- To have in place procedures to ensure that we meet our responsibilities for safeguarding and promoting the welfare of children from abuse.
- To ensure that all school personnel are aware of what action to take when dealing with a child protection issue.
- To create and provide a learning environment that is safe, secure, warm and welcoming for children combined with sound security systems and procedures.
- To establish and maintain an ethos where children and parents feel secure in being able to talk confidently to school personnel about any concerns or fears they may have knowing that they will be taken seriously.
- To protect children from the risk of radicalisation and extremism.
- To build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism.
- To ensure all concerns about FGM are reported.
- To establish and maintain procedures for safer recruitment and to establish and maintain sound working relationships with parents and support agencies.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Child Protection Legislation & Documentation

This policy relates to the following legislation:

- Children Act 1989
- Education Act 2002
- FGM Act 2003
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Childcare (Disqualification) Regulations 2009
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015
- Serious Crime Act 2015

The following documentation is also related to this policy:

- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE September 2021)

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE, July 2011)
- Mental Health and Behaviour in Schools: Departmental Advice (DfE Nov 2018)
- Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children Young People, Parents & Carers (HM Government, July 2018)
- What to do if you're worried a child is being abused 2015 (HM Government, March 2015)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children (HM Government, July 2018)
- Inspecting Safeguarding in Early Years, Education and Skills Settings (Ofsted, October 2018)
- School Inspection Handbook (Ofsted)
- The Prevent Duty: Department advice for schools and childcare providers (DfE, June 2015)
- Mandatory Reporting of Female Genital Mutilation - procedural information (HM Government)

Roles & Responsibilities

We believe that everyone who comes into contact with children and their families has a role to play in safeguarding children. Therefore, we believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Role of Governors

The role of the Governing Body in Child Protection is as follows:

- To have responsibility for the effective implementation, monitoring and evaluation & updating of this policy as well as all related procedures;
- To appoint senior members of staff to act as the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL);
- To nominate a governor to liaise with the DSL as the Safeguarding Governor;
- To delegate powers and responsibilities to the Headteacher to ensure everyone connected with the school is aware of and complies with this policy;
- To ensure that safe recruitment procedures are followed including appropriate use of reference checks on new staff and volunteers;
- To have in place procedures to deal with allegations of abuse against members of staff and volunteers;
- For the Chair of Governors to liaise with the local authority to deal with any allegations of abuse made against the Executive Headteacher;
- To undertake appropriate training regarding safeguarding where applicable;
- To ensure that the Designated Safeguarding Lead & the Deputy attend appropriate refresher training on an annual basis;
- To ensure that the Executive Headteacher, school personnel and volunteers undertake regular safeguarding training as appropriate;
- To annually review all safeguarding policies and procedures;
- To undertake periodic checks to ensure that all safeguarding procedures are working effectively;
- To receive termly reports from the Executive Headteacher on safeguarding in the school as part of the Headteacher's Report;
- To receive immediate reports of any weaknesses to this policy;
- To receive the Annual Safeguarding Report from the Executive Headteacher.

The Role of the Executive Headteacher / Head of School:

The role of the Executive Headteacher in Child Protection is as follows:

- To have responsibility for the effective implementation, monitoring and evaluation & updating of this policy as well as all related procedures;
- To ensure that everyone in the school community is aware of this policy;
- To ensure that all school personnel are familiar with:
 - this policy
 - The School Code of Conduct
 - Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE, July 2011)
 - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE September 2021)
 - Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children Young People, Parents & Carers (HM Government, July 2018)
 - What to do if you're worried a child is being abused 2015 (HM Government, March 2015)
 - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children (HM Government, July 2018)
 - The Prevent Duty: Department advice for schools and childcare providers (DfE, June 2015)
 - Mandatory Reporting of Female Genital Mutilation - procedural information (HM Government)
- To publish this policy via the school website, prospectus & staff induction materials;
- To ensure that all school personnel and volunteers understand the safeguarding risks to children and how to report any concerns they may have;
- To work closely with the Deputy Designated Safeguarding Lead and nominated governor for child protection;
- To ensure that both the DSL & DDSL undertake the annual Safeguarding refresher training as well as any other training appropriate to their roles;
- To organise inductions as well as regular training on a wide range of safeguarding topics for all adults in the school community;
- To keep an updated induction & training attendance record and ensure that those who were absent from any training attend another follow up training session;
- To provide evidence for Inspectors that training has been effective and has been implemented;
- To ensure that a full safer recruitment process is in place in the recruitment process of all members of staff;
- To ensure that Disclosure and Barring Service checks are undertaken for everyone working with children in the school;
- To ensure that the Single Central Record is in place, up to date and fulfils all statutory requirements;
- To ensure that all visitors are suitably checked and monitored;
- To ensure that all school personnel and volunteers are able to highlight improvements to the safeguarding policies and procedures where necessary;
- To create and provide a learning environment that is safe, secure, warm and welcoming for children combined with sound security systems and procedures;
- To ensure that regular checks of the school premises take place by the Site Manager & that everyone is mindful of any hidden cameras;
- To ensure that the following procedure is undertaken if a covert camera is found:

- contact the police outlining all known details
 - not touch the device
 - not look at any images on the camera
 - close off the area where the device was found as this is now a crime scene
 - not move or remove any articles, etc. in the crime scene
 - inform the LA Designated Officer
 - write an incident report
- To ensure that all CCTV cameras are periodically checked to ensure that they are not facing areas of expected privacy or mirrors;
 - To ensure that risk assessments are in place regarding physical intervention, personal care, intimate care, pupils changing for sporting activities, school personnel working 1:1 with a pupil, overnight stays and staying with hosting families on exchange visits;
 - To establish an environment where children feel safe to talk and a culture where school personnel listen to children;
 - To never promise confidentiality to any child but always act in the interests of a child;
 - To have in place effective anti-bullying strategies;
 - To ensure that school personnel are constantly encouraging pupils to assess risks to themselves;
 - To ensure that there is a smooth transition of responsibilities and information when a new Designated Safeguarding Lead takes over the role;
 - To ensure that all concerns about FGM are reported;
 - To report any private fostering arrangements to the local authority;
 - To inform the family of the child being fostered that it is their duty to inform the local authority of the private fostering arrangements in place;
 - To regularly report to the governing body and keep them updated;
 - To provide support to school personnel when dealing with a traumatic child protection situation;
 - To monitor the effectiveness of this policy & report annually to the governing body on the effectiveness of the policy;
 - To monitor all safeguarding practices through the Annual LA Safeguarding Audit as well as the DSAT Child Protection Audit.

The Role of the Designated Safeguarding Lead (Head of School):

The Designated Safeguarding Lead will:

- ensure the implementation of this policy;
- ensure everyone connected with the school is aware of this policy;
- work closely with the nominated governor;
- be trained in child protection policy procedures;

The Designated Safeguarding Lead will also:

- renew training annually in order to:
- understand the assessment process
- understand the procedures of a child protection case conference and child protection review conference
- understand the specific needs of children in need
- understand the specific needs of children with special educational needs and those of young carers
- have in place a secure and accurate record system of all concerns and referrals
- undertake Prevent awareness training (Workshop to Raise Awareness of Prevent);
- train school personnel in Prevent awareness;

- take the lead in dealing with child protection issues and in deciding what steps should be taken;
- inform a family of a child who we suspect is being privately fostered that it is their duty to inform the local authority of the private fostering arrangements;
- raise awareness of the need to protect pupils who might be vulnerable to radicalisation and involvement in terrorism;
- raise awareness that female genital mutilation (FGM) affects girls particularly from north African countries and it is illegal to allow girls to undergo this practice either in this country or abroad;
- ensure that all concerns regarding FGM and vulnerability to radicalisation are reported;
- keep a confidential Child Protection Register of all those pupils known to be at risk and only if it is confirmed by social services that the child is at risk;
- ensure all confidential child protection information is stored securely in central place;
- inform parents that information is kept on their children, but that ensure that no information will be disclosed to a parent if this would put a child at risk of significant harm;
- be trained in working with all agencies;
- familiarise school personnel with the policy and procedures;
- investigate and deal with all cases of suspected or actual problems associated with child protection;
- ensure parents are aware that referrals about suspected abuse or neglect may be made;
- make child protection referrals;
- record all child protection referrals;
- co-ordinate action within the school;
- liaise and seek advice from the Local Authority Designated Officer when the need arises;
- liaise with social care and other agencies;
- record the transfer of all child protection files of any pupil leaving to join another school by keeping the following information:

Date of Transfer	Child's Name	D.o.B.	Means of Transfer			Destination	Records received by
			Electronically	Special/Recorded Delivery	Direct Handover		

- provide support for any child at risk;
- not promise confidentiality to any child but always act in the interests of a child;
- act as a source of advice within the school;
- help create a culture within the school of listening to children;
- keep up to date with all new guidance on safeguarding children;
- keep all school personnel up to date with any changes to procedures;
- organise appropriate training for school personnel and governors;
- ensure all incidents are recorded, reported and kept confidential;
- keep all paperwork up to date;
- report back to the appropriate school personnel when necessary;
- ensure that there is a smooth transition of responsibilities and information when a new Designated Safeguarding Lead takes over the role;
- annually review the policy with the Executive Headteacher.

The Role of the Safeguarding Governor

The safeguarding Governor will:

- work closely with the Executive Headteacher and the Designated Safeguarding Lead (Head of School) ;
- ensure policies and systems fulfil all safeguarding and child protection responsibilities and are consistent with Local Authority guidelines and Local Safeguarding Children Board procedures;
- Be part of the Annual Safeguarding Report process whereby policy & practice is monitored;
- ensure that everyone connected with the school is aware of this policy;
- Liaise with the Chair of Governors who will take responsibility for taking action according to Local Authority procedures where there are allegations against the Headteacher;
- undertake safeguarding training every three years.

The Role of the Local Authority

The Local Authority will:

- be responsible for safeguarding and promoting the welfare of children by working in partnership with schools and other organisations;
- establish a Local Safeguarding Children Board;
- appoint the chairperson & other members to the Local Safeguarding Children Board;
- have in place a Local Authority Designated Officer (LADO);
- ensure that the Local Safeguarding Children Board is run effectively;
- ensure schools undertake their responsibilities for the safeguarding of children;
- have excellent links with local organisations;
- provide advice, information and guidance to families in the Local Authority;
- Send out necessary links regarding the completion of the Annual Safeguarding Report.

The Role of Local Authority Designated Officer

The Local Authority Designated Officer will:

- ensure safeguarding procedures are correctly applied and implemented throughout the Local Authority;
- provide advice, information and guidance to personnel in the Local Authority;
- provide advice, information and guidance to families in the Local Authority;
- be responsible for updating the Local Authority policy for safeguarding and child protection;
- provide training and meet the training needs of schools and other organisations;
- work closely with Social Services, the Police, Health professional and all other agencies;
- be the key link to Social Services or the Police during and following formal investigations;
- monitor the progress of cases to ensure that they following the appropriate procedures;
- keep up to date with all changes in legislation;
- will be the Local Authority representative on the Local Safeguarding Children Board.

The Role of School Personnel and Volunteers

School personnel and volunteers must:

- recognise that child protection is their main responsibility;
- treat children's welfare with utmost importance;
- be alert to any forms of abuse, namely physical, emotional, sexual or neglect;
- know what to do if there was any suspected case of harm or abuse or if a child makes a disclosure; to always report any concerns to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead;
- never promise confidentiality to any child but always act in the interests of a child;
- be aware that they would face disciplinary procedures if they fail to comply with the mandatory duty;
- be aware of the background of the children in their care;
- be made aware of this policy and all other safeguarding policies and procedures during induction and training;
- attend regular awareness training on a wide range of safeguarding topics;
- be aware of the name of the Designated Safeguarding Lead & the Deputy Designated Safeguarding Lead;
- be trained in identifying signs of harm and abuse;
- be aware of child sexual exploitation, radicalisation and extremism;
- be aware of the effects of abuse and neglect on children;
- undertake training on responding to a child;
- report to the police if a girl under the age of 18 informs them that FGM has been carried out on them or if they observe any physical signs that this may be the case;
- inform the Designated Safeguarding Lead of any child who they suspect is being privately fostered;
- report any concerns that they have about pupils who may be vulnerable to radicalisation;
- establish a school and classroom environment where children feel safe to talk and where school personnel listen to children;
- provide opportunities through the curriculum to address relevant issues and topics in order to promote child safety and well-being;
- encourage pupils to assess risks to themselves;
- receive support and counselling if they feel distressed from being involved with a case or incident;
- be kept up to date with changes in procedures;
- be prepared to attend a Strategy Meeting or Child Protection Case Conference;
- ensure that they conduct themselves correctly at all times and do not put themselves at risk;
- be aware of the Safer Recruitment processes and checks;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community.

The Role of Pupils

At St Mary's, we want our children to:

- feel safe and protected;
- know how to assess risk to themselves;
- know how to keep themselves safe;
- know how to raise a complaint or concern;
- know and recognise a trusted adult that they can go to and raise their concerns;

- feel supported and protected when they raise a concern;
- be kept informed of any actions that have been taken when they have raised a complaint;
- feel safe from discrimination and bullying;
- be made aware of the basic safeguarding procedures in school such as visitors signing in and wearing visitor badges.

The Role of the Junior leadership Team (School Council)

The Junior Leadership Team gives regular feedback on safeguarding issues across school which feeds into our policy & practice generally. It is also often used as an avenue to ask the following questions:

- Do they feel safe in school?
- Are they aware of basic safeguarding procedures in school?
- Are pupils aware of how to keep themselves safe?
- Do they know who to go to if they are concerned about their own safety or that of others?
- Are they aware of Online safety?
- Do they know how to keep themselves safe when using the internet?
- Do they know how to keep themselves safe outside school?

The Role of Parents & Carers

Parents /carers are:

- asked to work hard with the school to establish excellent home-school relationships;
- aware that we have a responsibility for the welfare of all our pupils;
- aware that we have a duty to involve Social Services or any other agency if we have any concerns about a child;
- aware that under certain circumstances we will involve an agency without informing them if we think that by doing so we might place the child at even greater risk;
- aware that they will be kept up to date with all of our actions where applicable.

The Designated Safeguarding Lead:

- will ensure that parents are aware of this policy;
- will respect parents and children's need for privacy;
- will respect families from different backgrounds and cultures as long as it does not put the child at risk;
- when making a referral, will share all information with parents unless it places the child at risk.

The Role of Partnerships with Other Agencies

We work in close partnership with all school agencies as the safety and protection of children is of paramount importance to everyone in this school.

Female Genital Mutilation

We are aware that Female Genital Mutilation (FGM) is a form of child abuse and violence against women and that this affects girls particularly from North African countries. It is illegal in England and Wales to allow girls to undergo this practice, which involves the 'partial or total removal of the external female genitalia for non-medical reasons'.

We are aware that section 5b of the FGM Act 2003 has introduced a mandatory reporting duty which requires that health and social care professionals as well as teachers in England and Wales must report to the police when a girl under the age of 18 informs them that FGM has been carried out on them or if they observe any physical signs that FGM has been carried out. Mandatory reporting duty does not apply if a person suspects that FGM has been carried out or whether they consider a girl may be at risk of FGM. In this instance, we are expected to follow local safeguarding procedures. School personnel who fail to comply with the mandatory duty will face disciplinary procedures.

We will inform the Local Authority Designated Officer (LADO) of any allegations of abuse by any member of the school personnel whether they took place on the school premises or elsewhere and of the action taken in respect of these allegations. We will also inform the Local Authority Designated Officer (LADO) of any person connected to the school who is considered to be unsuitable to work with children.

The Prevent Duty

At St Mary's, we are very aware of our duty to safeguard children, young people and families from violent extremism. We are aware that there are extremist groups within our country which wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel are made aware of the increased risk of online radicalisation, and are alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we ensure that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and that they know what to do if & when they are identified. We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

Advice and support to protecting children from the risk of radicalisation is provided for all school personnel by the Designated Safeguarding Lead who has undertaken Prevent awareness training. Online general awareness training is also available by the Channel programme for all school personnel who may provide support to those who have been identified as being vulnerable to being drawn into terrorism.

Privately Fostered Children

We are aware that privately fostered children fall into the category of a potentially vulnerable group and must be monitored by the local authority. Therefore, it is our duty to report to the local authority any child who we suspect is being privately fostered. On admission to the school we will ensure that the parental responsibility of a child is established.

The Curriculum

We will ensure that the curriculum deals with safeguarding through activities and opportunities in PSHE/Citizenship that will equip the children with the necessary skills and awareness to stay safe from abuse. We want children to understand risk, to become more

resilient and know where to go for help and support not only in school but also in the local community.

Reporting Concerns

We are committed in establishing and maintaining an ethos where children and parents feel secure in being able to talk confidently to school personnel about any concerns or fears they may have knowing that they will be taken seriously.

If a pupil makes a disclosure then the member of the school personnel must:

- listen to the pupil;
- remain calm;
- offer reassurance;
- not ask the pupil to remove or adjust clothing if bruises are observed;
- not ask leading questions, but rather open questions such as: Tell me about what happened...';
- let the pupil speak freely;
- accept what has been told them without challenge;
- not offer opinion or criticise or lay blame;
- reassure the pupil at the end of the disclosure telling them that they have done the right thing;
- not promise confidentiality but inform them that other people need to be told;
- record accurately and factually what the child has said in note form;
- record observed injuries or bruises on a map of the body where applicable;
- submit a completed disclosure form to the DSL (or DDSL in their absence) who will seek advice from the Local Authority Designated Officer (LADO);

If a member staff suspects that a child may have been / be a victim of abuse, then they must:

- record accurately and factually what they have seen in note form;
- submit a completed disclosure form to the DSL (or DDSL in their absence);

The Designated Safeguarding Lead will then:

- further investigate and keep records of this investigation;
- decide whether to take this referral further or to monitor the situation;
- inform the person making the initial referral of his/her decision;
- prepare in readiness for a case conference/core group meeting the following information on the child:
 - attendance and punctuality data
 - academic achievement
 - child's behaviour and attitude
 - relationships and social skills
 - appearance and presentation
 - any known incidents in or outside school
 - school contact with parents/carers

If a parent makes a disclosure to school then the Designated Safeguarding Lead:

- should meet with the parent taking down all details;
- will assure the parent that the school will take the matter seriously;
- that he/she will have to take advice from the Local Authority Designated Officer (LADO) about the disclosure;
- will get back to the parent when a decision has been taken and how to proceed.

Recording of Information

School staff and volunteer helpers are asked to record any concern or incident using a school disclosure form providing the following details:

- Name of child;
- Date;
- Details of person completing;
- Details of disclosure;
- Any observed injuries
- Action taken;
- Time / Date referred to DSL / DDSL.

Support

We will ensure that support mechanisms are in place for any child that is at risk in order to build their self-esteem and confidence. School staff and volunteer helpers who feel distressed from being involved with a case or incident will receive support and counselling as necessary.

Confidentiality & Security of Information

It is imperative that confidentiality is observed at all times as the protection of the child is paramount. School personnel have a professional responsibility to share information with other professionals who are investigating a case. A child, when confiding information to a member of staff, must be made aware that for the child's own sake this information cannot be kept secret. The child must be reassured that the information will only be shared with the designated teacher who will then decide what will happen next. All child protection records are regarded as confidential and will be kept in a secure place.

Case Conferences & Core Group Meetings

The Designated Safeguarding Lead will attend:

- all Child Protection Case Conferences with the appropriate member of staff where necessary;
- all Core Group meetings once a child has been placed on the Child Protection Register.

Pupils Transferring to Another School

The following procedures will take place if a pupil, on the child protection register, transfers to another school:

- the case social worker will be contacted by the Designated Safeguarding Lead;
- child protection records will be passed on to the Designated Safeguarding Lead at the receiving school only if that school is in the same Local Authority;
- if the child is moving to another Local Authority, then information will only be passed on with outline details of case conferences but not minutes of conferences.

The Single Central Record

A Single Central Record is kept to cover everyone who works in regular contact with children & includes all school staff (including supply & trainees) & volunteers (including governors). This includes their personal details as well as checks including:

- an identity check
- an enhanced DBS check

- a prohibition from teaching check where applicable
- checks on people living or working outside the UK
- professional qualifications check

Entries in the SCR must be evidenced by the person making the checks, & then these are checked on a half termly basis by the Executive Headteacher & Head of School.

Disclosure and Barring Service Checks

All school staff will undergo Disclosure and Barring Service Checks before starting employment and then every three years once in employment at St Mary's.

Training

Appropriate training, based on the information provided by the Sheffield Safeguarding Children's Board, takes place for school staff & volunteer helpers:

- on induction to the school
- during NQT induction
- throughout the academic year as necessary

All school staff must undertake appropriate training every three years in:

- child protection issues
- restraint training
- recognising signs of abuse
- handling disclosures

All school staff have an induction as well as periodic training so that they are kept up to date with new information which specifically covers:

- All aspects of this policy
- School Staff Code of Conduct
- Keeping Children Safe
- Working Together to Safeguard Children
- Female Genital Mutilation
- Prevent Awareness
- Safeguarding pupils who are vulnerable to extremism
- Child Sexual Exploitation
- Radicalisation and Extremism
- Listening to Pupils
- The Safe Use of the Internet and Social Media
- Equal opportunities
- Inclusion

Dealing With Allegations Against School Staff, Volunteers or the Executive Headteacher

The complaints procedure is intended to meet the requirements imposed on schools by the Education Reform Act in relation to:

- Provision of a broad and balanced curriculum
- Religious Education and Collective Worship
- Implementation of the National Curriculum
- Exceptions or withdrawals from the National Curriculum, or parts of it
- The operation of charging policy
- The provision of information

If a complainant, after the full machinery for resolving complaints locally has been exhausted, is still dissatisfied with the Local Authority pronouncement of the complaint, it is possible to

complain further to the Secretary of State. The complaints procedure will follow the basic pattern of:

- Stage 1: Settling the complaint informally with a teacher or with the Executive Headteacher / Head of School
- Stage 2: Informal (written) complaint to the Executive Headteacher / Head of School
- Stage 3: Formal written referral to the Chair of Governors complaints panel
- Stage 4: Governors and LEA mediators appeal panel
- Stage 5: Beyond the LEA

Safer Recruitment

At St Mary's, we take very seriously the appointing of new staff and follows the 'Safer Recruitment' advice from the Local Authority. In order to better protect the pupils while recruiting staff and volunteers, there will be at least one member of staff who is Safer Recruitment accredited on all interview panels.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and school events
- meetings with school staff
- communications with home such as weekly newsletters
- reports such as the annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance.

Monitoring of the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher.

Important Telephone Numbers	Local Authority Designated Officer	0114 273 4850
	Child Protection Enquiry Team	0114 273 4925
	Children and Families Services: Prevention and Assessment Team (West PAT)	0114 273 4491
	Out of Hours Social Services	0114 273 4855
	Police	0114 220 2020

Appendix 1: Disclosure / Concern Log Sheet



CONFIDENTIAL

Child Protection Disclosure / Concern Log Sheet

If you have concerns about a child, complete this form / discuss with the DSL as soon as possible. If you are concerned about an injury, e.g. bruise, use a body chart to identify the position & be specific about the size & colour. If a child made a disclosure, do not promise to keep it a secret, but immediately write down everything that you have been told. Remember to maintain confidentiality at all times.

Name of child:	Name and role of person completing form
Date:	Name and role of person child disclosed to/ reporting C.P. incident/ concerns
Details of disclosure by child / incident / child protection concern/s:	
Action taken by person(s) above:	
Date of notification to DSL (Karen Miller CPLO):	Date of notification to Deputy DSL (Karole Sargent DCPLO):

Detail of decision / action by DSL/ Deputy:	
Reason(s) for this decision or action by DSL/ Deputy:	
Notes of feedback between DSL/ Deputy and the person who raised this child protection concern, including date of feedback:	
Tick to confirm added to pupil's chronology and copy placed in CP File:	Tick to confirm added to CPCO overview sheet
Date for review:	Name of person(s) to review:

Any other information