

Ellesmere Port Catholic High School

Child Protection and Safeguarding Policy

Status

Statutory

Mission statement:

"I have come so that they may have life and have it to the full." John 10:10

There are three main elements to our child protection policy and safeguarding procedure:

- Prevention
- Protection
- Support

This policy applies to all teaching and support staff at Ellesmere Port Catholic High School.

School Commitment

"We recognise that for children high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention."

Our School will therefore:

- a) Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to.
- b) Through assemblies and regular discussion ensure that children know that there are adults in the school who they can approach if they are worried or in difficulty.
- c) Include in the curriculum, activities and opportunities for LifeSkills which equip children with skills they need to stay safe from abuse.
- d) Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills. Much of this material will be delivered through the religious education syllabus and the Citizenship programme but will also be dealt with as it arises, through other subject areas.

1. Introduction

The Department for Education has published an updated version of the statutory guidance Keeping Children Safe in Education (2018), which revises and replaces the 2016 guidance. This came into force for schools on **3 September 2018**.

1.1 The recent act, May 2016, Section 175 [2] states:

"The Governing Body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the School."

- 1.2 The staff and governors of Ellesmere Port Catholic High School are committed to protecting and safeguarding all their pupils to ensure, as far as possible, that they are free from harm.
- 1.3 The School recognises that children sometimes suffer abuse from those who should be caring for and protecting them. Abuse can take place within any socio-economic group and can occur at home or in institutions such as Schools.
- 1.4 This document sets out the procedures which Ellesmere Port Catholic High School has in place for exercising its duties in relation to safeguarding pupils.

2. Cheshire West and Chester Safeguarding Board

- 2.1 In addition to Cheshire West and Chester's Safeguarding Board, Ellesmere Port Catholic High School's procedures will have particular regard to the Department of Health, Home Office and department for Education and Skills joint publication "What to do if you're worried a child is being abused".

3. The Child Protection Co-ordinators and Governor

- 3.1 Ellesmere Port Catholic High School has a designated Safeguarding Lead and four Child Protection leads, who are responsible for co-ordinating child protection issues within the school and for liaising with other services. One member of the Governing Body has responsibility for safeguarding and child protection.

At Ellesmere Port Catholic High School the above roles are undertaken by:

- 3.2 **Mrs J Jones**, Designated Safeguarding Lead
Mrs J Prescott, Deputy Safeguarding Lead
Mrs C Hughes, Child Protection
Mrs J Prescott, Child Protection
Mrs S Holmes, Child Protection
Mrs A Ryan, named governor

These people's names will be given, when requested, to the Local Education Authority.

- 3.3 The Safeguarding Lead and Child Protection Leads will be released from School to attend specialised child protection training which will be updated at least every two years. The named governors will also receive training.
- 3.4 It is the Safeguarding Lead and Child Protection Leads responsibility to ensure that **all** staff, teaching and support, paid and volunteers, know who is the safeguarding lead and alternative leads are and that they **all** receive, on a regular basis, information which enables them to identify child protection matters and respond appropriately.
- 3.5 **Designated Governor for Safeguarding and Child Protection**

The role and responsibilities of Alison Ryan, named governor, responsible for Safeguarding and Child Protection are agreed to cover:

- Ensuring, in liaison with the Headteacher/designated teacher that the school has a Child Protection Policy and Procedures in place;
- Ensuring that an annual item is placed on the Governors' agenda to report on changes to Child Protection Policy/Procedures, training undertaken by the

- designated senior teacher and other staff, the number of incidents/cases [without details or names] and the place of Child Protection issues in the school curriculum;
- Liaison [with due regard for issues of confidentiality] with the Headteacher/senior designated teacher regarding allegations of child abuse;
- In consultation with the Chair of Governors responsibility for the oversight of procedures relating to liaison with the Education Department, Social Services Department and the police in relation to any allegations of child abuse made against the Headteacher, including attendance at strategy meetings.
- Carry out checks on the school's Safer Recruitment procedures including regular checks of the school's Single Central Record.

4. Responsibilities

“Schools and colleges and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance Working together to safeguard children”.

“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child”.

The school will identify harm and maintain safety by:

- Everybody having a duty to safeguard children inside and outside the school environment including school trips, extended schools, activities and vocational placements;
- Involving parents and providing advice/guidance regarding safeguarding;
- Maintaining a child focus and listening to children;
- Recognising signs of concern, especially with children who may be vulnerable;
- Documenting and collating information on individual children to support early identification, referral and actions to safeguard;
- Taking appropriate actions to address concerns about a child’s welfare in partnership with other organisations and safeguarding agencies;
- Informing all staff and volunteers who the Designated Safeguarding and Deputy persons for Safeguarding are in school.
- Providing PSICHE including raising awareness with children in what are and are not acceptable behaviours.
- Raising awareness and educating children about online safety.
- Ensuring that all staff read, understand and follow the schools Safeguarding policies and procedures, the DFE’s ‘Keeping Children Safe in Education’ documents, Code of Conduct and Whistleblowing policy.

PSICHE input will provide opportunities for children and young people to learn how to keep themselves safe, for example, by:

- The availability of advice and support in their local area and online;
- Recognising and managing risks in different situations, including on the internet;
- Judging what kind of physical contact is acceptable and unacceptable;
- Recognising when pressure from others, including people they know, threatens their personal safety and well-being

- Developing effective ways of resisting pressure;
- Developing healthy relationships, including awareness of unhealthy relationships where domestic violence, bullying and abuse occur;

Our school will ensure that pupils are made aware that information can be found at the following: *SHARP system*

Our school's arrangements for consulting with and listening to pupils are through the Heads of Year, school council, and peer support.

We make pupils aware of these arrangements during form time, assemblies and themed weeks.

5. Recognising Possible Abuse

"This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment".

"If early help is appropriate the designated safeguarding lead should support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate".

5.1 Children can be harmed in a number of ways. Abuse can be physical, sexual and emotional or it can take the form of neglect. Children sometimes suffer more than one type of abuse at a time.

5.2 Ellesmere Port Catholic High School will ensure that designated teachers are trained every three years and the rest of the staff members receive regular updates and training to recognise signs of possible abuse or neglect and they will know what to do if they suspect a child is suffering harm. This includes signs of exploitation through forced marriages, honour based violence and FGM. It is a mandatory requirement to report to the police any suspected cases of FGM which have been carried out to a girl under the age of 18.

5.3 Ellesmere Port Catholic High School will ensure that all staff are trained to recognise the signs of exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism in line with the Government's Prevent strategy.

5.4 The School will strive to create an atmosphere in which children feel able and safe to talk about their worries and fears. Staff will listen carefully to anything children want to tell them. They will:

- **not** ask leading questions
- **not** promise to keep the matter secret
- **not** attempt to investigate a situation themselves

Staff might also have concerns about a child's safety because of the way he or she is behaving.

5.5 Whether suspicions arise through disclosures children make or as a result of observations, the member of staff concerned must complete the Ellesmere Port Catholic High School disclosure, signed, dated and time of what was said or seen.

5.6 Refer the matter immediately to the Safeguarding Lead or Child Protection Leads.

Staff will be aware of the possibility that their records might have to be used as evidence in court and must, therefore, be aware of the need to distinguish fact from opinion.

5.7 Sexting

Someone taking an indecent image of themselves and sending to their friends or boy/girlfriend via a mobile phone or some other form of technology is sometimes referred to as 'Sexting'. Young people need to be aware that they could potentially be distributing illegal child images. Staff at Ellesmere Port Catholic High School will ensure that students are aware of the risks associated with the use of the internet and how to respond appropriately to a 'Sexting' incident. We know this can cause enormous distress to children and young people and may place them at risk of sexual grooming and other risks associated with the internet.

Linked Policies: *Online Safety*

5.8 Child Sexual Exploitation

Children and young people can be exploited by their associations and through gang activity. They may suffer exploitation through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people, Ellesmere Port Catholic High School will ensure that we have in place appropriate measures such as internet security filtering and an acceptable use policy linked to our to our Online Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the school and are aware of the dangers associated with the internet and other mobile technology.

Linked Policies: *Online Safety*
 Acceptable use

5.9 Sexual Violence and Harassment

Sexual violence and sexual harassment can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable.

The most effective preventative education programme is through a whole-school approach that prepares pupils for life in modern Britain. We have a clear set of values and standards, and these will be upheld and demonstrated throughout all aspects of school life. A planned programme of evidence-based content is delivered through the curriculum. Such a programme has been developed to be age and stage of development appropriate, and may tackle such issues as:

- healthy and respectful relationships;
- what respectful behaviour looks like;
- gender roles, stereotyping, equality;
- body confidence and self-esteem;

prejudiced behaviour;

- that sexual violence and sexual harassment is always wrong; and
- addressing cultures of sexual harassment.

Peer on Peer abuse

Children and young people may be harmful to one another in a number of ways which would be classified as peer on peer abuse. (Read this in conjunction with our anti bullying policy.)

Verbal abuse should never be tolerated or passed off as banter or as part of growing up. While there is no intent to criminalise young people peer to peer abuse does form part of our safeguarding procedures.

Some forms of peer on peer abuse;

- Physical abuse e.g. (biting, hitting, kicking, hair pulling etc.)
- Sexually harmful behaviour/sexual abuse e.g. (inappropriate sexual language, touching, sexual assault etc.)
- Bullying (physical, name calling, homophobic etc.)
- Cyber bullying • Youth produced sexual imagery- popularly known as 'Sexting'
- Prejudiced Behaviour

Teenage relationship abuse Teenage relationship abuse is defined as a pattern of actual or threatened acts of physical, sexual, and/or emotional abuse, perpetrated by an adolescent (between the ages of 13 and 18) against a current or former partner.

Ellesmere Port Catholic High School has put in place safeguards to reduce the likelihood of peer on peer abuse. Our 5 R's and our clear set of expectations and consequences for unacceptable behaviour, together with visible staff presence have helped to establish an ethos of respect, friendship, courtesy and kindness.

Any peer on peer allegation must be referred to the Designated Safeguarding lead immediately. Where a concern regarding peer on peer abuse has been disclosed to the Designated Safeguarding lead advice and guidance will be sought from Children Social Care and where it is clear a crime has been committed or there is a risk of crime being committed the Police will be contacted.

Working with external agencies there will usually be a response to the unacceptable behaviour, for example, if a pupil's behaviour negatively impacts on the safety and welfare of other pupils then safeguards will be put in place to promote the well-being of the pupils affected, the victim and perpetrator will be provided with appropriate support to prevent any reoccurrence of improper behaviour.

6. Dealing with Disclosures and Making Referrals

- 6.1 The procedures for how staff should deal with any disclosures or concerns is detailed in the Staff Handbook – Appendix A Child Protection Procedure.
- 6.2 If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police **immediately**. Usually this would be done by the designated staff for Safeguarding and Child Protection but anyone can make a referral. Where referrals are not made by the Safeguarding Lead, the Safeguarding Lead should

be informed, as soon as possible, that a referral has been made. Social Services will advise when or if the parents are to be informed.

- 6.3 Referrals of suspected abuse or neglect would be made by telephone to IART on 01606 275099. This telephone call will be recorded, noting the name of the person spoken to and will be followed up by a professional referral form being sent.

7. Attendance at and Reports to Child Protection Conferences

- 7.1 If Social Services decide, having received a referral from the school that a child might be at risk of harm a child protection conference may be called.
- 7.2 An appropriate School representative will be asked to attend this conference. Where a conference is held during a school holiday, the school will do its best to send a senior member of staff.
- 7.3 The school will provide the person chairing the conference with a report on the child at least **48 hours** in advance. The author of the report will be aware that the child's parents will have access to it.
- 7.4 If a child's name is placed on the Child Protection Register following a decision made at a child protection conference, a 'core group' consisting of those with the most knowledge of and involvement with that child will be identified. The Designated Safeguarding Lead, Child Protection Lead or other relevant member of staff will attend.

Linked Policies: Attendance

8. Confidentiality

- 8.1 Information on child protection cases will only be shared within the school with those who need it in order to ensure the safety of the children concerned.
- 8.2 All school records of child protection concerns and referrals are kept in a locked cabinet in the pastoral office separately from the main pupil files. Only the Designated Safeguarding Lead and Child Protection Leads have a key to this cabinet.
- 8.3 Only **one** child protection file will be kept on a child and will contain on the inside front cover, a maintained chronology of events. No other information of a child protection matter will be kept anywhere else in the School.
- 8.4 Well-kept records are essential. All staff must ensure they record information as soon after an event as possible.

9. Transfer of Records

- 9.1 When a child whose name is on the Child Protection Register leaves Ellesmere Port Catholic High School the Designated Safeguarding Lead will inform the relevant social worker and sends the child protection records to the receiving school **immediately**. If the name of the receiving school is not known, the Designated Safeguarding Lead will notify the child's social worker as a matter of urgency as soon as the child leaves or appears to be missing. In these circumstances, the child protection records will remain at Ellesmere Port Catholic High School until the child is known to have registered elsewhere.
- 9.2 When a child joins Ellesmere Port Catholic High School and records from the previous school indicate his/her name is on the Child Protection Register, the Designated Safeguarding Lead or Child Protection Lead will notify Social Services **immediately**.

- 9.3 When a child whose name is known to be on the Child Protection Register joins Ellesmere Port Catholic High School and no child protection records have been received from the previous school, the Designated Safeguarding Lead or Child Protection Lead will contact the Co-ordinator at that school to request the records be sent **immediately**. This request will be confirmed in writing and repeated if necessary. If they remain unavailable, the School will inform the Education Welfare Service.

10. Safer Staff Recruitment

- 10.1 Before confirmation of appointment, all staff (teaching and support) and volunteers in regulated activity who apply to work at Ellesmere Port Catholic High School will be subject to a rigorous recruitment process to ensure their suitability to work with children. References will be taken up and they will be required to give evidence of their qualifications and details of previous experience and work history. A 'Prohibition to Teach' check will be carried out for all teaching staff. The school will ensure that new members of staff are interviewed and appointed by a senior leader and a governor who has attended and qualified in "safer recruitment".
- 10.2 As part of this recruitment process, all potential staff will be required to declare any criminal record. Disclosure and Barring Service (DBS) checks will be undertaken. No-one will be employed if it is considered they are unsuitable to work with children. A Risk Assessment will be completed for volunteers to decide whether a DBS Check will be required.
- 10.3 All staff, including supply teachers and other visiting staff [e.g. school nurses] and those supporting school trips, are informed of the Designated Safeguarding Lead and Child Protection Leads and the School's policy for the protection of children:
- During their first induction to the school
 - Through the provision of a copy of this policy. Provided in hard copy and available on VLE and website.
 - Through the provision of a copy of 'Keeping Children Safe in Education September 2018'. Part 1 hard copy provided to all staff.
 - Through the staff handbook
 - Through the induction/supply teachers' booklet
 - Information on relevant notice boards
 - Whole staff training or briefing meetings
 - Reminders at the beginning of each year and for new staff
 - All staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, as soon as possible, that day to the Designated Safeguarding Lead or Child Protection Leads. If in any doubt they should consult with the Designated Safeguarding Lead.
- 10.4 The Cheshire West and Chester Authority Procedures and Handbook are available for staff reference and located in the Pastoral Assistant Headteacher's Office. LA Personnel Procedures are located in the school office.
- 10.5 Where any students are placed in alternative provision, the school will obtain a written statement from the provider confirming that they have completed all the necessary vetting and barring checks on their staff.

11. Allegations Against Staff

- 11.1 Any allegation made against a member of staff or volunteer at School will be taken very seriously and will be referred **immediately** by the Headteacher or /Designated Safeguarding Lead to the Local Authority under Cheshire West and Chester's Procedure

in Respect of Allegations of Child Abuse Made Against Staff. The allegation will **not** be investigated in School other than to establish the facts. The Local Authority will liaise with Social Services and the Police to determine if the allegation should be investigated internally or dealt with by Social Services/Police. The Director for Attendance and Child Protection should be informed as soon as possible.

- 11.2 Where an allegation is made against the Headteacher, the Designated Safeguarding Lead will inform the Chair of the Governing Body as well as the Local Authority. As above the Local Authority will liaise with Social Services and the Police. The Director for Attendance and Child Protection should be informed as soon as possible.
- 11.3 The Designated Safeguarding Person is not responsible for dealing with allegations made against members of staff. This is the responsibility of the Head Teacher who will inform the Local Authority Designated Officer (LADO) (Paul Jenkins, Senior Manager Child Protection).

12. Training

- 12.1 At Ellesmere Port Catholic High School we are committed to Child Protection training. The Headteacher, trained Specialist Safeguarding Lead and Child Protection Leads and the nominated Governors for Safeguarding and Child Protection will undertake the relevant training for their role, in accordance to section 175 of the Education Act 2002, they will attend refresher courses every three years.
- 12.2 All other staff will receive relevant training on Child Protection in accordance with section 175 of the Education Act 2002 every three years.
- 12.3 All staff will receive regular Safeguarding updates when required and at least annually to provide them with the relevant skills and knowledge to safeguard children effectively.

13. Conclusion

- 13.1 The aim of these procedures is to ensure that all the children on roll at Ellesmere Port Catholic High School are safe and free from harm. If they are considered to be at risk of or to have suffered abuse or neglect the school will take the steps described to minimise the risk or protect them from further harm.
- 13.2 In order to monitor the effective safeguarding of the pupils of the School, the Governing Body will require the Assistant Headteacher Behaviour and Safety to submit a termly report on child protection issues within the school. This report will **not** reveal details of any individual children or families.
- 13.3 In all its work to safeguard children, the School will need to work in partnership with other agencies and with parents.
- 13.4 The adequacy of these procedures will be reviewed and the procedures formally adopted annually by the Governing Body.

Further detailed information can be found in:

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

These procedures are based on:

Cheshire West and Chester's 'Schools Safeguarding Policy Framework for Children and Young People'

Keeping Children Safe in Education – Guidance from September 2018

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings

Working together to Safeguard Children

What to do if you are worried a child is being abused

Children Act 1989

Education Act 2002

Children Act 2004

Contacts:

Designated Safeguard Lead – Mrs J Jones, jjj@email.epchs.co.uk

I-ART 01606 275 099

LADO contact details are: Paul Jenkins, Senior Manager Child Protection, **0151 337 4570**.



Signed on behalf of the Governing Body: (Chair)

Date:September 2018.....

Date for Review:July 2019.....