

# **RAWCLIFFE BRIDGE PRIMARY SCHOOL**

## **SAFEGUARDING POLICY**

Rawcliffe Bridge Primary School has a caring atmosphere, where there is mutual respect for each individual, both adult and child. The school is a place where all children are able to work and play in a safe environment.

The school encourages children to develop attitudes, which help them to become well-balanced sociable people with a real sense of responsibility towards their peers and the community. It seeks to provide a child with a meaning for living and a structure to help him/her made the right choices.

All children are regarded of equal value and the school strives to provide for each child according to their needs. Good self-esteem is seen as fundamental in the development of all the children.

Parents are seen as partners in the education process and are encouraged, not only to be involved in the progress of their child, but also to contribute towards the work of the school.

### **Aims**

1. To develop a structure for the effective management of safeguarding children.
2. To develop strategies for the effective prevention of child abuse.

### **Objectives**

#### **Effective Management**

Staff awareness of the nature of child abuse:

- In-service training
- Familiarisation with the Child Protection – Guidelines and Procedures.

Clear communication and procedures within the school:

- Person who becomes aware of signs of child abuse informs Child Protection Officer
- Written report made in Child Protection Book
- Importance of confidentiality

Sympathetic support for the abused child, staff and parents/carers

- Designated member of staff to have the role of Child Protection Co-ordinator
- Designated member of the Governing Body to have the role as Child Protection Governor
- Provision/access of support for children, staff and families
- De-briefing/counselling for staff

Liaison with other agencies

- Written reports and attendance at case conferences/multi-agency meetings
- Follow up decisions and monitor results

### **Effective Prevention of Child Abuse**

- A caring school develops and actively promotes the good self-esteem of the individual, based on a child centred philosophy.
- A caring school fosters and nurtures respect for the individual regardless of colour, race, gender, and creed.

There are clear policies for:

- Sex education
- PSHCE education
- Behaviour/bullying
- Equal opportunities
- Drugs Education
- Looked After children
- Inclusion
- SEN
- Use of Physical Restraint
- Race Relations

### **Curriculum Development**

The curriculum is developed which offers opportunities to:

- Solve problems
- Form judgements
- Make choices
- Make decisions

There are also opportunities to discuss:

- Emotions
- Relationships
- Good and bad secrets
- Safe and unsafe touches
- Bullying
- Assertiveness

Classroom management encourages independence, self-confidence and assertiveness.

Good links are developed with parents/carers and other professionals who work with children from outside agencies.

### **Broad Guidelines**

There are four main types of significant harm and each may be recognised by some of the following signs: -

1. Physical – bruising, cuts, burns, scalds (usually unexplained or inconsistent explanations), and repeated minor physical injuries.
2. Emotional – excessively clingy or attention seeking behaviour, low esteem, apathy, tearful, seeking to please, over readiness to relate to anyone, poor school performance.
3. Sexual – sudden changes in mood, lack of trust in familiar adults or marked fear of men, poor concentration, sudden drop in school performance, reluctance to participate in physical activity and to change clothes for PE.
4. Neglect – stealing food or voracious appetite, unkempt and unwashed, wearing dirty clothing in need of repair, lack of energy, poor growth, poor personal hygiene.

This is not a complete list and abuse may manifest itself in many other ways. A more comprehensive list may be found in the Child Protection file – Guidelines and Procedures.

When some form of abuse is suspected or identified, the following procedure must be followed: -

1. The child protection co-ordinator must be immediately informed. (The CP co-ordinator has completed the CAF training and holds the PIN for the school to report any incidents.)
2. The child protection governor is kept up to date with any CP incidents or referrals.
3. Class teacher will produce a written account of the concern and a copy will be put in the Child Protection file, which is confidential. At this point a decision will be made as to whether this is a matter for a Common Assessment to be completed with the parents/guardians or whether this is for immediate referral to Social Services.
4. Parents/carers will be informed and asked if they want help from outside agency with this problem. If they refuse help then an arrangement has to be made where by the school sees a significant improvement or refers the child to an outside agency. Some child protection issues may need an urgent referral to an outside agency. The CP co-ordinator may take advice from an outside agency as to what the next steps should be.
5. If procedures have not been completed by the end of the school day, the child should not be detained, unless the child is very distressed or in immediate danger of abuse, in which case discretion must be exercised and the Headteacher will liase with Social Services as to the appropriate course of action.
6. If you have any reason to suspect that a child is a victim of child abuse, it is your legal duty to activate the procedures outlined in this document.

### **Use of photographic/filming equipment**

Parents/Carers must sign a form to give the school permission to take photos of their children which may be used in the press or on the school website. At each school drama performance parents/carers must be asked if there are

any objections to others filming the performance. Photos used for evidence of a child's progress are kept within the school's records and are not used for publication. Videoing (digi blue cameras) may be used as a teaching and learning aid in activities such as PE, Drama and speaking and listening.

### **Recruitment and training of staff**

Rawcliffe Bridge Primary School) recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. The following recruitment steps are taken:

- All staff complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).

### **Interview and Induction**

All employees are required to undergo an interview carried out to acceptable protocol and recommendations. All employees receive an induction, during which:

- A check is made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications are substantiated.
- The job requirements and responsibilities are clarified.
- Child protection procedures are explained and training needs are identified.
- After reading the staff handbook they sign up to the school's Code of Conduct and Child Protection policy.

### **Training**

In addition to preselection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

- Taking part in any training within the school in respect of Child Protection

### **Volunteers in School**

- Any person working in school must consent to seek the school seeking information from the Criminal Records Bureau.
- They must be given a copy of the Supply and Student Handbook in which they are informed of child protection issues and made aware of the need for confidentiality.
- They must always be working alongside a member of the school staff and within sight of the member of staff.
- In the staffroom there is a list of parents/carers who have CRB clearance to work in school. Staff must have read the staff handbook for guidance on the use of parents/carers in school. Staff must also be aware of the guidelines for visitors to school.

### **Confidentiality**

Every effort is made to ensure that confidentiality is maintained for all concerned. Information is handled and disseminated to staff on a need to know basis only. This includes the following people:

- The Child Protection Officer.
- The parents/carers of the person who is alleged to have been abused
- The person making the allegation.
- Social services/police.
- The class teacher
- Other staff involved with the child
- The CP Governor

Information is stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### **Complaints**

All parents/carers are aware of the complaints procedure which is outlined in the school prospectus and is also available on the school's website.

### **Whistle Blowing Policy**

Any member of staff who has concerns about practise in school should follow the Whistle Blowing Policy which is on the School's network.

*Signed:*

*Date: March 2010*

*Date of Review: March 2012*