
CHILD PROTECTION POLICY



South Lee School

Prepared by: Rhys Loveday (Deputy Head - Pastoral and DSL)

Approved by: Safeguarding and Welfare Committee of South Lee School comprising of governors, senior management team and DDSL's

Signature of the Chair of Governors: Stephen Honeywood

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CHILD PROTECTION POLICY & PROCEDURES

This policy is applicable to the whole school community, including those pupils in the Early Years Foundation Stage (EYFS).

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. 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. (Keeping Children Safe in Education 2018)

South Lee School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy is part of the South Lee Schools Safeguarding Policy and has regard to the statutory guidance, Keeping Children Safe in Education (KCSiE), Working together to Safeguard Children (2018) and locally agreed inter-agency procedures put in place by Suffolk Safeguarding Children Board (www.suffolkscb.org.uk).

For the purpose of this policy, Child Protection is defined as the activities undertaken to protect specific children who have been harmed or are at significant risk of being harmed.

Key Roles and Contacts

	South Lee School
The Designated Safeguarding Leads (DSL):	<i>Mr Rhys Loveday – Deputy Head Pastoral</i> Phone: 07976388691 r.loveday@southlee.co.uk
The Deputy Designated Safeguarding Leads (DDSL)	<i>Mrs Sarah Catchpole - Head of Pre-Prep</i> Phone: 07795625274 s.catchpole@southlee.co.uk <i>Mrs Donna Macfarlane – School Nurse and EYFS</i> Phone: 07871191245 d.macfarlane@southlee.co.uk <i>Mrs Charlotte Baker – Deputy Head - Academic</i> Phone: 07787425029 c.baker@southlee.co.uk

Nominated Governor for Safeguarding

Mrs Holly Buckingham Phone: 07876571721

Email: office@southlee.co.uk

All staff should be aware of the **process for making referrals** to children's social care and for statutory assessments under the Children Act 1989 that may follow a referral, especially section 17 (child in need) and section 47 (a child suffering, or likely to suffer, significant harm) along with the role they might be expected to play in such assessments.

All staff should be aware of the **early help process** and understand their role within it. This includes providing support as soon as a problem emerges, liaising with the DSL (or DDSL if DSL off site) and sharing information with other professionals in order to support early identification and assessment, focussing on providing interventions to avoid escalation of worries and needs. In some cases, staff may be asked to act as the lead professional in undertaking an early help assessment.

Knowing what to look out for is vital to the early identification of abuse and neglect. If staff are unsure, they should always speak to the DSL (or DDSL). If in exceptional circumstances the DSL (or DDSL) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior leadership team and/or take advice from children's social care. In these circumstances, any action taken should be shared with the DSL as soon as is practically possible.

RECOGNISING ABUSE and TAKING ACTION

Abuse is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm.

Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Further information about specific forms of abuse and safeguarding issues can be found in our Safeguarding Policy (Sections 6 & 7) and in Part One and Annexe A of Keeping Children Safe in Education 2018.

Staff, volunteers and governors must follow the procedures set out below in the event of a safeguarding issue.

- **If a child is in immediate danger**
 - Consult your DSL (or DDSL in their absence) who will make a referral to children's social care and/or the police immediately if a child is in immediate danger or at risk of harm. Anyone can make a referral. Tell the DSL as soon as possible if you make a referral directly.
 - Contact **Customer First on 0808 800 4005 (24 hours) or as a Professional 0345 066 167**
 - In an **emergency** staff can telephone **999** and contact the Police.

- **If a child makes a disclosure to you**

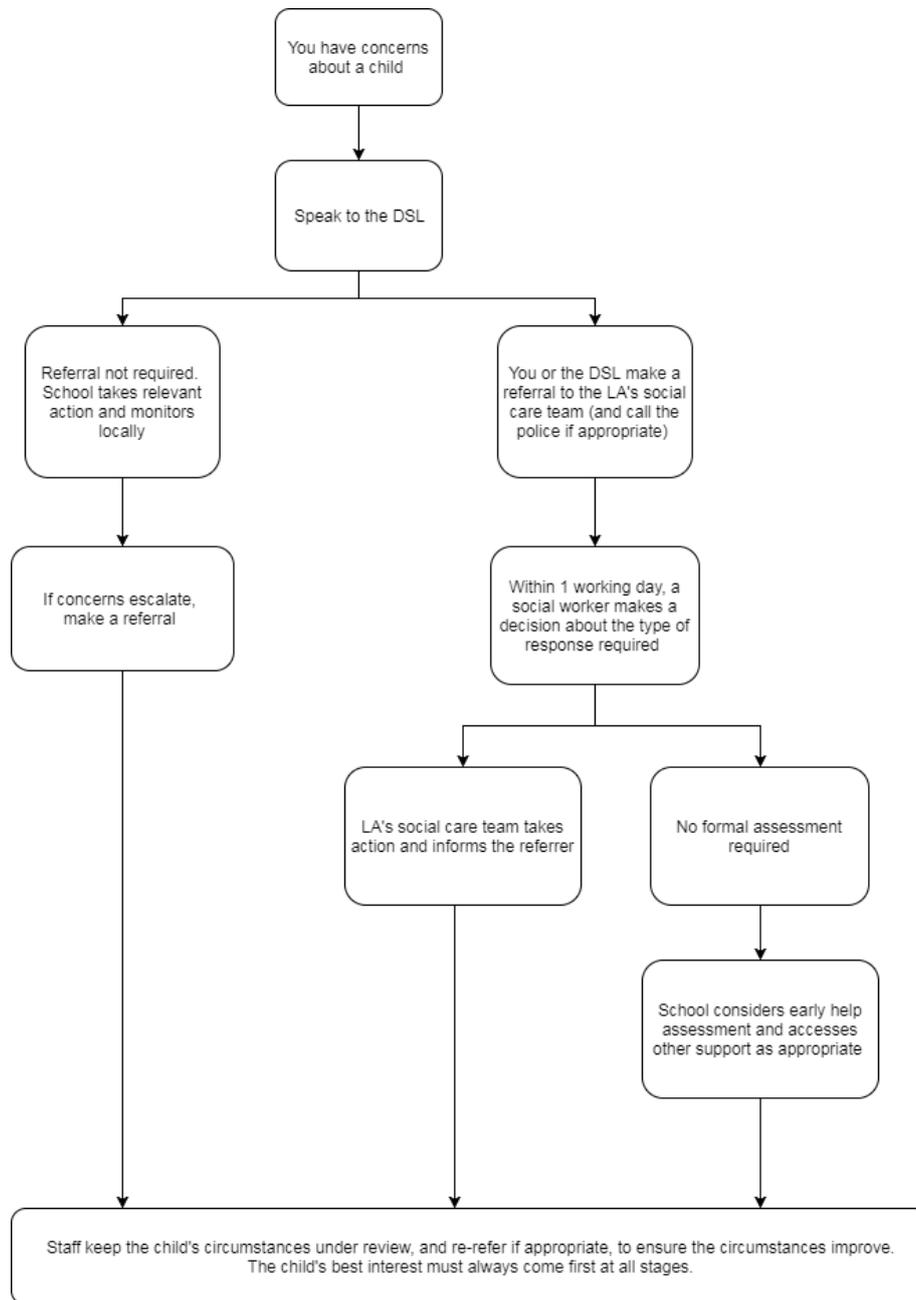
If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
 - Stay calm and do not show that you are shocked or upset
 - Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
 - Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
 - Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
 - Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly (see above), and tell the DSL as soon as possible that you have done so.
- **If you discover that FGM has taken place or a pupil is at risk of FGM**
 - The Department for Education's Keeping Children Safe in Education (2018) explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".
 - FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.
 - Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in the Safeguarding Policy.
 - **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.
 - The duty above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine pupils.
 - **Any member of staff** who suspects a pupil is *at risk* of FGM or who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL and follow our local safeguarding procedures.
- **If you have concerns about a child (as opposed to a child being in immediate danger)**
 - Figure 1 (on page 5) illustrates the procedure to follow if staff have concerns about a child's welfare and the child is not in immediate danger.
 - Where possible, speak to the DSL first to agree a course of action. The DSL can use the **MASH Professional Consultation Line: 0345 606 1499** to discuss the most appropriate and effective way of providing or obtaining help and support for the child. Alternatively, make a referral to local authority children's social care directly (see 'Referral' below).
 - Staff can also contact the charity NSPCC on 0808 800 5000 if you need advice on the appropriate action.
- **Early help**
 - If early help is appropriate, the DSL or DDSL will support staff in liaising with other agencies and setting up an inter-agency assessment as appropriate.
 - The DSL or DDSL will keep the case under constant review and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

- **Referral**
 - If it is appropriate to refer the case to local authority children’s social care or the police, the DSL or DDSL will make the referral or support staff to do so.
 - If staff make a referral directly (see above), they must tell the DSL or DDSL as soon as possible.
 - The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.
 - If the child’s situation does not seem to be improving after the referral, the DSL, DDSL or person who made the referral must contact the local authority and make sure the case is reconsidered to ensure the concerns have been addressed and the child’s situation improves.

- **If you have concerns about extremism**
 - If a child is not at immediate risk of harm, where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to local authority children’s social care directly if appropriate (see ‘Referral’ above).
 - Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include [Channel](#), the government’s programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children’s social care team.
 - The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.
 - In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:
 - Think someone is in immediate danger
 - Think someone may be planning to travel to join an extremist group
 - See or hear something that may be terrorist-related

Figure 1: procedure if you have concerns about a child's welfare (no immediate danger)



- **Concerns about a staff member or volunteer**
 - If you have concerns about a member of staff or volunteer, speak to the Headmaster - Mr Mervyn Watch. If you have concerns about the Headmaster, speak to the Chair of Governors – Mr Stephen Honeywood- s.honeywood@southlee.co.uk
 - You can also discuss any concerns about any staff member or volunteer with the DSL.
 - The Headmaster/chair of governors/DSL will then follow the procedures set out in the Safeguarding policy, if appropriate and will, if appropriate, immediately discuss the allegation with the Local Authority Designated Officer (LADO) (LADOCentral@suffolk.gcsx.gov.uk or 0300 123 2044).

- Any allegation of abuse against a member of staff or volunteer will be dealt with very quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

Allegations of abuse made against other pupils

- We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter” or “part of growing up”.
- Most cases of pupils hurting other pupils will be dealt with under our school’s behaviour policy, but this child protection policy and our safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:
 - Is serious, and potentially a criminal offence
 - Could put pupils in the school at risk
 - Is violent
 - Involves pupils being forced to use drugs or alcohol
 - Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting)
- If a pupil makes an allegation of abuse against another pupil:
 - Staff must tell the DSL and record the allegation in writing as soon as possible, but do not investigate it
 - The DSL will contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
 - The DSL will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed
 - The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate
- We will minimize the risk of peer-on-peer abuse by:
 - Challenging any form of derogatory or sexualised language or behaviour
 - Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
 - Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent
 - Ensuring pupils know they can talk to staff confidentially
 - Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy.
 - Educate pupils about issue they could face through assemblies and PSHEE programme
- **Notifying parents**
 - Where appropriate, we will discuss any concerns about a child with the child’s parents. The DSL will normally do this in the event of a suspicion or disclosure.
 - Other staff will only talk to parents about any such concerns following consultation with the DSL.
 - If we believe that notifying the parents would increase the risk to the child, we will discuss this with the local authority children’s social care team before doing so.
 - In the case of allegations of abuse made against other children, we will normally notify the parents of all the children involved.