



CHILD PROTECTION POLICY AND PROCEDURES

MAY 2019

DESIGNATED SAFEGUARDING LEAD	-	Naveen Ahmed, Assistant Head
ADDITIONAL RESPONSIBLE STAFF	-	Ian Wilson, Headteacher
	-	Jessica Ugulini, Year 7 PAL
	-	Carol Stevens, Year 7 dPAL
	-	Deborah Smith, Year 7 dPAL
	-	Angela Louka, Year 8 PAL
	-	Eva Doubravska, Year 8 dPAL
	-	Anabelle Lebreton, Year 9 PAL
	-	James Herbert, Year 9 dPAL
	-	Sharon Dennis, Year 10 PAL
	-	Tracy Hughes, Year 10 dPAL
	-	Mohammad Ahmad, Year 11 PAL
	-	Alida Morrison, Year 11 dPAL
	-	Sangita Patel, School Counsellor
	-	Melanie Hart, SENCO
	-	Marilyn Leonce, Behaviour Support
	-	Kirstie Smith, ASD Coordinator
	-	Caroline Selman (Link Governor)

N.B. PAL = Pastoral Achievement Leader. dPAL = Deputy Pastoral Achievement Leader

MANOR PARK SCHOOLS COMMUNITY PARTNERSHIP SAFEGUARDING JOINT STATEMENT

Child protection is about keeping children and young people safe from physical abuse, emotional abuse, sexual abuse and neglect. The schools, early years settings and childminders in Manor Park all work closely together to make sure that all the children and young people in our neighbourhood are kept safe, well and thrive.

We understand that all families go through ups and downs. We are here to offer help, support and guidance if things get difficult. Timely support can often stop a small problem from becoming a big issue that might negatively impact on your child.

We all work together to protect children and young people from:

- physical abuse, emotional abuse, sexual abuse and neglect.
- extremism of any kind
- the harm caused by domestic violence

We are committed to stopping the illegal practices of Female Genital Mutilation (“female circumcision” or “cutting”) and of forced marriage. You need to be aware that it is a statutory requirement for all schools, early years settings and childminders to pass on information to Children’s Social Care if they are concerned about a child’s welfare or safety. We will usually discuss these concerns with parents first and request consent before contacting Children’s Social Care, unless a child is at risk of immediate harm.

If you are ever worried about a child, then please talk to the child’s Pastoral Achievement Leader, Deputy Pastoral Achievement Leader, the Designated Safeguarding Lead, or phone Newham’s safeguarding team on 020 3373 4600. If a child is in immediate danger you should phone the police on 999.

LITTLE ILFORD SCHOOL

Safeguarding and child protection is everyone’s responsibility. This policy applies to all staff, including governors, volunteers, agency staff, contracted staff and is consistent with the procedures of Newham Local Safeguarding and Children Board Procedures. (<http://www.newhamlscb.org.uk>) Our policy and procedures also apply to extended school and off-site activities.

This policy aims to ensure:

- Appropriate action is taken in a timely manner to safeguard and promote children’s welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

CHECKING THE IDENTITY AND SUITABILITY OF VISITORS

All visitors (including visiting speakers) will be required to sign in via the electronic sign-in machine which prints off a temporary identity badge for them to wear for the duration of their time on school site. All staff and visitors are given specific coloured lanyards. This allows students know which staff to speak with if they have any concerns, and ensures that all staff who do not have full DBS checks are always chaperoned;

Maroon lanyard - permanent member of staff (with a full DBS check)

Green lanyard - temporary member of staff/visitor (with a full DBS check)

Red lanyard - visitor without a DBS check, therefore will always be chaperoned.

ROLES AND RESPONSIBILITIES

One major role played by school staff in child abuse cases is that of early detection, since there is close daily contact with students. Safeguarding incidents can occur anywhere and we rely on the skills of all school staff to recognise abuse initially.

All staff will read and understand part 1 of the Department for Education’s statutory safeguarding guidance; Keeping Children Safe in Education and review this guidance at least annually.

All staff will be aware of:

- The school’s systems which support safeguarding, including the professional expectations of staff and the role of the designated safeguarding lead (DSL)

· What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM and breast ironing, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.

Little Ilford has a safeguarding team who have been designated to act as liaison officers with statutory and non-statutory children's services departments on child protection cases. The first level of safeguarding support is the relevant pastoral team. All staff, including the pastoral team are supported by the designated safeguarding lead. During term time, the designated safeguarding lead will be available during school hours to discuss any safeguarding concerns. Outside of school hours, if necessary, the designated safeguarding lead can be contacted via phone and email;

Telephone; 07760 161 546

Email; safeguarding@littleilford.org

In the absence of the designated safeguarding lead, the Headteacher, who is also trained, will act as cover.

The Headteacher is responsible for the monitoring of the implementation of this policy, ensure that the Safeguarding Lead, pastoral team and teachers receive regular training and updates.

The governing body will appoint a link governor to monitor the effectiveness of this policy in conjunction with the full governing board.

DISCLOSURE

What to do if a child makes a disclosure

- Listen carefully
- Take it seriously
- Reassure the child that it was right to tell
- Explain what will happen next, i.e., you will inform the relevant pastoral team member and/or the designated safeguarding lead (both on safeguard and verbally)
- Record the conversation in the child's words and note the date and time. This is your statement. Do not ask the child to write a statement - the relevant Pastoral team member will do this.
- Sign and date your record.

What not to do if a child makes a disclosure

- Ask leading questions
- Make promises you cannot keep, i.e. secrecy
- Jump to conclusions
- Speculate or accuse anybody
- Investigate

Don't forget the child.

RAISING CONCERNS

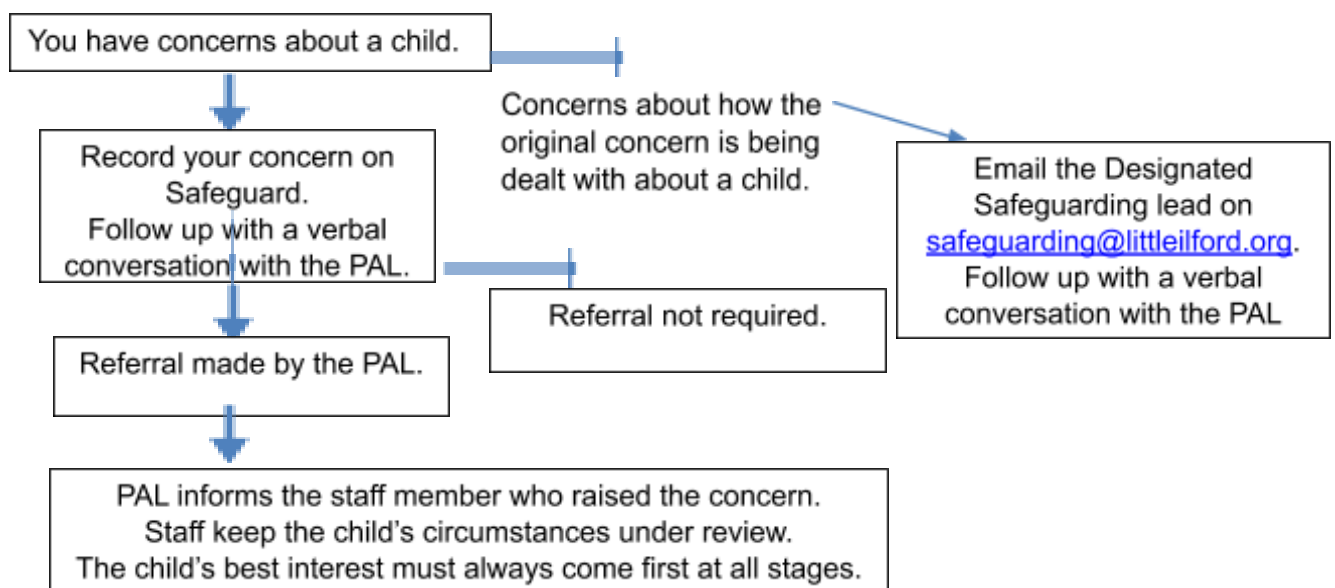
Any safeguarding concerns regarding a child should be recorded by staff on the Safeguard portal. If there are further concerns (i.e. you are not satisfied with how the concern is being dealt with) you should report them (via email) to the Designated Safeguarding Lead on safeguarding@littleilford.org. All reported concerns should be followed up, as soon as possible, with a verbal conversation.

Any concerns about staff should be raised directly with the Designated Safeguarding Lead or the Headteacher.

If required, any member of staff can also raise concerns directly with Children's Services; Website: <https://www.newham.gov.uk/Pages/Services/Child-protection.aspx>
Telephone; 020 3373 4600 during office hours (Monday to Thursday, 9am to 5.15pm or Friday 9am to 5pm) or 020 8430 2000 at any other time.

Any concerns regarding staff (including any about the designated safeguarding lead) can also be raised directly to the Newham Local Authority Designated Officer (Nick Pratt)
Email; Nick.Pratt@Newham.gov.uk
Telephone; 0203 373 3803

Protocol if you have concerns about a child's welfare*



*If you believe a child is in immediate danger or at risk of harm, make a referral to Children's Social Care and/or the police immediately. Anyone can make a referral. A referral to Children's Social Care should be made in accordance with the referrals procedure via the MASH team on 020 3373 4600 or 020 8430 2000 as well as completing the online referral at https://azcareportal-live.newham.gov.uk/aztriageportal/jsp_mash/admin/login.jsp
Inform the designated safeguarding lead as soon as possible if you make a referral directly.

POSSIBLE CONCERNS

Safeguarding and promoting the welfare of children means:

- 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
- Taking action to enable all children to have the best outcomes. Child Protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

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

Below are some of the different types of abuse;

PHYSICAL INJURY

Children under the age of seventeen where the nature of the physical injury is not consistent with the account of how it occurred; or where there is a definite knowledge or reasonable suspicion that a person having custody, charge or care of the child, inflicted or knowingly did not prevent the injury.

FEMALE GENITAL MUTILATION

The Department for Education's Keeping Children Safe in Education 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', 'female circumcision' or 'initiation'. Any teacher who discovers that an act of FGM appears to have been carried out on a child must immediately report this to the police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it. Cases where a child is at risk of FGM or FGM is suspected but is not known to have been carried out, should follow the school's safeguarding procedures. Staff should not examine children.

FORCED MARRIAGE

Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats, or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. If a member of staff suspects that a child is being forced into marriage, they will report this to the designated safeguarding lead.

CRIMINAL EXPLOITATION ACROSS COUNTY LINES

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

PHYSICAL NEGLECT

Students under the age of seventeen who have been persistently or severely neglected physically, to such an extent that their health and development are impaired. Particular attention is drawn to food, hygiene, warmth, clothing, supervision, stimulation, safety precautions and medical care. Serious inadequacies in these areas may constitute neglect.

EMOTIONAL ABUSE

Children under seventeen where there is a persistent coldness, hostility, or rejection by the parent or care-giver to such an extent that the children's behaviour and development are impaired. This can also apply when undue pressure is put on a child to perform academically, regardless of the child's ability or special educational needs.

SEXUAL ABUSE (INCLUDING PEER-ON-PEER ABUSE)

The involvement of dependent, developmentally immature children and young persons in sexual activities that they do not fully comprehend, to which they are unable to give informed consent, and which violate social and family taboos. Sexual abuse may also include exposure of children to sexual stimulation inappropriate to the child's age and level of development. Sexual exploitation of young children and teenagers in particular, where the child is pressured into perceived 'consensual' sexual activity through grooming or the threat of violence/exposure.

See: Keeping Children Safe in Education, page 23 (Peer on Peer abuse) & Page 77 (CSE)

SEXUAL HARASSMENT

- Sexual harassment refers to unwanted conduct of a sexual nature that occurs online or offline. Sexual harassment violates a person's dignity and makes them feel intimidated, degraded or humiliated, and can create a hostile, sexualised or offensive environment. If left unchallenged, sexual harassment can create an atmosphere that normalises inappropriate behaviour and may lead to sexual violence.

Sexual harassment includes:

- Sexual comments.
- Sexual "jokes" and taunting.
- Physical behaviour, such as deliberately brushing against another person.
- Online sexual harassment, including non-consensual sharing of images and videos and sharing sexual images and videos (often known as sexting), inappropriate comments on social media, exploitation, coercion and threats – online sexual harassment may be isolated or part of a wider pattern.

POTENTIAL ABUSE

Children in situations where they have not been abused but where social and medical assessments indicate a high degree of risk that they might be abused in the future, including situations where another child in the household has been harmed, or where the household contains a known abuser.

These categories of abuse are not necessarily exhaustive, nor are they mutually exclusive.

The most important factor for staff to remember is that by law they are unable to accept confidentiality with regard to disclosure. If it appears that a disclosure is to be made, the member of staff must tell the child that other agencies may, if necessary, be informed as to the nature of the disclosure.

Teachers must also understand that their approach towards disclosure must be both non-coercive and non-leading. Disclosures and suspicions regarding child abuse must be reported both verbally and in writing to the 'specialist member of staff', and all referrals must be noted and dated on the child's records and also those of any other siblings on roll in the school.

PRIVATE FOSTERING ARRANGEMENTS

A private fostering arrangement occurs when someone other than a parent or a close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age. Most privately fostered children remain safe and well but safeguarding concerns have been raised in some cases so it is important that the school is alerted to possible safeguarding issues, including the possibility that a child has been trafficked into the country. By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible. Where a member of staff becomes aware that a student may be in a private fostering arrangement they should raise this with the designated safeguarding lead.

RISK OF RADICALISATION

Extremism is defined as vocal or active opposition to fundamental values of our society, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Radicalisation is defined as the act or process of encouraging extremist views or actions in others.

Where staff witness clear signs of the following behaviours, they should report to the safeguarding lead, recording incidents on the SIMS Behaviour Module using the 'Expressing Concerning Views' label, as appropriate. Please note that some of these behaviours do not indicate radicalisation on their own but may be a warning sign.

- Parental reports of changes in behaviour, friendships or actions and requests for assistance;
- Disclosures by students of their exposure to the extremist actions, views or materials of others outside of school, such as in their homes or community groups, especially where students have not actively sought these out;
- Graffiti symbols, writing or art work promoting extremist messages or images;
- Students accessing extremist materials online, including through social networking sites, or other published materials;
- Reports from partner schools, local authority services and/or the police of issues affecting students in other schools or settings;
- Students voicing opinions drawn from extremist ideologies and narratives;
- Use of extremist or 'hate' terms to exclude others or incite violence;
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture;

- Attempts to impose extremist views or practices on others;
- Expressing views that deny people democratic rights and encourage the breaking of British law.

EQUALITY

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs or disabilities
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers

CONFIDENTIALITY

Child protection information will be stored and handled in line with the **Data Protection Act 2018** (the UK's implementation of the **General Data Protection Regulation**.) The Data Protection Act does not prevent staff from sharing information with relevant agencies, where that information may help to protect a child. Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a student or parents to see child protection requests, they will refer the request to the Designated Safeguarding Lead or Headteacher.

The Designated Safeguarding Lead will only disclose any information about a child to other members of staff on a 'need to know' basis; consent to share information if a child is suffering, or at risk of, serious harm is not required.

Records involving Child Protection cases are kept until the child is 25 years of age. For all other cases, the records are kept until the child is 18 years old.

We aim to ensure that all members of the school community understand their respective roles in relation to confidentiality.

STUDENTS

The school will ensure that students:

- Are reassured that their best interests will be maintained
- Know that if confidentiality has to be broken, they will be informed first and then supported as appropriate
- Are encouraged to talk to their parents or carers and are provided with support to do so

- Are informed of alternative sources of confidential help, for example the school nurse, counsellor, GP or local young person's advice centre

PARENTS / CARERS

The school will ensure that parents / carers:

- Understand the school's policy in relation to confidentiality
- Are informed prior to the involvement of another agency unless the circumstances preclude this action. (If the designated safeguarding lead believes that notifying parents could increase the risk to the child or exacerbate the situation, advice will be sought from Social Care.)
- Are encouraged to talk to their children and opportunities to support them in this are built into school planning

STAFF

The school will ensure that staff understand:

- The school's policy in relation to confidentiality
- That they cannot offer unconditional confidentiality to students
- The agreed procedure for recording and reporting disclosures and concerns.

SPECIALIST AGENCY INVOLVEMENT

Outside agencies working with the school will work within the agreed framework for Agency Involvement.

CURRICULUM AND CITIZENSHIP DAYS

Students are taught to understand and manage risk through the tutor time programme and through the personal, social, health education (PSHE) lessons. The tutor time programme has been designed to cover specific topics relevant to that individual year group, i.e. eSafety, Bullying, etc..

Three days in the year are given over to drop-down citizenship days, where issues are discussed such as body image & self-esteem, relationships & respect, safeguarding (including Female Genital Mutilation), sexual health & hygiene, sexuality & gender identity and British values. Students are more likely to disclose issues that they face on these days and it is vital that any concerns are passed on to the Safeguarding Lead.

LONE WORKING

Staff are encouraged not to work alone in school. Where lone working cannot be avoided staff should:

- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile telephone.
- Report any incidents or situations where they may feel/have felt unsafe or uncomfortable.

Staff conducting home visits should gain permission from the Senior Leadership Team line manager, They should not enter the premises unless they are sure it is safe to do so.

BOUNDARIES AND LINKS WITH OTHER POLICIES

The following has been agreed by school staff:

- If there is any possibility of abuse, the school's child protection and safeguarding procedures should be followed.
- All staff must adhere to all the school's policies, including the ones linked to this policy;
 - Attendance (For Children missing in education)
 - Behaviour (For allegations of child on child abuse)
 - Complaints (For allegations against a member of staff)
 - Curriculum
 - First aid
 - General **Data Protection** Regulation (For confidentiality)
 - Health and safety
 - E-Safety (For use of mobile technology)
 - Positive Handling
 - Professional Expectations of all staff (For staff conduct)
 - Safer Recruitment, induction and training (For safer recruiting and safeguarding training)
 - Relationship and Sex Education
 - Whistle-blowing

LEGISLATION AND STATUTORY GUIDANCE

This policy is based on;

- Department for Education's statutory guidance <https://www.gov.uk/government/collections/statutory-guidance-schools>
- Keeping Children Safe in Education https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf
- Working Together to Safeguard Children. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf
- Revised Prevent Duty guidance. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf

We comply with this guidance and the procedures set out by our local safeguarding children board.

Date for review Summer 2020.