**The Eden School**

**Safeguarding and Child Protection Policy**

**Purpose:** To acknowledge our commitment to ensuring our responsibility and duty of care to protect and safeguard the welfare of all our children.

**Approval Body:** Board of Governors

**SLT Lead Person:** Mrs Laura Osei

**Lead Governor for Policy:** Mrs. Lynthia Grant

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**Introduction**

The policy is in response to:

1. Section 175 and 157 of the Education Act 2002, implements June 004
2. ‘Safeguarding Children and Safer recruitment in Education’ issued by DfES 2007

It is in line with the above and

* The Ealing Safeguarding Children’s Board of Child Protection Procedures [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk);
* “Working together to Safeguard Children” 2010;
* “Dealing with Allegations of Abuse against Teachers and Other Staff” DfES July 2011;
* ‘What To Do is You are worries a Child is Being Abused’ 2006;
* Recommendations from national and local Serious Case Reviews

Early years found stage:

* School complies with the Early Year Foundation Stage Section 3- The Safeguarding and Welfare Requirement” September 2012
* Where the Early Years’ provision is registered with OFSTED, the school and registered provider comply with EYFS Section 3

**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

‘Everyone in the education serve shares an objective to help keep children and young people safe by contributing to:

* Providing a safe environment for children and young people to learn in education setting; and
* Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

*Safeguarding children and Safer Recruitment in Education DfES 2007*

**SCHOOL COMMITMENT**

The Designated Senior person for Child Protection is Mrs Laura Osei, Head Teacher and the persons who deputises in her absence are Mrs Small.

The Eden School is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil’s welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Education Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the work in positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

**Section 1**

**PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT**

1. Safer Recruitment and Selection

The school pays full regard to DfES guidance ‘Safeguarding Children and Safer Recruitment in Education’ January 2007 and the Protection of Freedoms Act 2012. We ensure that all appropriate measure are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteer and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining profession and character reference, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking ISA Children’s List and DBS checks.

Early Years’ staff are made aware that they are required to notify the line manager of any convictions or cautions during employment. For those who drive on business at any point during their employment (Ealing community Transport vehicle or won vehicle,) this includes motoring offences dealt with through the courts and penalty points on driving licences- whether awarded by a court or thought fixed penalty point on driving licences- whether awarded by court or through fixed penalty notices.

The school has regard Value Based interviewing [www.nspcc.org.uk](http://www.nspcc.org.uk) and has full regard to DfES guidance ’Safeguarding Children and Safer Recruitment in Education’ Jan 2007

Statutory changes, underpinned by regulations, are that:

* A DBS Enhanced Disclosure is obtained for **all** new paid appointments to the school’s workforce,
* A DBS Enhanced Disclosure is obtained for **all** volunteers further to a risk assessment considering the regularity, frequency, duration and nature of contact with children and the level of supervision of the volunteer by another person engaging in regulated activity (see pg 49 of above guidance)
* Schools will ensure that any contracted staff are DBS checked where appropriate (see pg. 53 of above guidance)
* Schools must keep a single central record detailing a range of checks carried out on their staff
* All new appointments to the school workforce who have lived outside of the UK are subject to additional checks as appropriate
* Schools must satisfy themselves that supply staff have undergone the necessary checks
* Identity checks must be carries out on all appointments to the school workforce before the appointment is made
* Since January 2010 it has been mandatory than any appointments of maintain school staff are made by a recruitment panel that includes at least one person who has been trained in safer recruitment. OFSTED will request evidence as part of their inspection that each recruitment panel meets this requirement.

Mrs Laura Osei (Head Teacher) and Mrs Opal Johnson-Christie (School Governor) have undertaken the safer recruitment training. One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

1. **Safer Working Practice**

The school has adopted and made all staff and volunteers aware of the DCSF “Guidance for Safer Working Practice for Adults Who work with Children and Young People in Education

Briefing: The role of schools, colleges and academies in protecting children from grooming and entrapment [www.nspcc.org.uk](http://www.nspcc.org.uk) to ensure that staff are safe and aware of behaviours which should be avoided.

Safer working practice ensures that pupils are safe and that all staff:

* are responsible for their own actions and behaviour and should avoid and conduct which would lead any reasonable person to question their motivation and intentions;
* work in an open and transparent way;
* discuss and/or take advice from school management over incident which may give rise to concern;
* record any incidents or decisions made;
* apply the same professional standards regardless of gender or sexuality;
* are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them;

1. **Safeguarding Information for pupils**

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, the right to be listened to and heard and what steps can be taken to protect them from harm.

The Eden school PSHCEE materials that we use to hep pupils learn how to keep safe are available at

<http://www.education.gov.uk/search/results?q=PSHE>

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health>

NSPCC Child Line Schools’ Service available for Primary Schools contact:

See appendix 3 and the following information is made available for pupils:

Help lines, posters, NSPCC, HSSW

School’s arrangements for consulting with and listening to pupils are: School Council, circle time, PSHCEE and Tutor Groups.

We make pupils aware of these arrangements by discussing them in circle time/Worship Assemblies, working through teaching/ non-teaching staff and in Tutor periods.

1. **Partnership with Parents**

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted. Parents are made aware of our ‘open doors’ policy to discuss with the Head Teacher concerns they have and of the role of the school in safeguarding children. We signpost to agencies including social care, health and the police and parents know of our commitment to ensuring the welfare of children through posters, newsletters and other literature available by alerting them to the information for parent on:

NYSCB [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

NSPCC [www.nspcc.org.uk](http://www.nspcc.org.uk)

CEOP [www.ceop.gov.uk](http://www.ceop.gov.uk)

Parents Protect [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)

<http://www.direct.gov.uk/en/Parent/Schoolslearninganddevelopment/YourChildsWelfareAtSchool/index.htm>

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents’ rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (See section 3: 3 Action by Senior Designated Person)

We encourage parents to discuss any concerns they may have with the Head, class teacher or a trusted adult in the school or with the relevant agency workers.

We make parents aware of our policy through our prospectus and website in newsletters and parents are made aware that they can view this policy on request.

**Sample insert for school brochure**

The Eden School is committed to ensuring the welfare and safety of all children in school. All schools in the Local Authority, including The Eden School, follow the Ealing Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ran. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and /or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always maintain a positive relationship with all parents. The school’s child protection policy is available on request.

1. **Partnership with others**

The school recognises that it is essential to establish positive and effective working relationships with other agencies, we work closely with the LA, health, police, social care and EYFS and have built u strong links and relationships with personnel from many of these agencies.

1. **School Training and induction**

The school’s Designated Person for Child protection undertakes basic child protection training and attends training in inter-agency working (to standards agreed by the ESCB) and refresher training at least every 2 years.

All other school staff, including non-teaching staff and school governor, undertake the Ealing Safeguarding Training Course to equip them to carry out their responsibilities for child protection effectively.

The Head Teacher and all staff undertake refresher training at 3 yearly intervals.

The Chair of Governors/Nominated Governor for child protection attends training in the “Role and Responsibilities of Governing Body for child protection”.

**Basic awareness online training** [www.safeguardignchildren.co.uk](http://www.safeguardignchildren.co.uk)

Child Protection/Whole school training must ensure staff are able to:

* Understand the policy and procedures;
* Understand individual staff responsibilities to ensure that concerns for the safety of a child are effectively addressed;
* Identify signs of possible abuse and neglect at the earliest opportunity;
* Respond in a timely and appropriate way including appropriate communication with children
* Understand the role of DSP;
* Be aware of external avenues for notifying concerns including the use of escalation and whistle-blowing procedures;
* Comply with record keeping requirements;
* Recognise grooming behaviour by adults including inappropriate sexual comments; excessive one-ton-one attention or inappropriate sharing of images;
* Recognise normal and concerning sexual behaviours of children
* Have up-to-date knowledge of safeguarding issues

E-safety training available from Ealing LA.

All staff (including temporary staff, school governors and volunteers) are provided with the school’s child protection policy and informed of school’s child protection arrangement on induction.

1. **Supervision, Support and advice for staff**

At The Eden School, supervision provides support, coaching and training for staff and promotes the interests of children and fosters a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision provides opportunities for staff to:

* Discuss any issues – particularly concerning children’s development or well-being;
* Identify solutions to address issues as they arise; and
* Receive coaching to improve their personal effectiveness.

Regular staff appraisals are carried out to identify any training needs, and secure opportunities for continued professional development for staff.

Staff will be supported and supervised by the Head Teacher, Mrs. Laura Osei and the Acting Deputy Head Mrs Lynthia Grant and the SLT.

The designated senior person will be supported by the Governor with Safeguarding responsibility

Child Protection advice and support is available from:

ESCB: 02088259892

ECIRS: 0208825800

1. **Related School Policies**

‘Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses all aspects of pupils’ health, safety and well-being including:

* The rigour with which absences are followed up;
* Adopting appropriate arrangements to ensure the security of school premises;
* Ensuring freedom from bullying, including any form of abuse, harassment and discrimination;
* Implementing appropriate procedures to a manage any complex or challenging behaviour, including the use of physical intervention to safeguarding pupils and staff;
* Providing effective guidance to pupils on risky behaviours and having robust procedures for dealing with them, including drug and substance misuse and e-safety;
* Having robust procedures to ensure pupils’ safety when engaged in learning beyond the classroom, such as educational visits or work experience;
* Meeting the needs of the pupils with medical conditions, including the provision of the intimate care;
* Ensuring the safe working practices are adopted by all staff;
* Providing first aid;
* Dealing with any issues which may be specific to a local area or population, for example gang activity.

*Safeguarding Children and Safer Recruitment in Education DfES 2007*

*Working Together to Safeguard Children (2013)*

*Other related school policies and arrangements include E-safety, confidentiality, admissions, exclusions, behaviour management*

**The use of mobile phones and cameras in the school**

All staff, volunteers and pupils comply with the

* Acceptable User Agreement – ICT and E Technology Example

Acceptable Use Policies

* DCSSF “Guidance for safer working practice for adults who work with children and Young people in Education.

**Children missing from education**

The school follows the Ealing LA procedure “Children Who May Be Missing/Lost From

Contact: The school has a procedure to be followed in the event of a parent and /or carer failing to collect a child going missing at, or away from, the school/Early Years’ provision.

**Confidentiality**

School has regard to DfES guidance on Information Sharing at <http://www.education.gov.uk/childrenandyoungpeople/strategy/integratewokring/a0072915/information-sharing>

“Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child’s safety and welfare must the overriding consideration.”

The school policy indicates:

1. When information must be shared with police and Social care where the child/young person is/may be at risk of significant harm
2. When the pupil’s and/or parent’s confidentiality must not be breached
3. **Pupil information**

In order to keep children safe and provide appropriate care for them the school requires accurate and up-to-date information regarding:

* Names (including any previous names), address and the of birth of child
* Names and contact details of persons with whom he child normally lives
* Name and contact detail of all persons with parental responsibility (if different from above)
* Emergency contact details (if different from above)
* Details of any person authorised to collect the child from school (if different from above)
* Any relevant court orders in place including those which affect any person’s access to the child (e.g. Residence Order, Contact Order, Care Order, Special Guardianship Order injunctions etc.)
* If the child is or has been subject to a Child Protection Plan (formerly known as being on the Child Protection Register)
* Name and contact details of key person in other agencies, including GP
* Another other factors which may impact on the safety and welfare of the child

The school will collate, store and agree to this information in line with NYCC Data Protection and Information Governance Policies.

1. **Roles and Responsibility**

**Governing Body should ensure that:**

* The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed interagency procedures, and the policy is made available to parents on request;
* The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
* The school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
* A senior member of the school’s leadership team is designated to take lead responsibility for child protection (and deputy);
* Staff undertake appropriate child protection training;
* They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements
* A governor is nominated to be responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse being made against the Head Teacher
* Where services or activities are provided on the school premises by another body, body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
* They review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged (ref. Schools’ Safeguarding Checklist Appendix 4)

Head Teacher should ensure that:

* The policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff;
* Sufficient resources and time are allocated to enable the designate person and other staff to discharge their responsibilities; and
* All staff and volunteers
* Fully comply with the school’s policies and procedures
* Attend appropriate training
* Inform the designated person of any concerns

**Section 2**

**IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERINGSIGNIFICANT HARM**

Teacher and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

**Definitions**

As in the Children’s Act 1989 and 2004, a child is anyone who has not yet reached his/her 18th birthday.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example via the internet. They may be abused by an adult or adults, or another child or children.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunity to express their views, deliberately silencing them or ‘making fun’ of what they say and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s development capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing corruption of children. Some level of emotional abuse is involved in all maltreatment of a child, though it may occur alone.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in a sexually inappropriate way, or grooming a child in preparation for abuse (including via internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect** 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 and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

* Provide adequate food, clothing and shelter (including exclusion from home or abandonment
* Protect a child from physical and emotional harm or danger
* Ensure adequate supervision (including the use of inadequate caregivers)
* Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Section 3**

**Taking actions to ensure that children are safe**

All staff follows the NYSCB Child protection Procedures and Guidance [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk) which are consistent with ‘Working Together to Safeguard Children’ and ‘What To Do if You Are Worried A Child is Being Abused’

It is not the responsibility of the school staff to investigate or determine the truth of any disclosure or allegation of abuse or neglect. All staff, however, have a duty to recognise concerns and maintain an open mind. Occasionally all concerns indicating possible abuse or neglect will be record and discuss with the designated senior person with responsibility for child protection (or in his/her absence with the person who deputises) prior to any discussion with parents.

1. Staff must immediately report

* Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
* Any expectation given which appears inconsistent or suspicious
* Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. significant changes in behaviour, worrying drawing or play)
* Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
* Any concerns that a child is presenting signs or symptoms of abuse or neglect
* Any significant changes in a child’s presentation, including non-attendance
* Any hint or disclosure of abuse or neglect received from the child or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people
* Any concerns regarding person(s) who may pose a risk to children (e.g. staff in school or person living in a household with children present) including in appropriate behaviour e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

1. **Responding to disclosure**

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly staff will handle disclosures with sensitivity. Children will communication difficulties will be supported by their PSA or trusted adult in terms of enabling them to disclose information.

Such information cannot remain confidential and staff will immediately communicate what they have been told to designated person and make a contemporaneous record.

**Principles**

Staff will not investigate but will, wherever possible, elicit information to pass on to the designated senior person in order that he or she can make an informed decision of what to do next.

Staff will:

* Listen to and take seriously any disclosure or information that a child may be at risk of harm
* Try to ensure that the person disclosing does not have to speak to another member of school staff
* Clarify the information
* Try not to show signs of shock, horror or surprise
* Not express feelings or judgments regarding any person alleged to have harmed the child
* Explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
* Reassure and support the person as far as possible
* Explain that only those who ‘need to know’ will be told
* Explain what will happen next and that the person will be involved as appropriate and be informed of what action is to be taken

1. Action by the Designated Senior Person (or Deputy DSP/Other senior person in their absence)

The following action will be taken where there are concerns about significant harm to any child including when the child is already open to CSC (e.g. Looked after Child)

Following any information raising concern, the designated senior person will consider:

* Any urgent medical needs of the child
* Whether to make an enquiry to the establish if the child is or has been subject of a Child Protection Plan (formerly known as Child Protection Register)
* Discussing the matter with other agencies involved with the family
* Consulting with appropriate persons e.g. ESW service, SOCIAL Care
* The child’s wished and any fears or concerns s/he may have

Then decide:

* Wherever possible, to talk to parents, unless to do so may place the child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
* Whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertake immediately

OR

* Not to make a referral at this stage
* If further monitoring is necessary
* If it would be appropriate to undertaken assessment (e.g. CAF) and/pr make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referral to social care will be accompanied by a standard referral form.

1. **Action following a child protection referral**

It is the responsibility of all staff to safeguard children. It is the role of the DSP to attend multi-agency meetings and provide reports for these. Other staff in school, however, may be asked to contribute.

The designated senior person will:

* Make regular contact with Children’s Social Care
* Provide a report for, attend and contribute to any subsequent Child Protection Conference
* If the child or children has a Child Protection Plan (formerly placed on the Child Protection Register), contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
* Where possible, share all reports with parents prior to meeting
* Where in disagreement with a decision made e.g. not to apply Child Protection Procedures to not to convene a Child Protection Conference, follow the NYSB procedure 6.16
* Contribute to the Strategy Discussion and all assessments
* Where there is significant information in respect of a child subject to a Child Protection Plan, **immediately** inform the Key Worker or his or her manager in Children’s Social Care e.g. any significant changes or concerns, departures from the CP Plan, child moves/goes missing/ is removed from school or fails to attend school

1. **Recording and monitoring**

**School will record:**

* Information about the child: name, address, date of birth, those with parental responsibility, primary carers, emergency contacts, name of persons authorise to collect from school, any court orders, if a child is or has been subject to a CP plan (been on the CP Register)
* Key contacts in other agencies including GP details
* Any disclosures/accounts from child or others, including parents (and keep original notes)
* Significant contacts with carers/other agencies/professionals
* All concerns, discussion, decisions, agreements made and actions taken (dated, timed and signed, to include the name and agency/title of the person responsible/spoken to) and arrangements for monitoring/reviewing)

**All records should be objective and include:**

* Statements, facts and observable things (what was seen/heard)
* Diagram indicating position, size and colour of any injuries (not photograph)
* Words child uses (not translated into ‘proper’ words)
* Non-verbal behaviours

All CP documents will be retained in a ‘Child Protection’ file, separate from the child’s main file. This will be locked away and only accessible to the Head Teacher and Senior Designated Person. These records will be copied and transferred to any school or setting the child moves to, clearly marked ‘Child Protection, Confidential, for attention of Designated Senior Person Child Protection’. Along with the original CP file, a record will be kept of when and to which establishment the copy CP file was sent. We will retain all original copies of CP files until the child’s 25th birthday.

When sharing confidential information about a member of staff or pupil, the school has regard to its responsibilities under the Data Protection Act (DPA) 1998 and where relevant, the Education (Pupil Information) (England) Regulations 2005 and the Freedom of Information Act 2000.

<http://www.education.gov.uk/schools/pupilsupport/parents/keepinginformed/a0014921/pupil-reports-and-records>

If the child goes missing from education or is removed from roll to be educated at home, then any Child Protection file should be copied and the copy sent to the Principal Education Social Worker.

**School will monitor:**

**Any cause for concerns including where there could be serious child welfare concerns:**

* Injuries/marks
* Attendance
* Changes e.g. mood/academic functioning
* Relationships
* language
* Behaviour
* Demeanour and appearance
* Statements, comments
* Medicals
* Stories, ’news’, drawings
* Response to P.E./Sport
* Family circumstances
* Parental behaviour/care of child

**The DSP will review all monitoring arrangements in the timescale and manner determined by circumstance, recorded and clearly understood by all concerned.**

1. Supporting the child and partnership with parents

* School recognises that the child’s welfare is paramount, however good child protection practice and outcome relies on positive, open and honest working partnership with parents.
* Whilst we may, on occasion, need to make referral without consultation with parents, we will make every effort to maintain a positive and supportive working relationship with them whist fulfilling our duties to protect any child.
* We will provide a secure, caring supportive and protective relationship for the child.
* Children will be given a proper explanation (appropriate to age & understanding) of what is being taken on their behalf and why.
* We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff “need to know” for the purpose of supporting and protecting the child.

**Section 4**

**Allegations regarding person(s) working in or on behalf of the school/ Early Years’ provision (including volunteers)**

Where an allegation is made against any person working in or on behalf of the school, that he or she has:

1. Behaved in a way that has harmed a child or may have harmed a child
2. Possible committed a criminal offence against or related to a child or
3. Behaved towards a child or children in a way that indicate he or she would pose a risk of harm is they work regularly or closely with children The Eden School will apply the same principles as in the rest of this document.

The Eden School will apply the same principles as in the rest of this document.

We will always follow the ESCB procedures www.safeguardingchildren.co.uk Section 10 “Managing Allegations against Staff & volunteers”.

Detailed and accurate records will be made to include decisions, actions taken and reasons for these. Records of all incidents and concerns about staff will be kept in order that historical patterns can be detected. All records will be retained securely.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or displaced, we also acknowledge they may be well-founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

**Initial action**

* The person who has received an allegation or witnessed an event will immediately inform the Head Teacher and make record
* In the event that an allegation is made against the Head Teacher the matter will be reported to the Chair of Governors who will proceed as the ‘head teacher.
* The Head Teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.
* The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
* The Head Teacher may need to clarify any information regarding the allegation, however, no person will be formally interviewed or asked to write a formal statement at this stage
* The Head Teacher will consult with the Local Authority Designated Officer (LADO) (See Contacts list) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation.
* Consideration will be given throughout to the support and information n needs of the pupils, parents and staff
* The Head Teacher will inform the Chair of Governors of any allegation.

When investigating any allegations the school will have reference to/follow ESCB Procedures and Disciplinary Procedures.

**Appendix 1 CONTACTS**

**EDUCATION SOCIAL WORK SERVICE**

**Safeguarding and CP Managers and Local Authority Designated Officers (LADOs)**

|  |  |
| --- | --- |
| Social Care Safeguarding Manager and LADO | Ruth Lacey – Acting Safeguarding Children Manager and Local Authority Designated Officer (LADO)  Phone: 0208 825 8364  Email: laceyr@ealing.gov.uk |
| Child Protection Advisers | Desiree Scott- Child Protection Advisor  Phone: 0088258268  Email: [scottd@ealing.gov.uk](mailto:scottd@ealing.gov.uk)  Emma Langdon @ealing.gov.uk  Khadija Begum- Senior Practitioner DV  Phone: 02088259316  Email: [begumk@ealng.gov.uk](mailto:begumk@ealng.gov.uk)  Sandra Miller  Phone: 02088256404  Email: [millers@ealing.gov.uk](mailto:millers@ealing.gov.uk) |
| Education safeguarding lead | Tom Galvin  Phone: 0208825551  Mobile: 07989160812  Email: tgalvin@ealing.gov.uk |
| Ealing Council Human Resources | Andy Merryweather  Phone: 02088255130 |
| Ealing Council Children’s Services | Phone: 02088258000 |
| Police Child Protection Team | Phone: 02082461901 |

**CHILDREN’S SOCIAL CARE**

**For advice please ask to speak to an Assistant Team Manager in the Customer Service Centre or in your area**

**Emergency Duty Manager ECIRS** 02088258000

KS2/3 [www.missdorothy.com](http://www.missdorothy.com)

Bullying and Child Abuse [www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying/what-is-bullying](http://www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying/what-is-bullying)

Domestic Violence [www.thehideout.org.uk](http://www.thehideout.org.uk)

[www.idas.org.uk](http://www.idas.org.uk)

Internet safety [www.thinkuknow.co.uk/teachers](http://www.thinkuknow.co.uk/teachers)

[www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)

[www.childnet-int.org](http://www.childnet-int.org)

<http://files.lgfl.net/eSafety/Education/e_Literacy_and_e_Safetyframework_update_2011v5.pdf>

[www.direct.gov.uk/en/YoungPeople/HealthAndRelationships/Bullying/DG\_184893](http://www.direct.gov.uk/en/YoungPeople/HealthAndRelationships/Bullying/DG_184893)

KS2/3 [www.kidsmart.org.uk](http://www.kidsmart.org.uk)

Jenny’s Story [www.childnet-int.org/jenny](http://www.childnet-int.org/jenny)

Grooming behaviour NSPCC Briefing [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Documents**

DfES/DCSF/DfE Documents [www.education.gov.uk](http://www.education.gov.uk)

Statutory Guidance and Department Advice

Safeguarding Children and Safer Recruitment in Education

Working Together to Safeguard Children 2010

**Training Materials**

Online Basic Awareness [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

Whole School CP Training Materials

Safer Recruitment [www.education.gov.uk](http://www.education.gov.uk)

Domestic Abuse Basic Awareness [www.idas.org.uk/training/index.asp](http://www.idas.org.uk/training/index.asp)

E-Safety training available from NYCC Q&1

**Appendix 2**

**Referral Form to Children’s Social Care – Personal details (part 1)**

|  |  |
| --- | --- |
| Full name:  (including titles) | |
| Preferred Name/ Mode of Address:  (If different from above) | |
| D.O.B: | Gender: |
| Permanent Address:  Telephone Number: | Temporary Address:  Telephone Number: |
| School Attended:  Name of School Contact: | |
| First Language: | |
| Interpreter Required: | |
| Ethnic Origin: | |
| Religion: | |
| Asylum Seeker/ Refugee: | |
| Nationality: | |
| Status: | |
| Risk to Professional: | |

Special Educational Needs

G.P. (including contact number)

Family/other members of the household

Name address/telephone number Age/D.O.B Relationship Parental Responsibility

Other professionals involved

Name address and Telephone Number Role

Referral Form to Children Social Care – Personal Details (page 2)

Surname: First name:

Subject aware of Referral

Responsible adult aware

Referred by: Designation

Date and time

Address:

Telephone number

Reason for referral:

Appendix 3

Resources

NYSCB (CP procedures and training) [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

CAPE (Child Protection in Education) [www.cape.org.uk](http://www.cape.org.uk)

Keeping children safe

[www.education.gov.uk/search/results?g=PSHE](http://www.education.gov.uk/search/results?g=PSHE)

[www.education.gov.uk/schools/pupilsupport/pastoralcare/health](http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health)

Children missing from education

Sexual abuse [www.parentsprotet.co.uk](http://www.parentsprotet.co.uk)

Metropolitan police [www.safe.met.police.uk/index.html](http://www.safe.met.police.uk/index.html)

Cyberbullying [www.kidscape.org.uk/cyberbullying/](http://www.kidscape.org.uk/cyberbullying/)