



The Federation of The Downs & Northbourne Church of England Primary Schools



CHILD PROTECTION ARRANGEMENTS

Mission Statement

School Mission Statement Federation of The Downs and Northbourne CEP Schools

Our mission is to create a school in which every member feels valued, irrespective of their race, gender or disability and where the development of the whole child is paramount.

We expect high standards from all, and try to provide the maximum opportunities for every member to fulfil their individual potential. Our Christian ethos encompasses tolerance and cultural diversity which will enable us to embrace the challenges of our world.

We strive to make our learning and working environment a safe, but vibrant and stimulating place from which children can begin their journey of lifelong learning.

Our values underpin our entire school curriculum.

Review Annually Autumn Term

Last Review Date: March 2016 4 October 2016	Next Review Date: Autumn 2017			
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The School follows the KCC Guidelines for all matters relating to Child Protection issues. A copy of the handbook is available in the Head teacher's Office

All our policies are written and guided by our Christian ethos and beliefs.

The Designated Safeguarding Leads (DSL's) are Mrs C Karunaratna, Miss T Leighton, Mrs S Mitchell, Mr Turner- FLO (Family Liaison Officer), Ms N Luxford and Mr F Westmorland. The designated On-line Safety Officers are as above, plus Mrs L Langley and Mrs J Tysoe. As a group we meet weekly to discuss any issues that may have safeguarding implications, and all are fully trained and receive regular update training. It is because we take our responsibilities to our children, families and each other very seriously, that we have this number of trained DSL's for our Federation.

Every member of staff has safeguarding responsibilities, for every member of our school community. These are:

TO OBSERVE
TO NOTIFY DSL
TO RECORD and/or
TO PASS ON INFORMATION IF STILL CONCERNED AFTER
DISCUSSION WITH DSL.
TO KEEP INFORMATION CONFIDENTIAL.

All child protection records and notes are locked and filed separately from the child's main records, however the central file has a marker to indicate that additional information is available from a DSL.

THE SCHOOL

The federation has the opportunity of placing children's learning about safety and value in the context of their positive life experiences; its child protection policy, in conjunction with its pastoral and behaviour policies, should enable adults and children to feel supported in a safe and caring environment.

In line with our Equal Opportunity Policy, we include all members of our school community regardless of age, sex, religion or race.

1. Procedures

The precise procedure for making a Child Protection referral is laid down in the KCC Guidelines. In practice in school, the member of staff should raise their initial concern to a member of the Senior Leadership Team or DSL directly. Any records made must be written non-judgementally, dated and signed – but most importantly, they must not have asked the child any leading questions which may at a later date affect the outcome of formal investigations. The DSL will always seek further advice before a formal referral is made. Staff may be asked to complete the incident sheet (with body map on reverse) if a formal referral is to be made. All information must be treated in confidence. However, there is a weekly meeting for DSL's where any concerns (new or old) about individuals or families are discussed and actions recorded.

All DSL's on receipt of a "Niggle Sheet" will consider 2 main points. Does the information indicate a) that the child(ren) are in **immediate danger/at risk of significant harm** or b) it is a **child of concern**.

If they think that the child is likely to be in immediate danger or at risk of significant harm, then an immediate conference with another DSL is taken. This is to ensure that all the information required for a formal consultation is available and that due thought has been given to the process, procedure and desired outcome. A formal consultation with the central KCC Safeguarding Team is made, and they make the decision on the next steps for action – or none at their level.

If the risk to the child is not significant or or immediate, then the school (or any other external agency) can initiate an "**Early Help**" notification. This is a form completed with the parents and can provide support to the family from a wide variety of external bodies. It is usually an intensive period of time which is reviewed every 6 weeks. It can provide parenting advice, medical advice (medications, diet, drug/alcohol), mental health programmes etc.

If the family do not meet the threshold for any of the above programmes, then as a federation we offer:

- Signposting to external agencies/ courses.
- Drawing and talking therapy for children.
- Pets as Therapy
- Self Esteem and friendship group.
- Additional in-class support.
- Additional time with the FLO or another member of staff.
- Breakfast Club provision.
- After school activities.
- Regular "catch up" meetings with parents/carers.
- Regular review of family circumstances, child's data, other information by SLT and DSL's.

The school Governors take their responsibility seriously in all matters relating to the welfare of our children. The School is committed to keeping an open communication with all parents and carers with regards to safe-guarding the welfare of individuals and the collective school community. Through various curriculum policies, children are encouraged to take responsibility for their own welfare, to learn strategies to protect themselves and to have the confidence to express themselves clearly.

In conjunction with the DSL(s), the federation has the following responsibilities:

- 1.1 To develop with governors, child protection policies and procedures which promote the care and welfare of pupils. This includes the ensuring that the "engagement for employment" process incorporates all aspects of "best practice" as outlined in DfE recruitment guidance. This means that during the employment process, at least one member of the interviewing panel must have attended a recognised Safer Recruitment course. (All our DSL's and SLT have completed this.) This is to minimise the risk of recruiting anyone unsuitable to be working in a school environment.
- 1.2 To communicate child protection policies and procedures to parents;
- 1.3. To communicate child protection policies to pupils to encourage openness and enable pupils to learn strategies to protect themselves. (This is taught within the PSHE curriculum and when issues arise naturally from any other curriculum or non-curriculum situation.) Older children also have a bi-annual presentation and workshop with the NSPCC.

- 1.4 To develop and maintain effective working arrangements with statutory agencies and other support services who have a shared responsibility for the protection of children.
- 1.5 To ensure that the internet filters are fit for purpose, kept updated and monitored.

2. Record-keeping and monitoring of pupils

- 2.1 To devise a record system that inter-relates with the recording policy of the wholeschool, which enables child protection records to be securely kept in a marked file. (All files are securely stored and kept for a 20 year period.)
- 2.2 to monitor the progress of pupils on the Child Protection Register, and contribute to the implementation of any care protection plan, CAF/TAF etc;
- 2.3 to devise and implement curriculum and management programmes for those pupils;
- 2.4 to decide who is the most appropriate representative of the school to attend case conferences, write reports etc. as requested by the Social Services Department/MARAC etc

3. Preventative work

- 3.1 To integrate into the school improvement plan a curriculum that promotes pupils' self-esteem and teaches them how to protect themselves; to ensure that on-line safety is taught at all levels within the community.
- 3.2 To organise the school environment and accommodation to reduce unsupervised areas where pupils may be exposed to abuse, and increase the quiet areas where pupils may talk in confidence to adults;
- 3.3 To provide support for pupils, parents and staff who become involved in child protection issues;
- 3.4 To address problems of bullying and incorporate policy in this area into the school child protection and behaviour policies.
- 3.5 To have regular (annual) safeguarding and on-line safety training for all staff.
- 3.6 To be alert for any radicalisation of pupils/families and to pass on these concerns to Channel. Training is annually updated for all staff.
- 3.7 To actively promote British Values throughout the school community
- 3.8 To ensure that all staff have submitted a Staff Suitability Declaration Form.
- 3.9 To ensure that all volunteers have undertaken the necessary DBS checks satisfactorily.
- 3.10 To ensure that all helpers on school trips have understood the School Trip Agreement Form.
- 3.11 To ensure that all staff have access to the latest documentation from the DfE.

All staff (and parents) need to become aware of the increasing risks to children through peer-to-peer bullying; often through social media. However it remains our responsibility to take action to protect our children at all time. The On-Line Safety Niggle sheet should be used for this purpose, for which the same protocols and procedures are followed.)

There is also a growing number of honour-based violence incidents being reported. (This is where a family take violent action against another member of the family who is deemed to have brought shame on them/their religion etc.) Also in some communities Female Genital Mutilation (FGM) is also a growing concern.

In these cases it is often through the attendance (or lack of it) that authorities can be alerted. Therefore attendance, which is often a key factor in keeping children safe, must be reviewed regularly and any suspicious absences reported immediately to the Attendance Officer or member of the SLT.

CHILD PROTECTION GOVERNOR: Rev. David Ridley

July 2016

October 2016

**THE federation of THE DOWNS and NORTHBOURNE CE PRIMARY
SCHOOLS
CHILD PROTECTION INCIDENT FORM**

NAME OF CHILD: _____

AGE/CLASS (if known) _____

NAME OF TEACHER: _____

Date: _____

1. Nature of Concern:

2. Did child or other adult approach you? YES/NO

3. Please record as accurately as possible the conversation.

4. Complete Body Map (overleaf) if appropriate

5. Have you had previous concerns? YES/NO
If YES, are they documented? YES/NO
If YES, please attach