

# Holy Family Catholic School & Sixth Form

## Child Protection Policy

(September 2019)



### THE MISSION STATEMENT OF THE SCHOOL

*Holy Family Catholic School is a Catholic community embracing the clear Christian values of respect, service and justice.*

*We are a family of many cultures sharing one faith.*

*We exist to educate young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.*

## **Child protection policy**

This policy has been developed in accordance with the Keeping Children Safe in education 2019 statutory guidance for schools and colleges

This is statutory guidance from the Department for Education (the department) issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014, and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children. For the purposes of this guidance children includes everyone under the age of 18.

This policy is supported with further guidance from the following legislation:

- Working Together to Safeguard Children (2015)
- Information Sharing (2015)
- What to do if you're worried a child is being abused (2016)
- Children Act 1989
- Children Act 2004
- Education Act 2011
- Children and Families Act 2014

**Reviewed by:** Peter Akubuko (*Behaviour and Safeguarding Manager, Deputy Designated Safeguarding Lead*)

**Date:** November 2019

<b>Holy Family Catholic School &amp; Sixth Form Safeguarding Team</b>	
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Learning mentor (Safeguarding Team)	Stephanie Sweeney Email: <a href="mailto:s.sweeney@holyfamily.waltham.sch.uk">s.sweeney@holyfamily.waltham.sch.uk</a>
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Local Authority Contacts	Single Point of Access (Previously First Response) Multi agency safeguarding hub (MASH) Phone: 020 8496 2310 (Monday - Thursday 9am-5.15pm and Fri 9am-5pm) Mob: Tel: 020 8496 3000 (Out of Hours) Email: <a href="mailto:MASHrequests@walthamforest.gov.uk">MASHrequests@walthamforest.gov.uk</a>
Local Authority Designated Officer (LADO)	Gill Nash Email: <a href="mailto:LADO@walthamforest.gov.uk">LADO@walthamforest.gov.uk</a> Email: <a href="mailto:Gillian.Nash@walthamforest.gov.uk">Gillian.Nash@walthamforest.gov.uk</a>

## **How to contact the Safeguarding Team**

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**Safeguarding mobile- 07846907376**

**The Safeguarding mobile will be available from 7.30am-6pm**

# **Introduction**

## **Child Protection**

Holy Family Catholic School fully recognises its responsibilities towards child protection and safeguarding children and that we have an active role in protecting our students from harm and promoting their welfare.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families/carers has a role to play in safeguarding children. This means that they should consider, at all times, what is in the best interests of the child.

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm, abuse and maltreatment. This is to ensure children up to the age of 18 years, grow up in a safe and effective environment.

Our policy applies to all adult staff on site, including temporary, supply and ancillary staff, paid and volunteers working with children including governors. All practitioners who work within Holy Family Catholic School will read and sign Part 1 & Annex A of the keeping children safe in education: statutory guidance for schools and colleges (2018) and the Child protection Policy.

### **1. Purpose of policy**

To ensure clarity of whole school systems and procedures to support and promote the welfare of all students. To promptly identify students who are at risk of harm, abuse and maltreatment and to ensure that all staff understand their responsibilities in relation to identifying, alerting the appropriate members of staff and acting in a manner that is in the best interest of the child.

The aims of this policy are:

- 1.1 To support the child's development in ways that will foster security, confidence and resilience.
- 1.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach teaching or non-teaching staff if they are in difficulties.
- 1.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting any possible cases of abuse or neglect

1.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children.

1.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.

1.6 To develop a structured procedure within the school that will be followed by all members of the school community in cases of suspected abuse or neglect.

1.7 To develop effective working relationships with all other agencies involved in safeguarding children.

1.8 To ensure that all adults within our school who have access to children have been checked as to their suitability. This includes other community users of our facilities.

**All Holy Family Catholic School staff will have received training and therefore have an awareness of other safeguarding issues, some of which are listed below.**

Child sexual exploitation	Domestic abuse	Drugs/ Alcohol	Trafficking and modern slavery	Missing children and adults	Fabricated or induced illness
Faith based abuse	Female genital mutilation	Forced marriage	Sexting	Radicalisation	Gangs and youth violence
Gender based violence	Hate	Mental health	Relationship abuse	Private fostering	Sexual violence and sexual harassment between children in schools and colleges
Physical abuse	Sexual abuse	Emotional abuse	Neglect		

## 2. Procedures

- 2.1 Our school procedures for safeguarding children will be in line with The London Safeguarding Children's Board Procedures 3<sup>rd</sup> edition, "Working Together to Safeguard Children" and Keeping Children safe in Education 2019.
- 2.2 The Governing Body understands and fulfils its safeguarding responsibilities.
- 2.3 We have a Designated Safeguarding Lead (Adele Klitou) who will take overall responsibility for Child Protection in our school.
- 2.4 We have a member of staff who will act in the Designated safeguarding Lead's absence (Peter Akubuko) who has also received Designated Safeguarding Lead Training, and who will have been briefed in the role.
- 2.5 Each member of staff will annually receive safeguarding training which is then revisited throughout the year. Each member of staff is provided with the opportunity to receive further recognized safeguarding training every three years in order to develop their understanding of the signs of abuse or neglect.
- 2.6 Each member of staff, volunteers, and Governors know how to respond to a pupil who discloses abuse or neglect and the procedure to be followed in appropriately sharing a concern or disclosure of possible abuse or neglect.
- 2.7 Each parent/carer is made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our prospectus/brochure and home school agreement.
- 2.8 Our lettings policy will ensure the suitability of adults working with children on school sites at any time.
- 2.9 Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures.
- 2.10 Our selection and recruitment policy includes all checks on staff suitability including Criminal Records Bureau checks as recommended by the DCSF and in accordance with current legislation
- 2.11 The name of any member of staff considered to be not suitable to work with children will be notified to the DCSF, with the advice and support of Human Resources and in accordance with the NEOST guidance and related regulations
- 2.12 Our School's Child Protection procedures will be annually reviewed and updated.

- 2.13 The name of the Designated Safeguarding Lead will be clearly displayed in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse or neglect.
- 2.14 All Adults, (including supply teachers and volunteers) new to our school will be made aware of the school's policy and procedures, the name and contact details of the Designated Safeguarding lead.

### **3. Responsibilities**

Here at Holy Family Catholic School, we understand that our responsibility to safeguard children and appropriately share any concerns that we may have about our students.

We have a Designated Safeguarding Lead who is responsible for:

- 3.1 Referring a child if there are concerns about a child's welfare, possible abuse or neglect to the MASH Team and following up on referrals.
- 3.2 Ensuring that detailed and accurate written records of concerns about a child are kept even if it is decided that there is no need to make an immediate referral.
- 3.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- 3.4 Ensuring that an indication that there is a confidential Child Protection file, (kept in a separate and secure place), is marked on pupil's records.
- 3.5 Acting as a focal point for staff concerns and liaising with other agencies and professionals.
- 3.6 Ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contribute to the Framework for Assessments process, and provides a report which has been shared with the parents.
- 3.7 Ensuring that any absence of two days, without satisfactory explanation, of a pupil subject to a child protection plan is referred to the BACME service and/or the child's Social Worker without delay.
- 3.8 Ensuring that all school staff are aware of the school's Child Protection policy and procedures, and to know how to recognise and refer any concerns.
- 3.9 Providing, with the Head teacher, an annual report for the Governing Body, detailing any changes to the policy and procedures; training undertaken by



the Designated Safeguarding Team, and by all staff and Governors; relevant curricular issues, number and type of incidents/cases and number of children referred to social services and who are subject to a Child Protection Plan (anonymised).

- 3.10 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training.

#### **4. Supporting Children**

We recognise that a child who is abused or neglected, who has witnessed violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth.

- 4.1 We recognize that the school may provide the only stability in the lives of children who have been abused or neglected or who are at risk of harm.
- 4.2 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.3 Our school will support all pupils by: Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
- 4.4 Promoting a caring, safe and positive environment within the school.
- 4.5 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- 4.6 Notifying the MASH Team as soon as there is a significant concern.
- 4.7 Ensuring that a named teacher is designated for Looked after Children (LAC) and that an up to date list of children is regularly reviewed and updated.
- 4.8 Providing continuing support to a pupil (about whom there have been concerns) who leaves the school, by ensuring that every effort is made to discover where they have moved to, and such concerns and school medical records are forwarded under confidential cover to the Head teacher or Designated Safeguarding Lead at the pupil's new school as a matter of urgency.

## **5. Confidentiality**

It is important that governing bodies and proprietors are aware that among other obligations, the Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Head teacher or Designated Safeguarding Lead will disclose personal Information about a pupil to other members of staff on a need to know basis only.
- 5.3 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child that they keep secrets which might compromise the child's safety or well-being or that of another.
- 5.5 We will always undertake to share our intention to refer a child to social services with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the MASH Team

### **Photography using mobile phones (and similar devices)**

Staff should always use school-owned cameras or tablets if taking photographs of children. Staff should be aware of the students ensure this is upheld. Staff should only take photos of students for school purposes. As good practice staff should ask permission from the students again before a photo is taken.

## **6. Supporting Staff**

- 6.1 We recognize that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Team and to seek further support. This could be provided for all staff by, for example, the Head teacher, by Occupational Health, and/or a teacher/trade union representative as appropriate.

6.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document "Guidance on Safe Working practices for the Protection of Children and Staff in Education Settings" provides advice on this and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse. These matters form part of staff induction and are referred to in the staff handbook.

6.4 We recognize that the Designated Safeguarding Team should have access to support and appropriate workshops, courses or meetings. This could be organised or delivered by, for example, the Head teacher, by Occupational Health, trade unions or other outside agencies.

## **7. Allegations against staff**

Holy Family Catholic School will follow the LA procedures for managing allegations against staff, a copy of which is readily available in the school, as well as what is set out in the school's Managing Allegations Against Staff And Volunteers policy; keeping children safe in education; and the Waltham Forest Safeguarding Children Board (WFSCB) guidance, available on the Waltham Forest website.

7.1 All school staff should take and will receive training in how to keep themselves safe and reduce the risk of putting themselves in vulnerable positions it is always advisable for interviews or work with individual children or parents/carers to be conducted in view of other adults.

7.2 All staff should be aware of the school's behaviour/discipline policy and code of conduct

7.3 We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head teacher or the most senior teacher if the Head teacher is not present.

7.4 The Head teacher/senior teacher on all such occasions will discuss the content of the allegation the Designated safeguarding Lead and the LADO

7.5 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult without notifying the Head teacher first.

7.6 The school will follow the Local Authority procedures for managing allegations against staff as outlined in Chapter 5 "Safeguarding Children and Safer Recruitment in Education 2007". This is to be read in conjunction with the LCSB agreed LBWF process flowchart.

7.7 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult with the Designated Safeguarding Lead, the LADO and the school's Human Resources advisor.

7.8 Our lettings agreement for other users requires that the organiser will manage the suspension of adults where necessary from school premises.

## 8. Whistleblowing

If any staff members believe that there are failures in our safeguarding regime or that there is poor and/or unsafe practice, such concerns must be reported to SLT immediately.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Staff may consider discussing any concerns with the school's designated safeguarding team or the Head teacher. Where there are concerns about the head teacher or principal, this should be referred to the chair of governors, chair of the management committee and directly to the designated officer(s) at the local authority.

If staff member feels that they are unable to raise concerns within school or that they are not being listened to you can contact NSPCC whistleblowing helpline. The NSPCC whistleblowing helpline is: **0800 028 0285 – AVAILABLE FROM 8:00 AM TO 8:00 PM, MONDAY TO FRIDAY AND EMAIL: [HELP@NSPCC.ORG.UK10](mailto:HELP@NSPCC.ORG.UK10)** Alternatively, staff can write to: **National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain, Road, London EC2A 3NH.**

8.1 We recognize that children cannot be expected to raise concerns in an environment where staff fail to do so.

8.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the delegated 'whistleblowing' Governor or the Local Authority Designated Officer for Child Protection.

## 9. Positive Handling

9.1 Our policy on positive handling by staff is set out separately, as part of our Behaviour Policy. It complies with DfES guidance on positive handling strategies (2001) and circular 10/98, "The Use of Force to Control or Restrain Pupils". This guidance states that staff must only ever use physical intervention as a last resort, e.g. when a child is endangering him/herself or others and that, at all times it must be the minimal force necessary to prevent injury to another person, reasonable and proportionate.

9.2 Such events should be recorded and signed by a witness.

9.3 Staff who are likely to need to use specialist positive handling techniques should be appropriately trained. Individual training in the form of the Team-Teach

approach is supplied to LBWF schools. It focuses on de-escalation, diversion and diffusion strategies. Positive handling techniques can be devised to meet the individual needs of children with challenging behaviour.

9.4 We understand that positive handling of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10. Restorative Approaches**

All staff will have the opportunity to receive training in restorative approaches. The focus will be on early intervention and the prevention of negative situations escalating into incidents that require formal sanctions and disrupt the learning environment. This will be done by using restorative approaches to “de-escalate” an emerging conflict between pupils or a deteriorating relationship between a student to staff and parent to school. Alongside this it will be used to support the successful reintegration of excluded students.

## **11. Anti-Bullying**

Our policy on the prevention and management of bullying is set out in a separate policy. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

## **12. Racist Incidents**

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

## **12. Prevent**

The Counter Terrorism and Security Act 2015 “places a duty on specified authorities, including local authorities and childcare, education and other children’s services providers, to have due regard to the need to prevent people from being drawn into terrorism (**“the Prevent duty”**).

The Counter-Terrorism and Security Act 2015 will also place a duty on local authorities to ensure Channel panels are in place. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism. Schools and colleges are listed in the Act as partners of the panel.

The relevant provisions of the Act came into force on 12 April 2015

## **13. Prevention**

We recognize that the school plays a significant part in the prevention of harm to our pupils by providing pupils with effective lines of communication with trusted adults, supportive

friends and an ethos of protection within their duty of care. We will Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to. Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty. Provide across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

#### **14. Health and Safety**

Our Health and Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment and, for example, in relation to internet use, and when away from the school when undertaking school trips and visits.

#### **15. Pre School Children and After School Services**

15.1 Working Together recognizes that preschool children and the extended use of school premises play an important part in the lives of large numbers of children. Professionals working within these settings should know how to recognise and respond to the possible abuse or neglect of a child.

15.2 All organizations or services including private, voluntary and those that must be registered by Ofsted under the Children Act 1989 should have a written statement based on the procedures laid out in the booklet "What To Do If You're Worried A Child Is Being Abused" 2006. This statement should clearly set out staff responsibilities for reporting suspected child abuse or neglect in accordance with Local Safeguarding Children's Board procedures (The London procedures in the case of LBWF) and should include telephone numbers for the local police and children's social services.

#### **Policy Review**

The Governing Body of our school is responsible for ensuring the annual review of this policy, and for reporting back to Children's Services.

This policy will be regularly reviewed to ensure that it remains in line with government legislation and that it is robustly efficient and able to meet the changing demands of its environment. All updates will be passed on to staff and form part of the school's programme of Continuous Professional Development.

**Review date** Sept 2020