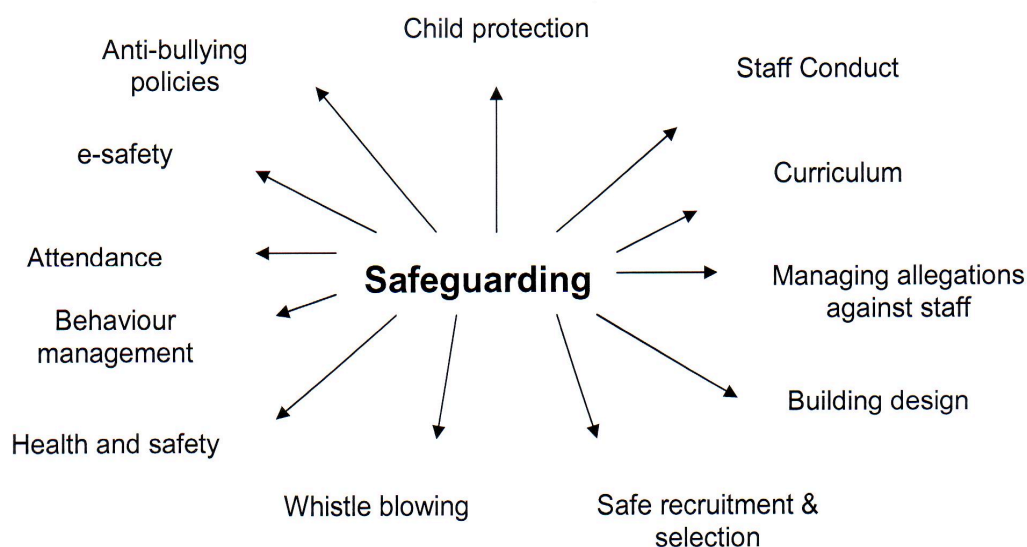


Safeguarding and Child Protection Policy Based on Lambeth LA model policy



'Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population'

Safeguarding Children and Safer Recruitment in Education DfES 2007

LBTS is committed to providing a secure environment for students, where students feel safe and are kept safe. In adhering to this policy, and the procedures therein, staff and visitors will promote a climate where students and adults will feel confident about sharing any concerns that they may have about their own safety or the well-being of others and will contribute to LBTS's delivery of the Every Child Matters 'five outcomes'. This Policy is one element in our whole school arrangements to Safeguard and Promote the Welfare of Students in line with our statutory duties set out at s175 of the Education Act 2002

Our school's policy also draws upon the guidance contained in the "London Child Protection Procedures" and DCSF Guidance 'Safeguarding Students and Safer recruitment in Education'. These documents are kept in the Head Teacher's Office.

We recognise that safeguarding is more than contribution to Child Protection matters and we will use the curriculum generally, and PSHE in particular, to ensure our students recognise risk and build resilience to manage any such risk themselves where appropriate. Students will be encouraged to make use of internal systems including talking to their tutor, Pastoral officer, Achievement Co-ordinator and/or Kids Co to whistle blow or raise any issue of safety in confidence. We also recognise and accept that students have a right to be heard and will additionally facilitate this by the Student Council, Student Parliament and regular meetings between the students and the Governors and where applicable we will

review and modify our policies accordingly. Additionally we will work in partnership with parents and carers and will encourage parents to comment on and contribute to the evolution of our policies by consulting through RAG Days, questionnaires and newsletters

In liaising with parents and carers we will ensure that they are reminded that LBTS has a duty to report concerns that we may have over the safety or well being of a student as part of our statutory duties to protect students from significant harm and/or neglect. Parents and carers will also be reminded that, where appropriate, any referral will be discussed with parents and carers before the referral is made, however parents and carers will not be contacted nor will the referral be discussed where it is felt that to do so will place the child at an increased risk of harm. In any event parents and carers will be reminded that all referrals are made in the best interest of the child.

Child Protection

All staff at LBTS must recognise and accept that students have a fundamental right to be protected from harm. In upholding this fundamental right we recognise that there are four definitions of child abuse, including neglect, as defined in Chapter 4 of the London Child Protection Procedures and as précised in this policy, which should be consulted as a reference document for full details of the definitions and recognition & response.

The four categories of child abuse are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse, and
4. Neglect

Physical Abuse

May includes: Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child including the deliberate fabrication or causation of illness in a child.

May be recognised by: Physical injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour or learning difficulties due to neurological damage. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury.

It is not appropriate for any member of staff to undress, photograph or body map any child in an attempt to see physical injury, this is the role of child protection and investigating agencies.

Emotional Abuse

May Include: The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development, mental health, behaviour and self-esteem. This may caused by conveying to students that they are worthless, unloved or unvalued or by developmentally inappropriate expectations being made or by causing students to frequently feel frightened or the exploitation or corruption of students.

May be recognised by: Developmental delay, attachment issues, aggressive behaviour, appeasing behaviour, watchfulness or stillness, low self esteem, withdrawn or a loner, or having difficulty in forming relationships. Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

Sexual Abuse

May Include: Involving or forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Such activities may involve sexual acts (penetrative or non-penetrative) or may include involving students in watching or taking part in pornographic material or to encourage students to behave in sexually inappropriate ways.

May be recognised by: Inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour – contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes – sports / PE etc, pain or itching in genital area, blood on underclothes, bruising in genital region and / or inner thighs etc.

A sexually abused child may also be recognised by disturbed behaviour such as sadness, depression or loss of self esteem. Disclosure of sexual abuse must be taken seriously as it is recognised that students are frequently scared to disclose due to guilt or fear.

Neglect

May include: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development (growth and intellect) such as failing to provide adequate food, shelter (including keeping students safe), clothing, or neglect of or unresponsiveness to a child's basic emotional needs.

May be recognised by: Being constantly hungry; constantly tired; have a poor state of clothing; be emaciated; have untreated medical problems; be frequently late or have poor or non-attendance at school; have low self esteem; display neurotic behaviour and/or have poor social relationships, have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, or be left with or in the care of adult's under the influence of alcohol or drug misuse.

Bullying

Bullying is a specific form of abuse which may be prevalent in schools and is defined as deliberately hurtful behaviour, usually repeated over a period of time where it is difficult for the victims to defend themselves. The extent of bullying can include emotional and / or physical harm to such a degree that it constitutes significant harm due to the extent to which it affects the health or development of the child subject to the bullying behaviour. Bullying may also be within digital or ICT based environments, sometimes known as 'cyber-bullying' which must be treated as seriously as any other form of bullying. Bullying may also constitute criminal behaviour.

Please refer to our separate Anti-Bullying Policy

Responsibility and Immediate Action

All adults working in LBTS (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Senior Teacher with responsibility for child protection.

Where there are signs that a child is suffering significant harm or is likely to suffer significant harm or is being neglected the Designated Senior Teacher for Child Protection may take advice before making a referral to Lambeth CYPS: Referral and Assessment Duty Team.

Where there are any doubts as to the seriousness of this concern or disagreement between the Designated Senior Teacher for Child Protection and the member of staff reporting the concern, advice will be sought from the Head Teacher and/or Lambeth CYPS Duty Team and/or the Local Authority Designated Lead Officer for Education (Graham Griffin).

In circumstances where a child has a suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency assistance. If a student is thought to be at immediate risk (because of parental violence or intoxication, for example) urgent Police intervention will be requested. Particular vigilance will be exercised in respect of students who are subject to a Child Protection Plan and any incidents or concerns involving these students will be reported immediately to Social Care (and confirmed in writing). In all cases of injury to a child consideration will always be given as to whether an urgent paediatric medical assessment is required to document injuries or to protect any forensic evidence.

Where it is suspected that a child may be at further risk of significant harm if the parent is spoken to, nothing will be said to the child's parent/carer without first discussing the matter with Social Care R&A Duty.

Role of the Designated Senior Person for Child Protection

The Designated Senior Person for Child Protection works in line with the responsibilities as set out at Appendix 3 of the DCSF Guidance outlined above in respect of referrals, training and awareness raising. The Designated Senior Person for Child Protection is the focus person and local 'expert' for school staff, and others, who have concerns about an individual child's safety or well-being and is the first point of contact for external agencies that are pursuing C.P. investigations. The Designated Senior Person for Child Protection also co-ordinates the school's representation at C.P conferences and the submission of written reports for conferences (a meeting of all relevant agencies). When an individual concern/incident is brought to the attention of the Designated Senior Person they will be responsible for obtaining advice from Lambeth CYPS Education Service's Lead Officer for Child Protection and/or consulting with Social Care as appropriate to decide whether or not this should be formally referred as a child protection case.

The Designated Senior Person for Child Protection will ensure that all child protection records are kept separately from student records are stored securely, by encryption and/or password protecting electronic files or ensuring that paper records are secured in a locked cabinet with restricted access.

The Designated Senior Person for Child Protection will have oversight of the delivery of school recommendations within Child Protection Plans and will keep the Headteacher, and

Governing Body as appropriate, advised of all such matters including where CP Plan recommendations are met or otherwise.

Role of Governing Body

In line with the provisions set out in the DCSF guidance 'Safeguarding Students and Safer Recruitment in Education' the governing body will challenge the school's senior management team on the delivery of this policy and monitor its effectiveness. Governors will review this policy every year and may amend and adopt it in accordance with any new legislation or guidance or in light of their quality assurance of the delivery of this policy.

In doing so neither the governing body nor individual governors have any role in dealing with individual child protection cases, except in the discharge of their functions in dealing with an allegation of abuse against the Headteacher. In cases of allegations against the Headteacher it will be the Chair of Governors who will carry out this statutory function, please see our 'Allegations Against Staff Policy'

In LBTS we also have a governor responsible for championing child protection and safeguarding issues within the school and on the governing body. Please note this is not the role outlined the above paragraph. This governor will liaise with the Headteacher on child protection and safeguarding matters and may submit reports to the governing body

Training

Whole school in-service training will be organised for staff and governors at least every three years. The Designated Senior Person for Child Protection will attend Lambeth CYPS and other training courses as necessary and the appropriate inter-agency training organised by organisations such as the Lambeth Safeguarding Students Board at least every two years. The Deputy Designated Senior Person will also be given the opportunity to attend these courses.

Recruitment

The arrangements for recruiting all staff to our school will follow the DCSF guidance for safer recruitment in education settings. This will mean that all staff will be subject to reference and enhanced Criminal Records Bureau (CRB) checks and a single central record will be kept of all vetting checks, which will also include verification of identity, any relevant qualifications and permission to work for non-EU nationals. In LBTS we will ensure that CRB checks are renewed every three years for all staff, and will be a condition of service. The single central record will include the date these checks were made. All staff, including teaching and childcare/support staff, will be checked against the ISA's Students's List (Formally DCFS' List 99) prior to their appointment as part of the vetting process, and a separate ISA Students's List check will be made where a CRB has been applied for but not returned by the start date. Our school will only use employment agencies that positively vet their supply staff and confirm in writing that DCFS / ISA compliant checks have been carried out. Staff joining our school on a permanent or temporary basis will be informed of the CP policy and the school's Safeguarding arrangements as part of induction.

From a date to be notified by the Independent Safeguarding Authority vetting checks for ISA registration will be carried out in line with the statutory duties set out in the Safeguarding Vulnerable Groups Act 2006, which will include complying with the legal requirement to ensure employees are registered with the Independent Safeguarding

Authority, and not barred from working with students and young people, before commencing work at LBTS.

Volunteers

In line with the DCSF guidance on safer recruitment it will be necessary for any parent/carer/governor or other person seen by the students as a trusted adult and who works in our school on a regular basis to be CRB checked at an enhanced level. These checks are required to be updated regularly and at least every three years as they are for permanent members of staff.

Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of our school. LBTS will provide volunteers with appropriate induction and volunteers will have a 'job description' pertaining to the volunteering role they are to perform.

The requirements resulting from the Safeguarding Vulnerable Groups Act 2006 equally apply to volunteers, therefore vetting checks will be carried out in line with the statutory duties set out in the Safeguarding Vulnerable Groups Act 2006, which will include complying with the legal requirement to ensure employees are registered with the Independent Safeguarding Authority, and not barred from working with students and young people, before commencing work at LBTS.

All staff permanent and volunteers will be inducted which will include the provision of schools policies and procedures, this will include temporary staff.

Staff Code of Conduct

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with students and their families. Students will be treated with respect and any rewards and sanctions should follow those detailed in our school's Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and students, staff should avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. As noted in our restraint and Use of Force Policy physical intervention should only be used as a last resort. Where incidents occur that might otherwise be misconstrued or where it becomes necessary to physically restrain or use force to control a child, for their own or others' safety, the safety of others, to prevent a criminal act or to maintain good order, this will be appropriately recorded and reported to the Head Teacher and parents in line with in line with DCSF Guidance on The Use of Force to Control or Restrain Students (October 2007). Refer to our separate policy on Restraint and the Use of Force.

For their own safety and protection, staff should exercise caution in situations where they are alone with students. Refer to Lambeth guidance on, One : One Working Safe Practice.

School staff should also be alert to the possible risks that might arise from contact with students outside of school, including contact when using digital technologies. The Head Teacher must always be made aware of any such contact.

First Aid should only be administered by qualified first aiders and, if it is necessary for the child to remove clothing for this treatment, there should be, wherever possible, another adult present. If a child needs help with toileting or washing after soiling themselves, another adult should be present or within earshot. When students are admitted to our

school, parents/carers will be asked to give permission for changing their wet or soiled clothes in school.

Where a child may require regular, intimate care e.g. nappy or incontinence pad changing parents/carers will be asked to sign a form giving their permission. Likewise, staff involved in the intimate care will be asked to sign a form indicating their willingness to be involved in the intimate care required. If a member of staff is providing any form of intimate care, another member of staff will, as far as possible, be present. As far as is practically possible, students will be asked whether they would like an adult of the same sex to be present.

Where a member of staff is employed in another setting and has contact with LBTS students s/he must ensure confidentiality regarding issues that arise in one setting when working in the other setting. In practice this means concerns should be reported to the nominated person in the setting the safeguarding issue arises and that where s/he feels the other setting needs to be informed that they state this clearly to the nominated person.

Changing for P.E. lessons

Students change for P.E. in our single sex areas.

Complaints/Allegations made against Staff

LBTS takes seriously all allegations made against members of staff. Mechanisms are in place for students, parents/carers and staff to share any concerns that they might have about the actions of any member of our school staff. All such allegations will be dealt with in line with our 'Allegations Against Staff Policy' and must be brought immediately to the attention of the Head Teacher, not the Designated Senior Person for Child protection (unless that is the same person) in order that the appropriate procedures may be followed.

All allegations will be dealt with in line with Chapter 5 of 'Safeguarding Students and Safer Recruitment in Education'.

Parents should also be advised of their independent right to make a formal complaint to the Police.

If the complaint concerns alleged abuse by the Head Teacher, this should not be brought to the attention of the Designated Senior Person or their Deputy nor the nominated CP Governor. Any allegation pertaining to the Headteacher must only be brought to the attention of the Chair of Governors who will consult with CYPS' Education Services Lead Officer and/or CYPS Social Care.

Staff who are formally disciplined for any abuse of students (or who resign before disciplinary action can be instigated) will be notified to the Students and Young People's Service, if they are not already part of this process, and must be notified to the Independent Safeguarding Authority, for possible inclusion on their list of persons barred from working with students and young people.

Greater detail on the procedures for managing allegations against staff are to be found in our separate policy pertaining to this area as outlined above and the procedures set out in that policy should be followed in these circumstances

Records

Accurate written notes will be kept of all incidents or CP concerns relating to individual students. If a teacher or other staff have a child protection concern they should inform the Designated Person immediately. If she is unavailable they should contact one of the Deputy Designated Persons These will be kept on the student's Child Protection file.

Child Protection records are not available to students or parents. Child Protection records are kept by the Designated Senior Person for Child Protection, separately from educational records, and can only be accessed by the Designated Senior Person or their Deputy. Other members of our school's Senior Management Team may have access to certain information on a need to know basis as appropriate.

Upon receipt of any request regarding direct access to school documentation on any C.P. file appropriate steps may be taken to adopt the procedure of not allowing such access without the order of a court.

Where a child moves from LBTS any Child Protection records or files will be forwarded to any receiving school within five days of that new provision being confirmed. The CP file will be sent separately to the student file and a copy kept for archiving in line with the prevailing timescales for keeping such records which are published from time to time.

Training

Staff	Training Level
All students and parents through yearly publication of policy All visitors who will have unsupervised access with students	Written Introduction:
All governors All new staff during their first half term on site	Briefing: 30min overview from Designated or Deputy Designated person
All teachers, LSAs, Admin, Technical, Caretakers and permanent facilities staff. At least 1 governor	Level 1: 2 hr overview delivered by LA or Designated person
Designated person, deputy designated persons and at least one member of following teams: SMT, Pastoral, SEN, EMAT, Kids Co, Achievement Co-ordinators	Level 2: Multi agency

Policy Adoption, Monitoring and Review

This policy was considered and adopted by the Governing body in line with their overall duty to safeguard and promote the welfare of students as set out at Chapter 2 of the DCSF guidance 'Safeguarding Students and Safer Recruitment in Education'

Parents will be issued with a hard copy of this policy on request. This policy will also be made available to parents via the school website and on request

At LBTS the Headteacher will actively evaluate the effectiveness of this policy by monitoring the staff group's understanding and application of the procedures within this policy as their overall duty to safeguard students. This may include monitoring the appropriateness of cases referred internally to the Designated Senior Teacher for Child Protection and whether those cases referred to Lambeth CYPS Social Care met their threshold and were taken forward.

Appendix 1

Named personnel with designated responsibility for Safeguarding

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2009/10	Elga Stuck	David Browne	Margaret Jones	Teresa Clay
		Ben Wright		

Policy review dates

Review Date	Changes made	By whom	Date Shared
16/11/09	New single record	HT	16/11/09
10 April 10	Training	HT	20/04/10

Dates of Staff training and details of course title and training provider

Whole school	Designated Senior person	Deputy Designated Senior Person
18/12/09 inc Govs L1	16/17 March 10 L2	16/17 March 10 L2 Ben Wright and David Browne

Other staff with L2 training

16/17 March 10	Hillarie Langham	KS3 Pastoral Officer
18/19 March 10	Grace Spencer	Y7 Pastoral Assistant
	David Browne	Team Leader: Pastoral
	Su Wardrop	Deputy Head: Curriculum
	Tanya Williams	Pastoral Assistant KS4

Governor Review of policy dates

Policy Adopted by Governors on: 17 November 2010