



BRANWOOD
PREPARATORY
SCHOOL

SAFEGUARDING AND CHILD PROTECTION POLICY

Version	2 (Version 1 March 2013)	3			
Policy reviewed on	January 2015	October 2015			
Policy Written by	Mrs Follett (Headmistress)	Mrs Follett (Headmistress)			
Policy seen by Governor on (date / signature)					
Policy Review Date	January 2016	January 2016			

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.



SAFEGUARDING AND CHILD PROTECTION POLICY

1.0 Rationale

1.1 At Branwood Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and taking action to enable all children to have the best life chances.

1.2 This policy forms part of a thorough and rigorous system to ensure that children are safeguarded by a robust suite of documents and policies which relate to the safeguarding responsibilities of the school.

2.0 Aims (and Mission Statement)

2.1 To inform staff, parents, volunteers, Trustees and Governors about the school's responsibilities for safeguarding children.

2.2 To enable everyone to have a clear understanding of how these responsibilities should be carried out.

2.3 To establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a worry or concern.

2.4 To establish and maintain an environment where school staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and wellbeing of a child.

2.5 To ensure that children know that there are adults in the school whom they can approach if they are worried.

2.6 Ensure that children who have been abused will be supported in line with a child protection plan, where deemed necessary.

2.7 To include opportunities within the curriculum for children to develop the skills they need to recognise and stay safe from abuse.

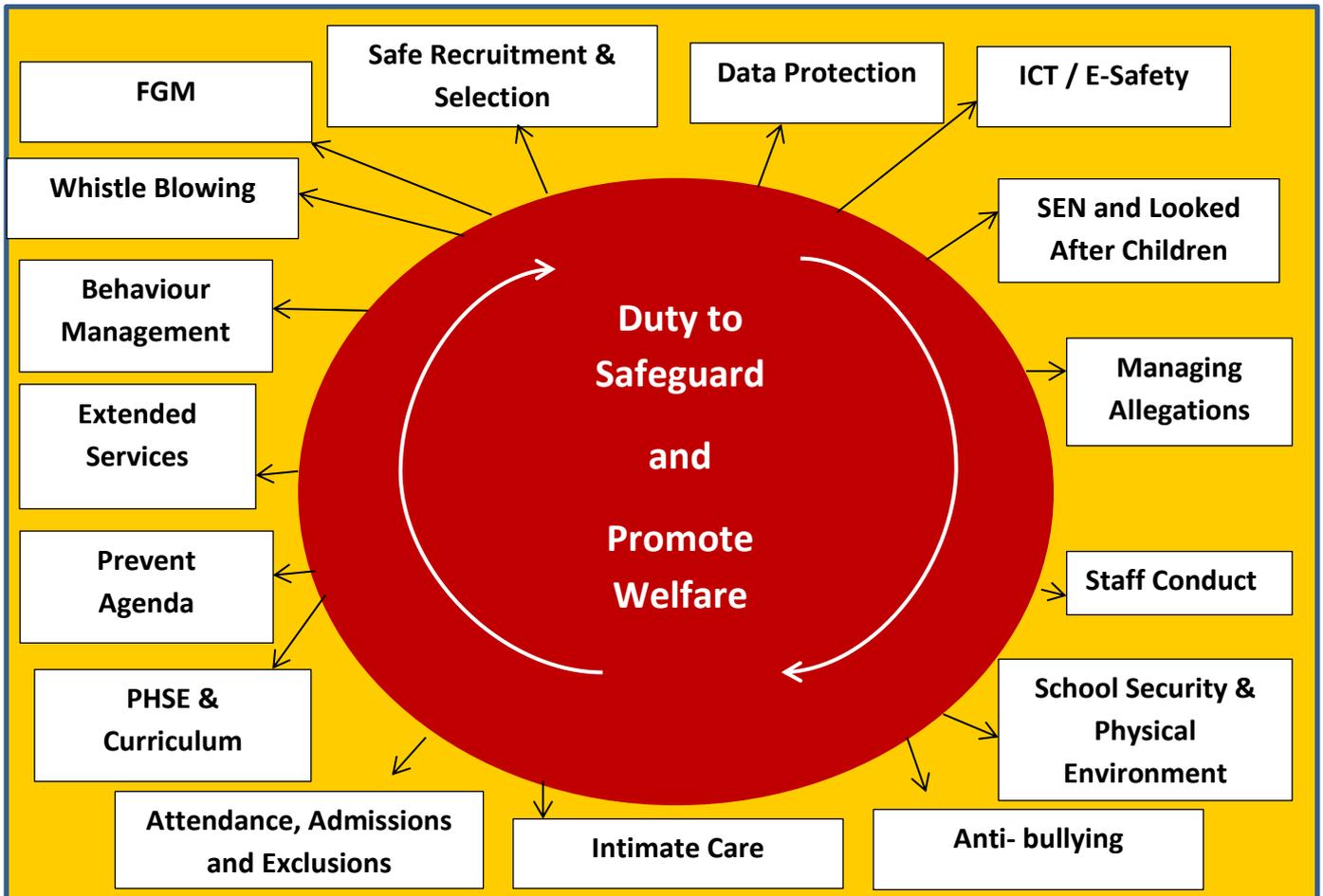
2.8 To contribute to the five outcomes which are key to children's wellbeing:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

- Achieve economic wellbeing

3.0 Links to other Policies

The Safeguarding and Child Protection Policy should be read in conjunction with other policies and guidance including those identified below depending upon the reason for referring to them.



4.0 Implementation, Monitoring and Review

4.1 The policy will be reviewed annually by the Headmistress and Governing Body. It may be reviewed at other times if needed due to changes in legislation, practice or by recommendation from the Salford Safeguarding Team.

4.2 It will be implemented through the school's induction and training programme, and as part of day to day practice. Compliance with the policy will be monitored by the Designated Senior Lead and through staff performance measures.

5.0 Statutory Framework and Guidance

5.1 In order to safeguard and promote the welfare of children, the school will act in accordance with the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Education Act 2004
- Keeping Children Safe in Education (DfE 2014)
- Keeping children safe in Education: information for all school and college staff (DfE 2014). See Appendix 1 attached to the policy.
- Working Together to Safeguard Children (DfE 2013)
- The Education (pupil information) Regulations (England) 2005
- The Prevent Agenda (DfE June 2015)
- Mandatory Reporting of Female Genital Mutilation (Home Office October 2015)

(Each of these documents can be found in the Headmistress office.)

5.2 As new legislation and guidance is brought to the schools attention, whether from the DfE, Government or from Salford Safeguarding Team, the school will ensure that copies are added to the folder and the relevant policy / policies are updated.

5.3 Branwood has procedures in place for protecting children and responding to situations in which we believe that a child has been or is at risk of abuse – these procedures also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

5.6 Keeping Children Safe in Education (DfE April 2014) places the following responsibilities on ALL schools:

- Schools should be aware of and follow established procedures
- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions
- Schools should have procedures (of which all staff should be aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse, or suspected of abuse
- A Designated Senior Lead should have responsibility for co-ordinating action within the school and liaising with other agencies
- Staff with the Designated Safeguarding Lead should undergo updated child protection training every two years (Appendix 1 – Staff list of training – not to be attached publicly due to Data Protection)
- The Governing body and Trustees should ensure there is an effective child protection policy in place together with a staff behaviour policy (Code of Conduct). Both being provided to ALL staff – including temporary staff and volunteers.

- The child protection policy should describe procedures which are in accordance with government guidance and refer to locally agreed inter-agency procedures (Salford Bridge), be updated annually, and be available publicly either by the school website or other means.

6.0 The Designated Safeguarding Lead

6.1 The Designated Safeguarding Lead for Child Protection at Branwood Preparatory School is...

Mrs Catherine Follett, Headmistress

In the absence or unavailability of Mrs Follett, the Deputy Designated Safeguarding Lead for Child Protection at Branwood Preparatory School is...

Mrs Kay Higginbottom, Deputy Headmistress

6.2 The broad areas of responsibility for the Designated Safeguarding Lead are:

Managing Referrals

- Refer all cases of suspected abuse to the local authority children's social care
- Police (cases where a crime may have been committed)
- Liaise with the Chair of Governors and Trustees to inform them of issues, especially ongoing cases and those involving police investigations
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and deciding whether to make a referral by liaising with the relevant agencies.

Salford - Referral and Initial Assessment Team (RIAT) –

All reports or enquires concerning the welfare or safety of a child

161 603 4500 or worriedaboutachild@salford.gov.uk

If there is a need to inform Salford Children's Social Care of a family that has transferred to Salford, contact the Safeguarding Children and Quality Assurance Unit

0161 603 4350 or cpru@salford.gov.uk

Training - The Designated Safeguarding Lead will receive appropriate training carried out every two years in order to

- Understand the assessment process for providing early help and intervention, for example, through locally agreed (Salford) common and shared assessment processes
- Ensure each member of staff has access to and understands the school's child protection policy and procedures
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals

- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among staff, in any measures the school may put in place to protect them
- Understand the assessment process for providing early help and intervention, for example, through locally agreed (Salford) common and shared assessment processes

Raising Awareness

- The Designated Safeguarding Lead should ensure the school policies are known and used appropriately
- Ensure the school's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the Trustees and Governing Body in doing this
- Ensure that the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with Salford Safeguarding Team to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Where children leave the school ensure their child protection file is copied for any new school as soon as possible but transferred separately, and securely, from the main pupil file.

7.0 The Governing Body

7.1 Branwood School is aware that the Trustees and Governing body must ensure that they comply with their duties under legislation. They must also have regard to this guidance to ensure that the policies, procedures and training at Branwood is effective and complies with the law at all times.

7.2 The nominated Governor for child protection is

Mrs Joanne Wilcox
Chair of Governors / Trustee

7.3 In particular she will ensure that the Governing Body and Trustees know what responsibilities are placed upon them, including

- Their contribution to inter-agency working, which includes providing co-ordinated support and assistance where and when needed to meet the needs of identified children
- Ensuring that the child protection policy is in place and is effective, while also doing the same for other policies which are identified in point 3.0 within this policy
- Appoint a Designated Safeguarding Lead who will have child protection training every two years
- Prioritise the welfare of children at Branwood and create a culture where staff feel confident to challenge the senior management team over any safeguarding concerns if needed

- Make sure that the children are taught about how to keep themselves safe through the curriculum (Appendix 2 – Summary of practice within the whole school)

8.0 School Procedures – Staff Responsibilities

8.1 If ANY member of staff is concerned about a child they MUST inform the Designated Senior Lead or the Deputy as the same day.

8.2 The member of staff must record the information regarding the concerns the same day on the Cause for Concern sheet (Appendix 3). These can be found in the staff room on display, in the Headmistress office and on the school network. The recording must be a clear, precise, factual account of the observations or information.

8.3 The Designated Safeguarding Lead (or Deputy) will decide whether the concerns should be referred to the **Salford - Referral and Initial Assessment Team (RIAT)**. If it is decided to make a referral this will be discussed with the parents, unless to do so would place the child, or other children, at further risk of harm. In some cases the Designated Safeguarding Lead (or Deputy) will ring and have an informal chat with **Salford - Referral and Initial Assessment Team (RIAT)** to discuss the concerns and then make it formal afterwards if needed.

8.4 Particular attention will be paid to the attendance and development of any child about whom the school has concerns, or who has been identified as being the subject of a child protection plan and a written record will be kept on the Cause for Concern sheet (Appendix 3).

8.5 If a pupil who is / or has been the subject of a child protection plan changes school, the Designated Safeguarding Lead will inform the Social Worker responsible for the case and ensure the transfer of information/ records to the new school is done in a secure manner (delivered by hand and signed for or posted through recorded post which will also be signed for)

8.6 The Designate Safeguarding Lead is responsible for making sure that the Senior Management Team, Governors and Trustees are aware of any safeguarding information and trends in behaviour and issues that may affect pupil welfare. This is a standard agenda item at the Governors and Trustees Meetings.

8.7 Members of staff at Branwood have a duty to refer safeguarding concerns to the Designated Safeguarding Lead for child protection. However if,

- Concerns are not taken seriously
- Action to safeguard the child is not taken by the Senior Management Team
- The child is considered to be at continuing risk of harm

, then staff should speak to **Mrs Joanne Wilcox, Chair of Governors / Trustee.**

8.8 If, at any point, there is a risk of immediate serious harm to a child a referral should be made immediately to

**Salford - Referral and Initial Assessment Team (RIAT) –
All reports or enquires concerning the welfare or safety of a child**

0161603 4500 or worriedaboutachild@salford.gov.uk

Anyone can make a referral!

8.9 If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration.

8.10 If the concerns raised by staff are against another child not at Branwood the Designated Safeguarding Lead should contact

**Salford - Referral and Initial Assessment Team (RIAT) –
All reports or enquires concerning the welfare or safety of a child**

0161603 4500 or worriedaboutachild@salford.gov.uk

9.0 When to be Concerned

9.1 All staff and volunteers should be aware that the main categories of abuse are

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

9.2 All staff and volunteers should be concerned about a child if they present with indicators of possible significant harm (see Appendix 4) or concerned about FGM (see Appendix 5)

9.3 Generally, in an abusive relationship the child may

- Appear frightened of the parent(s) or household members when outside the home environment
- Act in a way that is inappropriate to their age and development (full accounts of this MUST be recorded)
- Display insufficient sense of 'boundaries', lack of stranger awareness
- Appear wary of adults and display inappropriate behaviour

10.0 Dealing with a Disclosure

10.0 If a child discloses that they have or are being abused in some way, the member of staff / volunteer must

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said

- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
- Not promise confidentiality – it might be necessary to refer it on
- Reassure them that what has happened is not their fault
- Stress that it was the right thing to tell someone
- Listen, only asking questions when necessary to clarify a point
- Not criticise the alleged perpetrator
- Explain what has to be done next and who is to be told
- Make a written record (see Appendix 3)
- Pass information to the Designated Safeguarding Lead the same day.

11.0 Support

11.1 Branwood Senior Management Team realise that dealing with a disclosure from a child, and safeguarding issues, can be stressful. The member of staff / volunteer, therefore, should consider seeking support for themselves and discuss the impact upon themselves or the need for support with the Designated Safeguarding Lead.

12.0 Confidentiality

12.1 Safeguarding children raises issues of confidentiality that must be clearly understood by all staff, volunteers, governors and trustees.

12.2 All staff at Branwood have a responsibility to share relevant information about the protection of children with other professionals.

12.3 If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tell the child in an age appropriate manner that they cannot promise complete confidentiality – instead they must explain that they may need to pass the information to other people to help to keep them or other children safe.

12.4 Staff and volunteers who receive information about a child and their families in the course of their work should share that information only within appropriate professional contexts.

13.0 Communication with Parents

13.1 Branwood will ensure the child protection policy is available publicly by the school website and make it available on paper upon request.

13.2 Parents will be informed prior to a referral, unless it is considered to do so might place the child at increased risk of significant harm.

14.0 Record Keeping

14.1 When a child has made a disclosure, the member of staff / volunteer should

- Record, as soon as possible after the conversation, on the same day.
- Use the 'Cause for Concern' form (Appendix 3)
- Do not destroy the original notes in case they are ever needed in court
- Record the date, time and any noticeable non-verbal behaviour and words the child uses
- If necessary, draw a diagram to indicate the position of any injuries
- Record any statements and observations rather than interpretations or assumptions.

14.2 All records need to be given to the Designated Safeguarding Lead promptly. Not copies are to be taken by the member of staff or volunteer. No completed forms are to be left on a desk for anyone else to read.

14.3 All records are to be filed appropriately and kept in a secure locked cupboard (Filing Cabinet in the Bursars Office)

15.0 Allegations involving school staff / volunteers

11.1 An allegation is any information which indicates that a member of staff / volunteer may have

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against / related to a child
- Behaved towards a child or children in a way which indicates they would pose a risk of harm if they work regularly or closely with children

11.2 This applies to any child the member of staff or volunteer has contact within their personal, professional or community life.

11.3 To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the Staff Handbook.

11.4 The person to whom an allegation is first reported should take the matter seriously and keep an open mind. They should not investigate or ask any leading questions if seeking clarification as it is important not to make any assumption. As with children, confidentiality should not be promised and the person should be advised that the concern will be shared on a need to know basis only.

11.5 Actions to be taken are,

- Make an immediate written record of the allegation using the informant's words
- Include the time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present
- It must be signed, dated and immediately passed on to the Headmistress

11.6 If concerns are about the Headmistress, then the Chair of Governors should be contacted immediately.

Mrs Joanne Wilcox, Chair of Governors / Trustee.

11.7 In the absence of the Chair of Governors, the Chair of Trustees should be contacted.

Mr Terry Cramant, Chair of Trustees

11.8 The recipient of an allegation must NOT unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

11.9 The Headmistress will not investigate the allegation themselves, or take written and detailed statements, but will assess the concern and inform the Chair of Governors and Trustees to see whether it is necessary to contact **Salford - Referral and Initial Assessment Team (RIAT)** –

0161603 4500 or worriedaboutachild@salford.gov.uk

Version	Date of Review	Reviewer	Changes made
2	January 2015	<i>Mrs Follett</i>	Change to the lay out of the policy. Changes to the policy in line with new legislation and guidance from the Salford Safeguarding Team.
3	October 2015	<i>Mrs Follett</i>	Change to add in mandatory information about The Prevent Agenda and Female Genital Mutilation

Appendix 4

Indicators of Significant Harm

The following guidance is intended to help all professionals who come into contact with children. It should not be used as a comprehensive guide, nor does the presence of one or more factors prove that a child has been abused, but it may however indicate that further enquiries should be made.

The following factors should be taken into account when assessing risks to a child. This is not an exhaustive list.

- An unexplained delay in seeking treatment that is obviously needed;
- An unawareness or denial of any injury, pain or loss of function;
- Incompatible explanations offered or several different explanations given for a child's illness or injury;
- A child reacting in a way that is inappropriate to his/her age or development;
- Reluctance to give information or failure to mention previous known injuries;
- Frequent attendances at Accident and Emergency Departments or use of different doctors and Accident and Emergency Departments;
- Frequent presentation of minor injuries (which if ignored could lead to a more serious injury);
- Unrealistic expectations/constant complaints about the child;
- Alcohol misuse or other substance misuse;
- A parents request to remove a child from home or indication of difficulties in coping with the child;
- Domestic violence;
- Parental mental ill health;
- The age of the child and the pressures of caring for a number of children in one household.