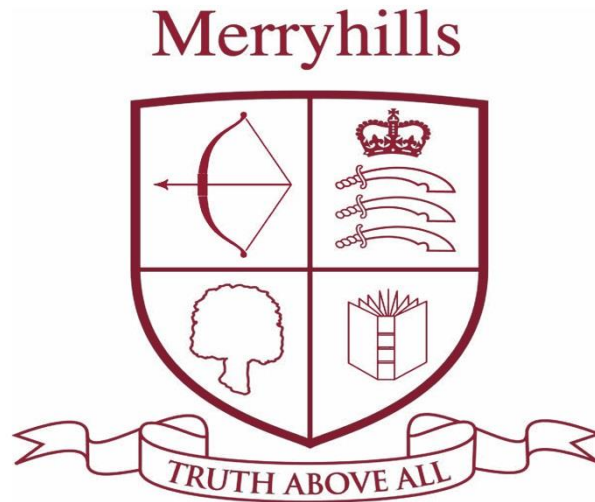


# Merryhills Primary School



## Safeguarding Policy

December 2017

**Responsibility: Michelle  
Motley**

**Review Date: December 2018**

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## 1. Introduction

**The Safeguarding of children is embedded part of our school culture, and is the responsibility of all staff and volunteers. As part of our induction and training all staff are aware that it is their responsibility to share or raise a concern. Any visitors to the school are also reminded of this and there is a frequent reminder to parents via the newsletters and school website.**

### Recruitment

**At Merryhills we follow the Safer Recruitment Guidelines and adhere to the Local Authority 'Safer Recruitment' Policy. All staff familiarise themselves with the Code of Conduct, annually or at the point of starting the school. .**

- 1.1 Our safeguarding policy cannot be separated from the general ethos of the school, which is to ensure that pupils/students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.
- 1.2 The governors and staff of Merryhills Primary School fully recognise the contribution it makes to safeguarding children. We recognise that all members of staff, including volunteers, have a full and active part to play in protecting our pupils from harm.
- 1.3 All staff and Governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.

## 2. The aims of this policy are:

- 2.1 To support the child's development in ways that will foster security, confidence and independence.
- 2.2 All children without exception have the right to protection from abuse, regardless of their gender, ethnicity, disability, sexuality or beliefs.
- 2.3 To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 2.4 To provide a systematic means of monitoring children known or thought to be at risk of harm.

- 2.5 To emphasise the need for good levels of communication between all members of staff.
- 2.6 To maintain a structured procedure which is followed by all members of the school community where abuse is suspected.
- 2.7 To continue to promote effective working relationships with other agencies, especially the Police and Children's Social Services.
- 2.8 To ensure that all adults within our school community who have contact with children have been checked as to their suitability as part of the recruitment and selection process, including visitors.

### **3. Procedures**

Our school procedures for safeguarding children will comply with the Enfield Safeguarding Children Board (ESCB) procedures. The ESCB has adopted and follow the London Child Protection Procedures (5<sup>th</sup> edition)

We will ensure that:

3.1 We have designated members of staff who undertake regular training every two years. Posters are up in the school to inform everyone of who these people are. See appendix

**Our Safeguarding designated Officers are:**

**Michelle Motley- Headteacher**

**Richard Hudson- Deputy Headteacher**

**Clare Bowkley- Assistant Headteacher**

**Stella Ioakim- Inclusion Manager**

**Penny Dellar- Governor**

3.2 All members of staff develop their understanding of the signs and indicators of abuse and refresh their training every three years.

3.3 All members of staff know how to respond to a pupil who discloses abuse.

3.4 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.

3.5 All staff will have read Part 1 of the Government Guidance *Keeping children safe in education (September 2016)*. This guidance contains reference to specific safeguarding issues and provides links to further information as well as providing further information on child sexual exploitation, female genital mutilation and preventing radicalisation.

3.6 All staff will have read the school safeguarding and child protection policy and signed that they have understood it. It is the responsibility of senior managers and Heads of Governors to ensure all staff can access and understand the document *Keeping children safe in education (September 2016)*.

3.7 Our procedures will be regularly reviewed and up-dated.

3.8 All new members of staff will be given a copy of our child protection procedures and of the Government Guidance; *Keeping children safe in education (September 2016)* part 1 as part of their induction into the school.

#### **4. Responsibilities**

The designated teacher is responsible for:

4.1 Adhering to the ECSB and school procedures with regard to referring a child if there are concerns about possible abuse.

4.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.

4.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.

4.4 Ensuring that an indication of further record-keeping is marked on the pupil records.

4.5 Ensuring that any pupil currently the subject of a child protection plan who is absent without explanation for two days is referred to Children's Social Care.

- 4.6 **All** members of staff (paid and unpaid) have the statutory responsibility to safeguard and promote the welfare of children

## **5. Supporting Children**

- 5.1 We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.
- 5.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 5.3 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.
- 5.4 Our school will support all pupils by:
  - 5.4.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
  - 5.4.2 Promoting a caring, safe and positive environment within the school.
  - 5.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 5.4.4 Notifying Children's Social Services as soon as there is a significant concern.
  - 5.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

## **6. Confidentiality**

- 6.1 We recognise that all matters relating to Child Protection are confidential.
- 6.2 The Headteacher or Designated Teacher will disclose any information about a pupil to other members of staff on a 'need to know' basis only.
- 6.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 6.4 All staff must be aware that they cannot promise a child to keep secrets.

## **7. Supporting Staff**

- 7.1 We recognise 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.
- 7.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated staff and to seek further support as appropriate.

## **8. Allegations against staff and Volunteers**

- 8.1 We understand that a pupil may make an allegation against a member of staff and volunteers.
- 8.2 If such an allegation is made, the member of staff or volunteer receiving the allegation will immediately inform the Headteacher.
- 8.3 The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer Maria Anastasi (LADO). –Please see Appendix for details.
- 8.4 If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Enfield’s Lead Officer for Safeguarding and Child Protection.
- 8.5 The school will follow the All London Child Protection Procedures for managing allegations against staff.

## **9. Whistleblowing**

- 9.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 9.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

## **10. Physical Intervention**

- 10.1 Our policy on physical intervention *follows The local Authority Approach Training Policy* and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person. This is recorded on our internal management information system.

10.2 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

10.3 Where necessary a risk assessment is undertaken, to ensure that children are kept safe. The school uses the Local Authority proforma and follows their guidelines. This is shared with the parents.

## **11. Behavioural Policy**

11.1 Our Behavioural policy and Safe to learn Policies is set out in a separate policies and acknowledges that to allow or condone bullying including online bullying may lead to consideration under child protection procedures. Any behaviour incidences are recorded, on our internal management information system.

## **12. Racist Incidents**

12.1 Our policy on racist incidents *is part of our Behaviour Policy* and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. Any racial, gender or homophobic comments are recorded on our internal management information system.

## **13. Prevention and Early Help**

13.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

13.2 The school community will therefore:

13.2.1 Ensure and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

13.2.2 Ensure that all children know there are adults in the school whom they can approach if they are worried or in difficulty.

13.2.3 Include in the curriculum opportunities for PSHE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

## **14. Radicalisation**

14.1 The current threat of radicalisation in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The school is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.



14.2 All pupils and teachers have the right to speak freely and voice their opinions. However, free speech is not an unqualified privilege but is subject to laws and policies governing equality, human rights, community safety and community cohesion.

14.3 We seek to protect children against the messages of all violent extremism. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak to the designated teacher.

**15. Specific Safeguarding Issues : Child Sexual Exploitation and Trafficking, Forced Marriage, Female Genital Mutilation(please see appendix for further details)**

15.1 The school keeps itself up-to-date with the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.

15.2 Our staff are supported to recognise warning signs and indicators in relation to specific issues, including such issues in an age-appropriate way in their curriculum.

15.3 The school works with and engages our families and communities to talk about such issues.

15.4 Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.

15.5 Our designated Child Protection Team will seek and obtain specific advice and guidance as necessary.

15.6 The school will engage experts and uses specialist material to support the safeguarding preventative work we do.

15.7 Our policy through the school's values, ethos and behaviour policies provide the basic platform to ensure children are given the support to respect themselves and others, stand up for themselves and protect each other.

## **16. Health & Safety**

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

## **17. E-Safety**

17.1 Our e-Safety policy is a separate document which recognises the need to have strategies to protect children in the digital world. Please see separate Policy.

## **Safeguarding Children in the Early Years Foundation Stage at Merryhills Primary School**

**18.1** This policy is in line with the whole school safeguarding policy.

This policy should be read alongside the following documents:

- Keeping Children Safe in Education 2016
- The 'Statutory Framework for the Early Years
- Working Together to Safeguard Children 2015.

**18.2** Children learn best when they feel safe, secure and are happy. At Merryhills, children are given the best possible start to their education in a nurturing and encouraging environment.

### **18.3 Safeguarding Officers**

Our designated safeguarding officers are Michelle Motley, Richard Hudson, Stella Ioakim and Clare Bowkley.

### **18.4 Concerns about a child's welfare/disclosures**

Staff are trained to recognise signs of potential abuse or neglect. The Early Years Leader is responsible for taking the lead responsibility for safeguarding children within the setting alongside the safeguarding officers within the school.

(Section 40 of the Childcare Act 2006)

If staff have any concerns about a child's health or wellbeing or if a child makes a disclosure, then it is recorded on a written log, a safeguarding officer is then informed who makes a judgement on the necessary next steps of action in order to keep the child safe.

**Staff are aware that if, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately. Anybody can make a referral. The telephone number is 0208 379 5555.**

### **18.5 Risk Assessments**

Risk assessments are carried out when necessary. A risk assessment is always carried out prior to a day trip.

The Reception classes have an outdoor risk assessment which is updated whenever necessary and ensures that the outside space is safe for children to use in various weather and seasons.

Indoor risks are assessed on a daily basis; however, these risks are not necessarily recorded on a written document. The environment is adjusted accordingly, whenever staff feel that the environment should be adjusted so that it is safe.

### **18.5 Changing Children**

If a child wets or soils themselves, two members are present when changing them. If a child soils themselves and needs a shower, two members of staff are present, one to shower the child and the other to assist and safeguard the children and adults. If a child has wet themselves and is able to, they may change themselves.

### **18.6 First Aid**

The welfare assistant assists children who are in need of first aid, however, qualified first aiders are on site and are always available to administer first aid. Records of accidents and injuries are kept by the welfare assistant who also contacts parents about injuries, if necessary. First Aid kits are available in all classrooms.

### **18.7 Medicines**

Prescribed medicines only are administered by the welfare assistant, with written permission from the child's parents or carers. It is school policy that children who have had vomiting or diarrhoea must stay off school for 48 hours. Early Years staff are informed of any medical conditions or serious illnesses at home visits who report this information to the necessary people so that health and safety measures can be put in place.

### **18.8 Staff Ratios**

The ratio of adults to children within the Reception is in line with the guidance set out in the Statutory Framework for the Early Years.

On day trips out, the ratios for adult to children depend on the nature of the outing and the level of risk on the journey and on arrival.

### **18.9 Key Person**

The key person for every class is the class teacher.

### **18.10 Suitable People**

Any member of staff working in the Early Years Foundation Stage, has the same checks as any other member of staff in the school, prior to working in classes.

## Appendix

### What to look for & different types of abuse

#### **Specific Safeguarding Issues: Child Sexual Exploitation and Trafficking, Forced Marriage, Female Genital Mutilation (FGM), Peer on Peer Abuse, Honour Based Violence, Sexting:**

##### **Child Sexual Exploitation:**

This is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating degrading sexual assaults and does not always involve physical contact and can happen online.

##### **Forced Marriage:**

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used.

##### **FGM:**

FGM is a criminal offence – it is child abuse and a form of violence against women and girls, and therefore should be treated as such. FGM is illegal in the UK. FGM is an unacceptable practice for which there is no justification. It is child abuse and a form of violence against women and girls. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death. All staff receive training on how to spot the signs of FGM and how to be vigilant so that this can be prevented. The Serious Crime Act 2015 places a statutory duty upon teachers to report to the police where they discover that FGM appears to have been carried out on a girl under 18.

##### **Peer on Peer Abuse:**

All staff must be aware safeguarding issues can manifest themselves via peer on peer abuse. This is likely to include, bullying (including cyber bullying, Gender based violence/sexual assaults and sexting. Sexting is when someone sends or receives a sexually explicit text, image or video. Pressurising someone into sending nude selfies, pictures or sharing someone's picture without their permission even if it's a friend is wrong and even illegal. Being touched in a sexual way that makes you uncomfortable, being pressurised to send naked pictures or being made to sexually stimulate yourself or others is illegal. The school will follow the procedures set out in this policy to safeguard pupils against peer on peer abuse and promote open conversations through our PHSE programme. Staff will also follow all cases of bullying through the procedures set out in our 'Safe To Learn' policy. Raising awareness with all pupils about the effects of peer on peer abuse is essential and ensuring pupils have a voice in the school to raise concerns.

##### **Honour Based Violence (HBV):**

This encompasses crimes which have been committed to protect or defend the honour of the family and /or community, including FGM, forced marriage and practices such as breast ironing. All forms of HBV are abuse.

## References Documents

### Training

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

<b>Whole School</b>	<b>Designated Person</b>	<b>Deputy Designated Person</b>
June 2013 Safeguarding Training	Richard Hudson	Richard Hudson
June 2013 Safeguarding Training	Clare Davies	Clare Davies
Annual Safeguarding Training September 2014- All staff	Michelle Motley	Clare Davies Richard Hudson
Annual Safeguarding Training September 2015- All staff		
Annual Safeguarding Training September 2016- All staff		Richard Hudson
Safeguarding Training June 2016 - All Staff		
Designated Safeguarding training Oct 2016	Michelle Motley	
Designated Training February 2017		Stella Ioakim
Annual Training Sep 2017- All Staff		
June 2017 Serious Case Review – All staff		
Designated Safeguarding Oct 2017	Richard Hudson	Clare Bowkley
Annual Training Sep 2017-All staff		

### **Useful address & Sites**

What to do if you are worried about the safety of a child?

Report it now:

All children and young people have the right to live in safety, without emotional cruelty, neglect, violence or sexual abuse. If you are worried about a child please tell us about your concerns so that we can help.

Contact:

The Assessment Team  
Charles Babbage House  
1 Orton Grove  
Enfield EN1 4TU  
Email; childreninneedservices@enfield.gov.uk

Telephone 0202 8379 2507 or out of office hours on 0208 379 1000

### **Enfield's Designated Officer**

Maria Anastasi  
Service Manager and LADO  
Safeguarding and Quality Service  
Charles Babbage House  
1 Orton Grove  
Enfield EN1 4TU  
Tel 020 8379 2746  
mob07908 139506

Early Help

SPOE – 0208379-1887  
[WWW.ENFIELDLSCB.ORG](http://WWW.ENFIELDLSCB.ORG)- Enfield Safeguarding Board

NAPO – Adults that have suffered abuse.  
08008010331

Professional Whistleblowing NSPCC Anonymous Advice & support

0800-0280285

### **Keeping Children Safe (2016) (1) Keeping Children Safe in Education (KCSIE)**

A new edition of KCSIE is now available on the DfE website at the link below. It is currently marked 'For Information Only' as it comes into effect **from 5<sup>th</sup> September 2016**.

The new document can be located at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/526153/Keeping\\_children\\_safe\\_in\\_education\\_guidance\\_from\\_5\\_September\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf)

### **(2) Disqualification Under the Childcare Act 2006**

This statutory guidance has been subject to minor updates recently. The link to the latest version, June 2016, is:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/528473/Disqualification\\_under\\_the\\_childcare\\_act\\_June2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Disqualification_under_the_childcare_act_June2016.pdf)

**Websites**

CAPE (Child Protection in Education)	<a href="http://www.cape.org.uk">www.cape.org.uk</a>
Internet Safety	<a href="http://www.ceop.gov.uk">www.ceop.gov.uk</a>
Cyberbullying	<a href="http://www.digizen.org">www.digizen.org</a>
KS2/3	<a href="http://www.missdorothy.com">www.missdorothy.com</a>
Bullying & child abuse	<a href="http://www.anti-bullyingalliance.org">www.anti-bullyingalliance.org</a>
	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Domestic Violence	<a href="http://www.thehideout.co.uk">www.thehideout.co.uk</a>
Internet-Safety	<a href="http://www.ceop.org.uk/thinkuknow">www.ceop.org.uk/thinkuknow</a>
	<a href="http://www.childnet-int.org">www.childnet-int.org</a>
KS2/3	<a href="http://www.kidsmart.org.uk">www.kidsmart.org.uk</a>
Jenny's story	<a href="http://www.childnet-int.org/jenny">www.childnet-int.org/jenny</a>



## Designated Safeguarding Officers

Michelle Motley  
Headteacher

Richard Hudson  
Deputy I

Clare Bowkley  
Assistant  
Headteacher

Stella  
Ioakim

Inclusion  
Manager

Penny Deller  
Governor

### **What to do if a child discloses to you:**

- Yours is a listening role so do not interrupt if the child is freely recalling a significant event.
- If you need to ask a question to clarify what the child is saying, make sure it is an open question and that you are not making suggestions or putting words into the child's mouth.
- Make note of the discussion on the 'Child Protection Record of Concern Log' as soon as you can and pass it on to one of the designated team.
- You can find a copy of the 'Child Protection Record of Concern Log' in the Staff Room, School Office and the Canteen.
- Remember that you can never promise confidentiality to any child or to 'keep a secret'.
- It is your duty of care to share any concerns that you have. If you are not sure, always chat to one of the designated team. Better to be safe than sorry.