



# FRAMWELLGATE SCHOOL DURHAM

<b>Title and Description</b>	<b>Child Protection Policy</b>
<b>Date of last review</b>	January 2018
<b>Approved by</b>	Local Governing Board
<b>To be reviewed by</b>	Local Governing Board
<b>Responsibility</b>	Designated Safeguarding Lead
<b>Review period</b>	Annually
<b>Date of next review</b>	October 2018

## **Child Protection Policy**

### **1. Introduction**

- 1.1 This Policy draws on guidance on safeguarding children such as 'Keeping Children Safe in Education' (DfE, July 2015 and September 2016) and 'Working Together to Safeguard Children (HM Government, March 2016). At Framwellgate School Durham we recognise that students achieve their maximum potential in an environment which is safe, secure and supportive of all their needs, including the need they have to protection from abuse. School staff are in a strong position to promote safeguarding. Staff have a legal and a moral duty to promote the welfare of students, protect them from harm and respond to abuse. In their day to day contact with students, staff are well placed to observe possible outward signs of abuse (including child sexual exploitation), changes in behaviour (including being drawn to extremist views) or failure to develop.
- 1.2 Framwellgate School Durham fully recognises the contribution it can make to keeping children safe and supporting the students in its care. There are four main elements to our school's child protection policy:
- 1.3 Prevention - positive school atmosphere, careful and vigilant teaching, pastoral care, support to students, providing good adult role models and the identification of early and additional support/services to children and families and recognising and reducing risks to children including harassment, bullying, victimisation, exploitation, radicalisation and issues such as Honour Based Violence Female Genital Mutilation and Forced Marriage. Our school is committed to promoting the welfare of all children by working in partnership with parents/carers, and with all relevant agencies and partners in child protection, in accordance with locally agreed procedures and practices.
- 1.4 Protection - following agreed procedures, ensuring all staff respond appropriately and sensitively to child protection concerns and that every member of staff has regular training and updates at least annually and are supported to refer their concerns to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead or the MASH (Multi-Agency Safeguarding Hub) directly if necessary. In certain specific cases such as Female Genital Mutilation (Mandatory reporting of FGM from October 2015), radicalisation or forced marriage there are specialism teams and individuals within the MASH. The Initial Response Team of the MASH can be contacted on 03000 267979. Further information is available on the Durham Local Safeguarding Children Board website.
- 1.5 Reconsideration - following and challenging the progress of new referrals and existing cases to ensure that individual cases are reconsidered if there remains no improvement to a child's circumstances.
- 1.6 Support - to students and school staff who may be vulnerable due to their individual circumstances.
- 1.7 All Staff have a responsibility to recognise child abuse, neglect and peer on peer abuse in its many forms. Additional guidance on how our school supports some of the areas of need, additional need or harm identified below (from Keeping Children Safe in Education 2016) can be found in other school documents which should be read in conjunction with this Child Protection Policy. There are hyperlinks to relevant documents – see below.

1.8 The areas include:

- [Bullying including cyberbullying](#)
- [Children missing education](#) Keeping Children Safe 2016 (Annex A)
- [Children missing Home or care](#)
- [Child sexual exploitation – \(CSE\)](#) & Keeping Children Safe 2016 (Annex A)
- [Domestic Violence](#)
- [Drugs](#)
- [Fabricated or induced Illness](#)
- [Faith Abuse](#)
- [Female genital mutilation \(FGM\)](#) Keeping Children Safe 2016 ([Annex A](#))
- [Forced Marriage](#) – Keeping Children Safe 2016 (Annex A)
- [Gangs and youth violence](#)
- [Gender Based Violence/violence against Women and Girls \(VAWG\)](#)
- [Hate](#)
- [Mental Health](#)
- [Missing children and adult strategy](#)
- [Private fostering](#)
- [Preventing radicalisation](#) Keeping Children Safe 2016 (Annex A)
- [Relationship abuse](#)
- [Sexting new guidance from DfE](#)
- [Trafficking](#)
- Peer on Peer Abuse

1.9 In the event of any of these issues being recognised, information should be shared directly with the Director of Safeguarding which may result in the situation being monitored and supported in school or the student(s) being referred to specific services.

1.10 This Child Protection Policy links with other school documentation including safer recruitment procedures as well as other Policies/Position Statements. Examples of relevant documentation include those on:

- Safer Recruitment
- Child Sexual Exploitation
- Extremism and the Prevent Strategy
- Behaviour Management (Culture for Learning) including exclusions
- Equality, Diversity and Community Cohesion
- Anti-Bullying
- Missing Child
- Confidentiality and information sharing
- Visits
- Access by Visitors to students
- Alternative Provision
- ICT Acceptable User
- Staff Code of Conduct

1.11 School staff are well placed to be the first line of defence for children including early identification and help to prevent situations from escalating. There are two distinct areas of responsibility for all staff:

- Staff have a duty to act in situations when there are Child Protection concerns that a student has been, may have been, or is at risk of being harmed physically, emotionally or sexually by another person.
- Safeguarding and promoting the welfare of students is the broader duty to create a safe, nurturing and happy environment in our school. This includes our duty to teach children to be resilient, strong and to know how to keep themselves safe in their lives, including when using the internet. Staff have a role in protecting students from maltreatment and helping to ensure they grow up to have the best outcomes.

## **2. Aims**

- 2.1 Framwellgate School Durham's Child Protection Policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with child welfare concerns. The policy also aims to make explicit the school's commitment to the development of good practice and sound procedures to keep children safe in our school.
- 2.2 The purpose of the policy is, therefore, to ensure that our children's welfare is of paramount importance, early and additional help is offered to prevent escalation and where child protection concerns are identified referrals are handled sensitively, professionally and in ways that support the needs of the child's well-being.
- 2.3 Trustees, Governors and staff are committed within our school to safeguarding and promoting the welfare of children in our care through all our policies, procedures and practices. We expect all our parents and visitors to share this commitment and understanding.

## **3. Principles**

- 3.1 This Policy is underpinned by the principles noted below.
  - Students will be supported to achieve their potential, to be healthy, stay safe, make a positive contribution and achieve economic well-being.
  - Staff will have due regard for the legal requirement to recognise that all students have equal rights to be safe and to be protected from harm and that the welfare of our students must be of paramount importance to us.
  - Our Policy applies to all members of the school community in its widest sense, including children and young people, their parents/carers, staff, governors, and all the local and wider community where they interface with the school.
  - Our Policy is underpinned and shaped by relevant legislation and guidance, including guidance from the DfE, the Local Safeguarding Children Board (LSCB) and relevant legislation (such as the Counter Terrorism and Security Act 2015).
  - The responsibility of school staff is to refer not to investigate Child Protection concerns.

## **4. Implementation**

- 4.1 No school operates in isolation. Keeping children safe from significant harm is the responsibility of all adults especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of Durham Local Safeguarding Children Board, which includes the partnership of several agencies who work with children and families across the County.
- 4.2 Framwellgate School Durham is committed to respond in accordance with the procedures of the Durham Local Safeguarding Children Board and partner agencies in all cases where there is a concern about significant harm.
- 4.3 Significant Harm is defined in The Children's Act (1989) as the ill-treatment (including sexual abuse and physical abuse) or the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural) as compared to a similar child. Harm now includes the impairment of a child's health or development as a result of witnessing the ill treatment of another person. (*Adoption and Children Act 2002*)
- 4.4 Local Authorities have a duty to investigate (under S47 of the Children Act 1989) where a Local Authority is informed that there is a child who is living, or is found, in their area and they have reasonable cause to suspect that child is suffering or is likely to suffer

significant harm. They must make such enquiries as necessary to promote or safeguard the child's welfare. The MASH undertakes this responsibility on behalf of the Local Authority once a referral has been made.

4.5 Keeping Children Safe in Education (September 2016) contains information on what schools should do and sets out the legal duties with which schools must comply. It should be read alongside Working Together to Safeguard Children (2015) which applies to all the schools. The Children Act 1989 sets out the Legal Framework.

#### 4.6 **Roles and Responsibilities for all staff**

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting all children from maltreatment and abuse; (including in addition to the four categories of harm, issues such as child sexual exploitation (CSE), Honour Based Violence (HBV) inclusive of Female Genital Mutilation (FGM) and Forced Marriage, preventing radicalisation and extremism, harassment, bullying and victimisation) preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. This includes everyone under the age of 18.

4.7 Everyone who comes into contact with children and their families has a role to play in safeguarding children. Due to the regular contact with children all staff at our school have, we hold a particularly important role in safeguarding as we are in a position to identify concerns early, provide help for children and to prevent concerns from escalating. Children can make disclosures or show signs of abuse at any time and to any individual and safeguarding incidents can occur within schools. Therefore, it is important that all staff ensure that:

- they listen to the voice of the child and take seriously any concerns raised to them by a child.
- they report any concerns of harm to any child to the Director of Safeguarding without delay. However, all staff can refer their concerns directly to the MASH if necessary and the police in the stated incidents above. They should inform the Director of Safeguarding as soon as possible if they have reported concerns directly.
- they record any information shared directly with them by a child or observed/witnessed with the Director of Safeguarding without delay. This could include sharing information on behalf of the Director of Safeguarding with other agencies. All discussions decisions and reasons for them should be recorded in writing adhering to the school's recording and information sharing policy/ procedure.
- they maintain an attitude of 'it could happen here' and report any concerns regarding the behaviour of a child /an adult/ staff member in school directly to the Director of Safeguarding/Headteacher.
- they feel able to raise concerns about poor or unsafe practices of staff and potential failures in the school's safeguarding regime through whistleblowing procedures and the staff behaviour/code of conduct policy.
- they attend regular training/updates at least annually to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of need or risk to the child.
- they discharge their duty under the Counter Terrorism and Security Act (April 2015) to have due regard of the Prevent strategy to assess risk of children and young people being radicalised and drawn into extremism. (This is based upon potential risks in the local area and that clear protocols are in place for all visitors so that views are appropriate and not an opportunity to influence others).
- they discharge their duty in terms of mandatory reporting (from October 2015) to the police in all cases where staff discover that an act of FGM appears to have been carried out.

- they understand the additional risks for students online and continue to promote the school's online safety protocols in the protection of all students.

4.8 Framwellgate School Durham will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

4.9 **The Designated Safeguarding Lead**

If a parent, carer, member of staff or visitor to the school has concerns about a child, they should share this with the Director of Safeguarding (Louise Brookes). If she is unavailable, Mrs K. Oldham (Student Services Manager) can deputise. The Governor with particular responsibility for safeguarding and child protection is Rev J Thorns.

4.10 Please note that there is a distinction between

- (a) a concern about the quality of an aspect of school provision;
- (b) a complaint; or
- (c) an allegation against an adult working with children.

4.11 In the case of an allegation, it may relate to somebody working with children who has:

- behaved in a way that has harmed or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved in a way that indicates they may pose a risk of harm to children.

*(Working Together to Safeguard Children, 2016)*

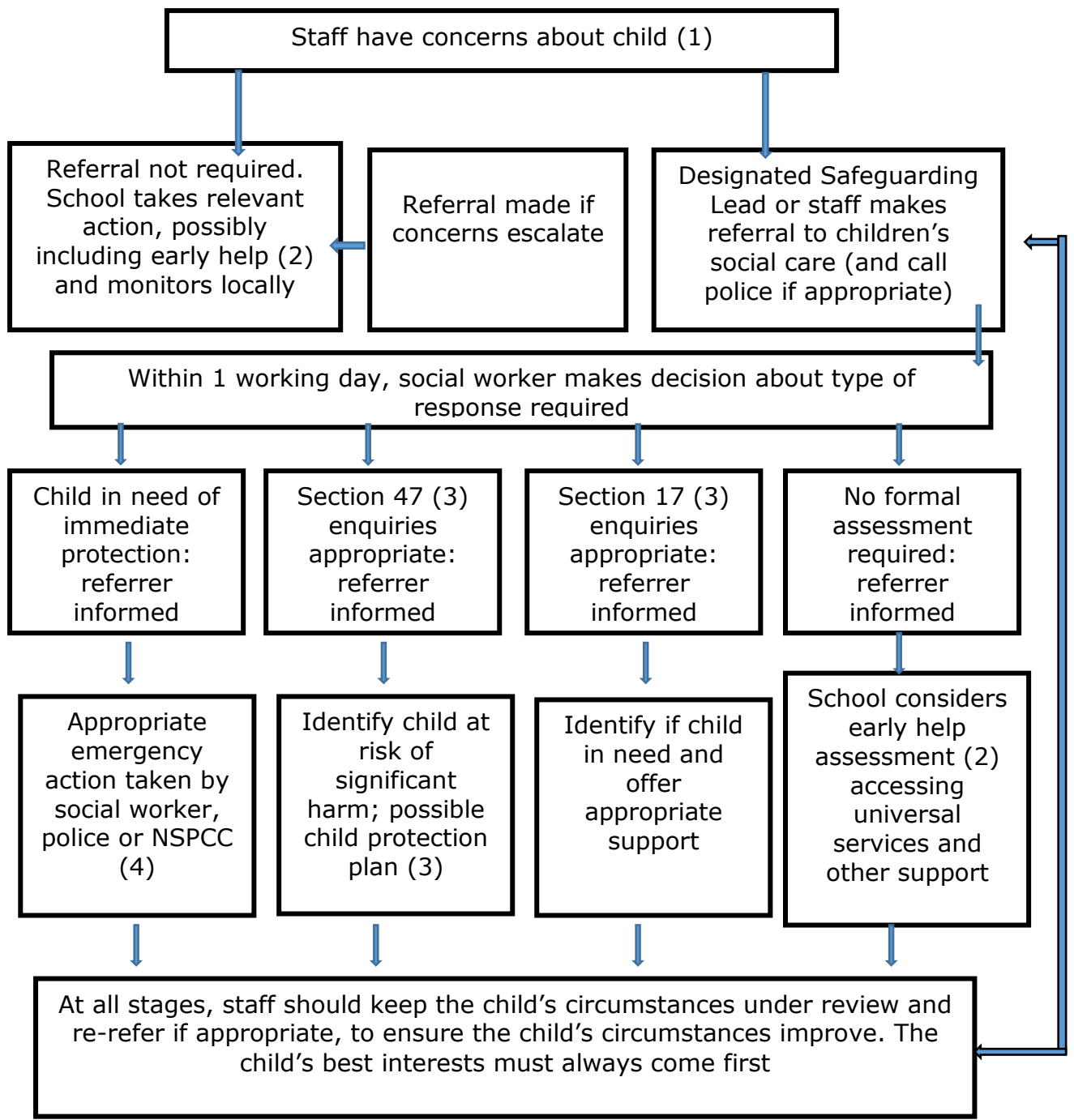
4.12 Concerns and complaints should be directed to the appropriate member of staff following the school's Complaints Procedure

4.13. In cases of allegations against the Headteacher, the matter should be raised with the Chair of the Governing Board, Mrs Angela Darnell, or the Designated Officer of the Local Authority who deals with such allegations.

4.14 The table below summarises the situation:

<b>Nature of complaint</b>	<b>Contact</b>
General School Complaints	Headteacher or other relevant member of School Leadership Team
Allegations against staff (not a complaint) (see 4.5) (excluding the Headteacher)	Headteacher or Director of Safeguarding
Allegations against the Headteacher	Local Authority Designated Officer and/or the Chair of Governing Board (Mrs Angela Darnell)
Allegations about the regime of the school/Governors	Local Authority Designated Officer and/or Ofsted

4.15 The flowchart below summarises some key steps in the process when concerns are raised about a child.



1. In cases which also involve an allegation of abuse against a staff member, see paras 4.10 to 4.14 of this guidance
2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, and early help inter-agency assessment should be arranged. Chapter One of [Working Together to Safeguard Children](#) provides details guidance on the early help process
3. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and S47 assessments of children at risk of significant harm. Full details are in Chapter One of [Working Together to Safeguarding Children](#)
4. This could include applying for an Emergency Protection Order (EPO)

#### 4.16 **Further information on general roles and responsibilities of the Designated Safeguarding Lead.**

The broad areas of responsibility for the Designated Safeguarding Leads are identified below. However, if there is an immediate safeguarding concern and the Director of Safeguarding or their Deputies are unavailable please seek immediate support via the MASH.

#### 4.17 **Manage referrals**

- Refer cases of suspected abuse to the MASH.
- Refer cases to the Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Refer to the Police (cases where a crime may have been committed including Sexual Exploitation, radicalisation (through the Single Point of Contact for the Channel Panel), Female Genital Mutilation and Forced Marriage).
- Support staff who make referrals to the MASH, Channel Panel or Police as appropriate.

#### 4.17 **Work with others**

- Liaise with the Headteacher to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- As required liaise with the case manager (Headteacher or, if the Headteacher is the subject of the allegations, the Chair of Governors) and the Designated Officer (LADO) at the Local Authority for child protection concerns (all cases which concern a staff member).
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Ensure each member of staff has access to and understands the School's suite of safeguarding policies particularly the Child Protection Policy and the Staff Behaviour Policy, especially new or part-time staff who may work with different establishments.
- Have an overview of school visits and clarify with educational visit co-ordinator/group leader(s) their role and responsibility in connection with safeguarding/child protection.
- Ensure a whole school policy about managing behaviour and discipline including the use of reasonable force, is in place.
- Ensure an effective whole school policy against bullying/cyber-bullying inclusive of measures to prevent all forms of bullying is in place.
- Ensure Durham Local Authority is informed of any student to be deleted from school admission register and follow missing from Education protocols
- Ensure Durham Local Authority is informed of any student who fails to attend school regularly, or has been absent without schools permission for a continuous period of 10 days or more.

#### 4.18 **Undertake Training**

The Designated Safeguarding Lead and any deputies should receive appropriate training updated every two years. They should undertake Prevent awareness raising and in addition to the formal training their knowledge and skills should be refreshed at regular intervals but at least annually so they:

- Understand and keep up with any developments to their role
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how Durham Local Authority conducts a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.



- Ensure each member of staff has access to and understands the schools Child Protection Policy and procedures, especially new and part time staff.
- 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.
- Understand and support the school or college with regards to the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.
- 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 all staff, in any measures the school may put in place to protect them.

#### 4.19 **Raise Awareness**

The Designated Safeguarding Lead should ensure the school's policies are known, understood and used appropriately:

- Ensure the school's Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the Governors and the workforce in this regard to ensure its effectiveness. This includes ensuring that all staff receive the policy on their induction.
- Ensure the Child Protection Policy is available publicly and parents/carers 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 the Durham LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

#### 4.20 **Child Protection Record Keeping**

Where children leave the school, ensure their child protection file is transferred appropriately for any new school or college as soon as possible but transferred separately from the main file, ensuring secure transit and confirmation of receipt. This may be through an electronic system.

#### 4.21 **Availability**

- During term time the Designated Safeguarding Lead (or deputy) should be available (during school hours) for staff in the school to discuss any safeguarding concerns.
- Whilst generally speaking the Designated Safeguarding Lead (or deputy) would be expected to be available in person, in exceptional circumstances availability via phone and or Skype or other such medias is acceptable.
- The Designated Safeguarding Lead and school should arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

*(Taken from Keeping Children Safe in Education, 2016: Annex A)*

#### 4.22 **Responsibilities of Framwellgate School Durham's Governing Board/Trust Board**

A Safeguarding Governor will be appointed to support the Director of Safeguarding in their role from the perspective of ensuring the allocation of funding and resource is sufficient to meet the current safeguarding and child protection activity, challenge the safeguarding activity and ensure the Safeguarding Audit and Action Plan demonstrates fully and accurately the safeguarding arrangements and any action to progress areas of weakness or development.

4.23 At Framwellgate School Durham, the senior lead Governor for safeguarding is Rev J Thorns.

4.24 The role of this Governor is to ensure that:

- the Governing Board and Trustees receive training to clarify their statutory role in keeping children safe to support their quality assurance of those statutory arrangements.
- they liaise with the Local Authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the Headteacher.
- they hold the Headteacher to account on all matters involving safeguarding through an effective Child Protection Policy that is embedded and followed by the entire workforce in all of the above raised areas.

## **5. Monitoring & Evaluation**

- 5.1 Monitoring of the impact of this Policy will be linked to the established quality assurance and self-evaluation processes at the school. Progress towards targets outlined in the Safeguarding Audit and Action Plan will be monitored by the Headteacher and, as appropriate, the Governing Board.
- 5.2 Reports will be provided to the Senior Leadership Team and to the Governors as appropriate.
- 5.3 The Policy will be reviewed annually by the Director of Safeguarding as part of the cycle of school improvement planning and ratified by the Governing Board on at least an annual basis.
- 5.4 An annual Safeguarding Audit/Action Plan will be undertaken. This will be coordinated by the Academy Business Manager and the Director of Safeguarding at the school. As appropriate, external audits will be used. The induction of new staff and Continuing Professional Development (CPD) opportunities will help ensure effective implementation. Information will be provided to parents/carers on the school website, in the School Prospectus and in the Parent Handbook.