



## **Greenfields School Policy for Safeguarding (Child Protection)**

*To be read in conjunction with*

*The DfE Keeping Children Safe in Education Statutory Guidance for Schools  
and  
Tri-X Policy*

Greenfields is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from mistreatment; preventing impairment of their 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.

Childhood First overarching policies can be found on Tri-X and should be read in conjunction with this policy.

### **POLICY AIMS**

The purpose of this policy is to:

- Identify the names of responsible persons in the school and explain the purpose of their role
- Describe what should be done if anyone in the school has a concern about the safety and welfare of a child who attends the school
- Set out expectations in respect of training
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff
- Set out expectations of how to ensure children are safeguarded when there is potential to come into contact with non-school staff, e.g. volunteers, contractors etc.
- Outline how complaints against staff will be handled
- Set out expectations regarding record keeping
- Clarify how children will be kept safe through the everyday life of the school
- Outline how the implementation of this policy will be monitored

This policy is consistent with all other policies adopted by the Governors and should in particular be read in conjunction with the following school policies relevant to the safety and welfare of children:

- Anti-Bullying Policy
- Anti-Radicalisation Policy
- Health and Safety Policy
- Whistle blowing Policy (Tri-X)
- Code of Conduct (Staff Handbook)
- Behaviour Policy

Safeguarding children in our school is the responsibility of the whole school community. All adults working in this School, along with residential therapeutic care staff are required to report instances of actual or suspected child abuse or neglect to the Head Teacher. The Designated Safeguarding Lead for the Greenfields Community is Natalie Dirmauskas- Assistant Director.

The Designated Safeguarding Lead is the first point of contact for external agencies that are pursuing Child Protection investigations and co-ordinates the school's representation at CP conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the Designated Safeguarding Lead, they will be responsible for deciding upon whether or not this should be reported to other agencies as a safeguarding issue.

### **Types of child abuse and neglect**

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on

children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition to these types of abuse and neglect, members of staff will also be alert to following specific safeguarding issues:

Child Sexual Exploitation (CSE)

Female Genital Mutilation (FGM)

Preventing Radicalisation

All Local Authorities applying for places at this school will be informed of our safeguarding responsibilities and the existence of this policy

## **E SAFETY**

The main areas of risk for our school community can be summarised as follows:

### **Content**

- Exposure to inappropriate content
- Lifestyle websites promoting harmful behaviours
- Hate content

### **Contact**

- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms
- Social or commercial identity theft, including passwords

### **Conduct**

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being (amount of time spent online, gambling, body image)
- Sexting

### **Communication:**

- Practice guidelines to be posted in classrooms
- Practice to be part of school induction pack for new staff
- Regular updates and training on online safety for all staff.
- Acceptable use agreements discussed with staff and pupils at the start of each year. Acceptable use agreements to be issued to whole Greenfields community.

### **Handling Incidents:**

- The school will take all reasonable precautions to ensure online safety.
- Staff and pupils are given information about infringements in use and possible sanctions.
- Online Safety Coordinator acts as first point of contact for any incident.
- Any suspected online risk or infringement is reported to Online Safety Coordinator that day
- Any concern about staff misuse is always referred directly to the Head Teacher, unless the concern is about the Head Teacher in which case the complaint is referred to the Director/Chair of Governors and the Compliance Officer.

This school:

- informs all users that Internet/email use is monitored;
- has the educational filtered secure broadband connectivity through the IT provider;
- uses a filtering system which blocks sites that fall into categories (e.g. adult content, race hate, gaming)
- ensures network health through use of Securus anti-virus software
- Uses 'password protect' to send (sensitive personal) data to partner agencies over the Internet

### **Review and Monitoring**

The online safety practice is referenced within other school policies (e.g. Anti-Bullying policy, PSHE).

- The online safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school
- All amendments to the school online safety practice will be disseminated to all members of staff and pupils.

All Local Authorities applying for places at this school will be informed of our safeguarding responsibilities and the existence of this policy.

### **VULNERABLE PUPILS**

All children at Greenfields are deemed to be vulnerable pupils as they are Looked After Children in their Local Authority care. Although they may have been witness to or affected by any of the types of abuse stated above they may, over time, make disclosures about some of these issues. These disclosures should still be treated as Child Protection or Safeguarding issues.

We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or other children. The school has a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child-on-child behaviour and sexual activity within a Child Protection context.

### **TRAINING**

Whole-school in-service training on safeguarding issues will be organised on an annual basis alongside Child Protection updates. All newly recruited staff (teaching and non-teaching) and Governors will be appraised of this policy and will be required to attend relevant Safeguarding training. In addition, all new staff will be required to attend an induction session with the Designated Safeguarding Lead or their deputy within their first week in the school.

## **RECRUITMENT**

Greenfields is committed to the process of creating a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. Safe recruitment processes are followed and all staff recruited to the school will be subject to appropriate identity, qualification and health checks.

References will be verified and appropriate criminal record checks [Disclosure and Barring Service (DBS) checks], barred list checks and prohibition checks will be undertaken. The enhanced level of DBS check required for appointment of all staff.

Relevant members of staff who are involved in recruitment will undertake the safer recruitment training.

This School will only use employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned. Staff joining the School on a permanent or temporary basis will be given a copy of this policy. Additionally, the Staff Handbook confirms Child Protection procedures within the School.

## **STAFF CODE OF CONDUCT**

All staff are expected to adhere to a code of conduct in respect of their contact with pupils. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the school's Behaviour Management Policy. Where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Head Teacher and Director. It will also be reported to the child's Social Worker.

Staff will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body. Staff will only use the approved school email, school Learning Platform or other school approved communication systems with pupils or carers, and only communicate with them on appropriate school business and will not disclose their personal telephone numbers and email addresses to pupils or carers. Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home.

Staff should be aware of the school's whistle-blowing procedures and share immediately any disclosure or concern that relates to a member of staff with the Head Teacher or the Designated Safeguarding Lead. Nothing should be said to the colleague involved.

## **CONTRACTORS**

Individuals and organisations that are contracted by the school to work with or provide services to pupils will be expected to adhere to this policy and their compliance will be monitored. Any such contractors will be subject to the appropriate level of DBS check, if any such check is required (for example because the contractor is carrying out teaching or providing some type of care for or supervision of children regularly).

Contractors for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. We will always check the identity of contractors and their staff on arrival at the school.

## **COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF**

Greenfields takes seriously all complaints made against members of staff. Procedures are in place for pupils, carers, social workers and staff to share any concern that they may have about the actions of any member staff. All such complaints will be brought immediately to the attention of the Head Teacher or the Designated Safeguarding Lead. In cases where the Head Teacher is the subject of the allegation or concern, they will be reported to the Director and the Chair of Governors, in order that they may activate the appropriate procedures. These procedures are used in respect of all cases in which it is alleged that a teacher or member of staff in a school or college that provides education for children under 18 years of age has:

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

The Local Authority's Designated Officer(s) (LADO) should be informed of all allegations that come to a school's attention and appear to meet the criteria. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children's social care services. In these cases, local arrangements will be followed to resolve cases without delay.

Some rare allegations will be so serious they will require immediate intervention by children's social care services and/or police. In such cases, referral to the LADO will lead to a Strategy Meeting or Discussion being held. This process will agree upon the appropriate course of action and the time-scale for investigations.

The school has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child and who has been removed from working in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals will be made as soon as possible after the resignation or removal of the individual.

## **RECORDS**

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils. These notes are significant especially if the incident or the concern does not lead to a referral to other agencies. This information may be shared directly with other agencies as appropriate. All contact with carers and external agencies will be logged and these will be kept as CP records. The school will take into account the views and wishes of the child who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous "secrets".

Child protection records are not open to pupils or parents. All CP records are kept securely by the Designated Safeguarding Lead and separately from educational records. They may only be accessed by the Designated Safeguarding Lead, the Director and the Head Teacher of the school.

The content of Child Protection Conference or Review reports prepared by the school will follow the headings recommended by Children's Services and will, wherever possible, be shared with the social worker/carer in advance of the meeting.

Child Protection records will be sent to receiving schools separately and under a confidential cover when pupils leave the school and a receipt will be obtained.

## **SAFETY IN THE SCHOOL**

No internal doors to classrooms will be locked whilst pupils are present in these areas.

Entry to School premises will be controlled by a gate and front door that are secured physically. Authorised visitors to the school will be logged into and out of the premises and will be asked to wear their identity badges or be issued with school visitor badges. Unidentified visitors will be challenged by staff or reported to the Head Teacher or school office. Carelessness in closing any controlled entrance will be challenged.

Staff may only take still or video photographic images of pupils in school or on school-organised activities with the prior consent of the school and then only in designated areas.. Social Workers are asked to consent to photographs being taken to record a pupil's life in the school but the images taken must be for school use only. Without this consent the Data Protection legislation would be breached.



## **CURRICULUM**

Greenfields acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our pupils for the responsibilities of adult life and citizenship. It is expected that teachers will consider the opportunities that exist in all areas of the curriculum for promoting the welfare and safety of pupils. As appropriate, the curriculum will be used to build resilience, help pupils to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, pupils will be taught, for example:

- to recognise and manage risks in different situations and then decide how to behave responsibly;
- to judge what kinds of physical contact are acceptable and unacceptable;
- to recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help;
- to use assertiveness techniques to resist unhelpful pressure;
- emotional literacy.

All computer equipment and internet access within the School will be subject to appropriate "parental controls" and Internet safety rules in line with our E-safety Policy. Children will take part in E-Safety opportunities.

## **THE ROLE OF THE GOVERNING BODY**

**The Governing Body will ensure that they comply with their duties under legislation and that the policies, procedures and training in the school are effective and comply with the law at all times.**

The Governing Body will ensure that the school contributes to working in line with statutory guidance "[Working Together to Safeguard Children](#)" and that the school's safeguarding arrangements take into account the necessary procedures and practice.

**The Governing Body has formally adopted this policy and will review its contents annually or sooner if any legislative or regulatory changes are notified to it by the Head Teacher.**

As good practice, the Head Teacher will provide a termly report to the Governing Body outlining details of any safeguarding issues that have arisen during the term/year and the outcome of any cases identified. These reports will respect all issues of confidentiality and will not therefore identify any person(s) by name.

## **MONITORING**

- The Policy will be reviewed annually by the Head Teacher and ratified by the Governing Body
- Regular assemblies, and PHSE sessions ascertain the pupils understanding of safeguarding and provide opportunities for the pupils to raise concerns. A Worries box has been introduced for KS2 pupils as another way for children to raise their concerns. In KS3 there is a complaints book in line with residential provision.

## **COMPLAINTS**

All complaints arising from the operation of this policy will be considered under the school's complaints procedure.