

## **Safeguarding and Child Protection Policy**

This policy applies to all staff and volunteers at Onchan School.

This policy reflects best practice in Safeguarding and Child Protection at Onchan School.

The Designated Teachers for Safeguarding in its' widest forms are The Head Teacher and the Deputy Headteacher deputised by Mrs Gravestock (SENCO). It applies to all children and young people regardless of age, gender, ethnicity, disability, sexuality or religion. This information is displayed in the school entrance area.

### **Responsibilities**

The Head and Deputy are responsible for:

- co-ordinating action within Onchan School and liaising with the Department of Health and Social Care (DHSC), and other agencies over cases of abuse and suspected abuse.
- acting as a source of advice within the <school>
- ensuring the staff are familiar with the policies and procedures
- referral of individual cases and suspected abuse
- liaising with agencies about individual cases, including attendance at Conferences
- organising training on Child Protection within Onchan School

### **Teaching staff and support staff**

Any new staff to our school will be informed of the main points of this policy and given a copy to read. All staff will require Level 1 training in Child Protection as soon as is possible. Training will be delivered on a 2-year rolling programme.

Staff should report any concerns immediately, to the designated teachers.

Staff should apply the outlined procedures for responding to a suspected case remembering that:

- you cannot promise confidentiality
- information should only be shared with those that need to know
- it is important to stay calm and reassuring
- the needs and safety of the child must always come first
- when in doubt - ask

### **Non-teaching staff (including ancillaries, caretakers, cleaners and kitchen staff)**

Non-teaching staff may also be approached by children or have concerns. They should follow the same procedures as teaching staff in seeking referral at the earliest opportunity.

All staff will require Level 1 training in Child Protection as soon as is possible. Training will be delivered on a 2-year rolling programme

**Safeguarding** relates to the widest form of always keeping children and young people safe. It also relates to adults and ensuring they too are safe from harm or exploitation.

**Child Protection** sits within the wider safeguarding arena and relates specifically to best practice in ensure the children in our care are kept safe and concerns are acted upon immediately. It is the most important role that we perform.

- Onchan School is committed to Safeguarding, promoting the welfare of all its pupils and to protect them from the risks of harm. All staff and volunteers are expected to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare.
- All staff must be clear about their own role and that of others in providing a caring and safe environment for all pupils and know how they should respond to any concerns about an

individual child that may arise.

- The school will ensure that all staff, whether permanent or temporary, and volunteers know who the Senior designated person is, who has overall responsibility for child protection. In that person's absence there is a Deputy designated lead.

The Safeguarding leads ensure all staff are up to date in their training, that a whole staff update takes place annually and that key messages in Safeguarding underpins the work of the school. This policy relates to all staff, volunteers, Governors, sub-contractors and those on work placements.

- Information regarding the DSL is displayed in the school entrance area.
- All visitors sign in.
- All visitors will wear a Visitors Lanyard
- All staff are DBS checked and records are kept. (It is the responsibility of staff to ensure DBS checks are up to date).
- A Safeguarding leaflet is available for all visitors to our school.
- Staff training is updated every 2 years (Level 1 or 2 where appropriate)

Every member of our school community has a crucial role to play in protecting the children in our school, in safeguarding and promoting their welfare and in protecting them from abuse or harm – including physical, emotional, neglect or sexual abuse, E-safety and child exploitation.

Our role is two-fold -

- to recognise and refer on any outward signs of abuse, changes in a child's behaviour or signs of failure to thrive.
- to prevent abuse by following our procedures and policies in the way we manage such cases. Identifying and speaking out about possible safeguarding issues and by encouraging a positive self-image in all our pupils through our Sex Education, P.S.M.E. and Behaviour policies. In this way we will also give pupils an awareness of the contacts and strategies that can ensure their own protection. The school is supported on a three-year cycle by NSPCC.

### **The schools' Vision Statement**

Onchan School has developed, through staff consultation, the following learning ethos which is always developed.

"Inspiring minds to ignite lifelong learning".

Our values of Respect, Integrity, Compassion, Courage and Endeavour are referred to explicitly through assemblies and class practice and form our school Ethos which is demonstrated by all within our school. Where it is not, it is challenged.

### **Broad Guidelines**

We all follow the IOM Safeguarding Procedures (Safeguarding and Protecting Children- IOM Safeguarding / Protecting Children's Board) and subsequent information. We understand that our work in safeguarding and protecting children must always be in line with the Isle of Man Safeguarding Board's guidance and procedures.

Every member of staff must read this policy and ask any questions about which which they are not clear.

Through the prospectus and parent's induction process, we ensure that parents are aware of our responsibility for the welfare of our pupils and that, on occasions we may have to refer cases to other agencies and that this action can be constructive and helpful. Information regarding Safeguarding and Child Protection is shared with parents)

The designated teacher/s will attend relevant training and feedback to other staff to ensure everyone is kept up to date with current procedures. The school ensures that all staff are trained to the correct level as stipulated by DESC.

The ethos of our school provides our children with a secure, open and honest environment in which they can feel happy and confident to talk to staff. This means that we will listen to and believe our children when they are disclosing any form of abuse to us. Safeguarding and promoting the welfare of a child includes.

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and
- undertaking that role to enable those children to have optimum life chances and to enter adulthood successfully.

Child abuse and neglect because of the secrecy around them and should never be condoned.

### **KEEPING CHILDREN SAFE**

#### **Child Protection - Responding to concerns about individual children.**

All children at this school must be able to place their trust and confidence in any adult working in the school. They must feel sure that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter, which raises child protection concerns.

#### **\* All staff must:**

- Listen to what the child is saying without interruption and without asking leading questions.
- Respect the child's right to privacy but not promise confidentiality
- Reassure the child that s/he has done the right thing in telling.
- Explain to the child that to keep him/her safe from harm the information that has been shared must be passed on.
- Report what has been disclosed to the Designated Person in the school.
- Record, as soon as is practicable, what was said using the child's actual words.
- Sign and date the record.

#### **\* The Designated Person/People for Child Protection will:**

- Assess any urgent medical needs of the child.
- Consider whether the child has suffered or is likely to suffer significant harm.
- Check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan.
- Confirm whether any previous concerns have been raised by staff.
- Consider whether the matter should be discussed with the child's parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent's possible actions or reactions.
- Seek advice if unsure that a child protection referral should be made.

The Designated Person will sometimes need to contact the Child Protection and Safeguarding Officer, at the DESC, for additional support or guidance and following this, either make a referral to Children and Families Services or, if a referral is not considered appropriate at that stage, make full written records of the information that they have received detailing the reasons for the judgement that the matter was not referred on to DSC.

#### **Child Protection – Recognition and Response to Abuse**

Owing to the nature of the day-to-day relationship children at Onchan School have with staff, all

working in the school are particularly well placed to notice any physical, emotional or behavioural signs that a child may be suffering significant harm. We understand that harm means the ill-treatment or impairment of a child's health and/or development, including that caused because of witnessing the ill-treatment of another person.

All staff must be alert to any possible indicators that a child is suffering harm and report any concerns to the Designated Person for Child Protection. All staff at Onchan must recognise that it is a statutory duty to ensure that children are protected from harm. We recognise that there are four definitions of child abuse.

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting; by those who know them or, more rarely, by a stranger.

- Physical Abuse – may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including fabricating the symptoms or deliberately causing ill-health to a child.
- Emotional Abuse – is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on children, causing children to feel frightened, or the exploitation or corruption of children.
- Sexual abuse – involves forcing or enticing a child or young person to take part in sexual activities, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.
- 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, such as failing to provide adequate food, shelter, clothing, or neglect of, or unresponsiveness.
- Fabricated or induced illness- where a person of responsibility- this could be a Parent or Carer acts deliberately to cause illness in a child.

### **Procedures within School**

All concerns should be referred to the Designated Teacher as soon as possible-

- immediately if it is a case of a child disclosing physical injury or sexual abuse (or suspicion thereof) \*

\*If the designated people are unavailable, Urgent CP advice must be taken from Grainne Burns, at DESC with Child Protection being given as the reason for calling (suspected sexual/ physical abuse) or Ian Postlethwaite

- other concerns must be reported to the Designated Teacher/s as soon as is possible- if a child decides to start talking about something which a member of staff feels may be an abusive situation, then they should send their class to another teacher. If this situation arises all staff must be prepared to be flexible and adaptable and accept another class in their room. It is not the role of an adult to dismiss what a child is saying.

A Cause for concern form is completed immediately by the person with the information.

The designated teacher in charge will ensure that a Multi Agency and Assessment Form (MARF) is completed, gathering as much information as possible. This must be sent to the Social Services Duty Office ASAP by email. A telephone call will be made first to warn that a MARF is being completed.

Social Care can be contacted on 686179- Option 2

(concern regarding a child).

In most cases the designated officer will attempt to call Parents to inform them of the situation- unless on the advice of Social Services this is not advised, or the possibility of specific Child Protection issues would mean this could compromise any situation. Advice will however be sought from Social Services. It must be noted that once information regarding a child's name is divulged then this is formalised through a MARF.

The designated teacher will not attempt to interview the child or young person as this can compromise any further investigation. A child should only tell the facts once.

A MARF must be completed for each referral to Social Care even if a case is open. This ensures a clear line of communication is maintained.

A record of all concerns/ telephone calls is kept in the Headteacher's Office.

CP is confidential. All members of staff do not need to know, nor should they expect to know.

Designated staff will share when necessary to ensure Data Protection is always complied with.

### **If you have a concern**

Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for disabled children and for children whose preferred language is not English. The nature of this communication will also depend on the substance and seriousness of the concerns, and you may require advice from social services or the police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised. Where concerns arise because of information given by a child it is important to reassure the child but not to promise confidentiality.

Record full information about the child at the first point of contact, including name(s), address(es), gender, date of birth, name(s) of person(s) with parental responsibility (for consent purposes) and primary carer(s), if different, and keep this information up to date. In schools, this information will be part of a pupil's record.

Record all concerns, discussions about the child, decisions made, and the reasons for those decisions. The child's records should include an up-to-date chronology, and details of the lead worker in the relevant agency – for example, a social worker, GP, health visitor or teacher.

Talk to your manager and other professionals: always share your concerns and discuss any differences of opinion. Follow up your concerns. Always follow up oral communications to other professionals in writing and ensure your message is clear.

### **Response to a disclosure**

If a child chooses to share information with you, reassure them saying such things as

"I believe you"

"It's not your fault"

"I'm glad you told me"

Always adhere to the following basic principles:

Listen to the child, rather than directly question him or her.

Never stop a child who is freely recalling significant events.

Make a note of the discussion, taking care to record the timing, setting and people present as well as what was said.

Record all subsequent events up to the time of the substantive interview. It is important to write up at least a rough draft immediately in order to retain as much accurate information as possible.

If monitoring is required then the class teacher will keep accurate and informative notes which are to be kept in the Headteacher's room.

If a strategy meeting is called this will be attended by the Designated Teacher/s and, if possible the appropriate class teacher.

Conference and Core Group meetings will be attended by the Designated Teacher/s and, if possible the appropriate class teacher.

Reports will be written by the appropriate class teacher and Designated Teacher/s and together.

Reports will be typed. Confidentiality is paramount. Only the immediate people who 'need to know' will be informed about incidents of abuse/ concern - this will mean the Designated Teacher/s or class teacher. This information will be kept as confidential as possible.

Sensitive records will always be kept in the Headteacher's office.

New members of staff must read the Safeguarding Policy and familiarise themselves with the relevant procedures and subsequent information as soon as they are appointed. The Designated Teacher/s will take new members of staff through this Policy Document and will arrange training for them as soon as possible.

The Headteacher/Deputy Headteacher will ensure ECT training is organised.

We must recognise that abuse is often perpetrated by person/s who are known to the child and that they may be known in a professional capacity e.g. school teacher, Sunday School teacher or Activity Club Leader. The same procedures must be applied if professional abuse is suspected. All staff must follow the DESC Whistleblowing Policy.

All safeguards are taken to ensure that correct procedures are followed in the appointment of staff to ensure that:

A) they are who they say they are

B) they do not have any criminal record which could endanger the safety of our children, to this end all new appointments must undertake a full Police Check through the DEC

c) Other parents or volunteers working in school are not left unattended with pupils at any time.

D) We only use when necessary, Supply Teachers/ Relief Workers who have all been Police Checked (DBS) by DESC.

### **Procedures for monitoring, recording and reporting any incident of child protection**

At the time keep brief notes at the time or immediately after. You should note on a Cause for Concern proforma:

- Date and time of disclosure/incident observed
- Place and context of disclosure concerned
- Facts you need to report when you can
- Complete a Logging a Concern sheet – this is kept in the Headteacher's Office or on its learning. This should be passed to the Headteacher and in their absence the Deputy Headteacher. In the case of there being bruises or injuries the Body Map should also be completed.
- Remember to keep the information factual.
- Use the child's own language to quote rather than translating into your own terms. Be aware that these sheets may be used later to support a referral to an external agency.

The Designated Teacher will

- Follow-up the referral using the Logging a Concern sheet as a basis for consideration before action
- Make additional records of discussions and any investigation that take place
- Make a decision whether to continue to monitor the situation or take the referral further and communicate this to the individual making the initial referral
- Where a child is referred to DHSC the MARF (Multi agency referral form) should be completed immediately and submitted.

Children with individual files

- Children who have been referred to Social Care will have their own file, which is stored in a secure cabinet in the Headteacher's Office. Recorded information from care meetings and other reports are stored in their individual file.
- Please note that Logging a Concern sheets must be completed for any incidents/observations regarding children who have current (in date) individual files.

### **Safeguarding & Child Protection in Specific Circumstances**

#### **Attendance**

- We are aware that a pupil's unexplained absence from <school> could mean that they are at risk from harm.
- We will always report an unexplained absence of a child with a Child Protection Plan to the child's social worker within one day
- We will always seek to clarify the reason for a child's absence from school with the child's parent or carer as soon as is practicable on the first day
- We will always report a continued absence about which we have not been notified by the parent or carer to the Education Welfare Service
- We will always report to the Education Welfare Service the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date.

#### **Pupil Behaviour**

- We will aim to maintain a safe and calm environment by expecting good behaviour from our pupils in line with our behaviour policy.
- We are aware that any physical response from a member of staff to a pupil's poor behaviour could lead to a child protection concern being raised by the child or parent/carer.
- No member of staff will use force when dealing with a pupil's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action. The acceptable method for Positive Handling is Team Teach.
- We will always record any occasion when physical intervention has been necessary
- We will always notify parents or carers of any such incident

#### **Bullying**

- We understand that bullying is harmful to children. We have an anti-bullying policy that sets out our aim of ensuring no child becomes a victim of bullying and the work that we carry out in school to foster an environment where bullying behaviour is known to be unacceptable. We will always take seriously any reports of bullying and respond appropriately.
- We understand that bullying may take different forms and may include racist or homophobic behaviour. Any such reported or observed incident will be dealt with in accordance with our anti-bullying policy.

#### **E-Safety**

- We recognise that children's use of the Internet is an important part of their education but that there are risks of harm associated with its use. We have an e-safety policy and an Acceptable User Policy that addresses how we minimise those risks in school and teach children how to stay safe when using the internet in their lives out of school.
- We also recognise that all members of staff and volunteer staff must always be mindful of the need to follow our policy of acceptable use of our ICT equipment.

#### **Photographs**

- We recognise the need to celebrate and promote young people's involvement in education but there can be risks of harm associated with its use. We have a policy on photographing children, and will ensure permission is sought from parents prior to recordings being made. We will ensure members of the public follow the policy on photographing children. All Parents and Carers complete consents which are stored on Arbor. Before photographs are taken Class Teachers will check Consents to ensure permission has been given. No child may be photographed without consent.

#### **Working Together with Parents/Carers**

#### **Pupil Information**

We recognise the importance of keeping up-to-date and accurate information about pupils. We will regularly ask all parents/carers to provide us with the following information and to notify us of any changes that occur.

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility
- emergency contact details
- details of any persons authorised to collect the child from <school> (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child
- Photographic consents
- App Consents and web-based platforms
- Trips out of school

### **Confidentiality**

Information about pupils given to us by the children themselves, their parents or carers, or by other agencies will remain confidential. Staff will be given relevant information only a "need to know" basis to support the child if that is necessary and appropriate.

We are, however, under a duty to share any information, which is of a child protection nature. We understand that this is in the best interests of the child and overrides any other duties we have regarding confidentiality and information sharing.

We have a duty to keep any records which relate to child protection work undertaken by us or our partner agencies and to ensure that these are kept apart from the main pupil record, stored securely and only accessible to key members of staff. We also have a duty to send copies of these records to any school to which the pupil transfers.

### **Referrals to partner agencies**

If we have a reason to be concerned about the welfare of a child we will always seek to discuss this with the child's parents or carers in the first instance. On occasion, according to the nature of our concern, it may be necessary for us to make an immediate referral to Children's Social Care, when to do otherwise may put the child at risk of further harm either because of delay, or because of the actions of the parents or carers.

## **ADULTS WORKING WITH CHILDREN**

### **Allegations against staff**

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable that your work with individual children or meetings with parents are conducted in view of other adults.

We will ensure staff are aware of our school behaviour policy.

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head/Deputy or the most senior teacher if they are not present.

The Head/Deputies on all such occasions will discuss the content of the allegation with the DESC Child Protection and Safeguarding Officer.

We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so. All staff will therefore be made aware of their duty to raise concerns about the attitude or actions of colleagues.



If an allegation is made to a member of staff concerning the behaviour of the Head, the person receiving the allegation will immediately inform the CEO.

## **MONITORING AND REVIEWING OUR POLICY AND PRACTICE**

Our Designated Person for Child Protection will continually monitor our child protection and safeguarding practices and bring to the notice of the Senior Managers any weaknesses or deficiencies. This policy is updated, monitored and reviewed annually and must form part of the Induction Process for all members of Staff.

This policy forms part of the wider policy and practice framework for Onchan School and is referenced in other such policies such as Learning and teaching,

- DESC Recruitment and Retention of staffing,
- Health and Safety,
- Managing allegations against staff (DESC),
- The School's Behaviour policy and
- Bullying policies.

Further guidance can be found at:  
<https://www.safeguardingboard.im>

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