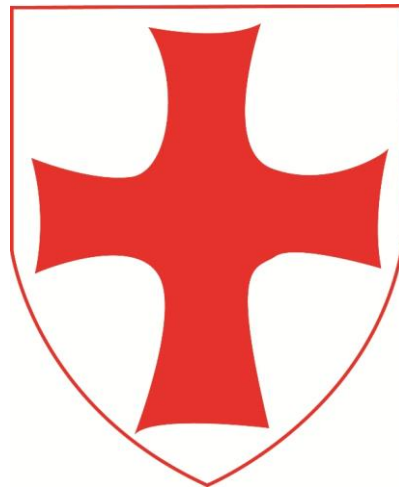


St. Robert Southwell Catholic Primary School

A school in the trusteeship of



Diocese of Westminster



SAFEGUARDING POLICY

Approved by staff on: 30 November 2009

Adopted by governors on: January 2010

Reviewed & Reapproved by Governing Board: September 2020

Next Review: September 2021

Responsible Person: Honor Beck

MISSION STATEMENT

Our mission is to create an educating Christian community which reflects the values of the Gospel within the traditions of the Roman Catholic Church;

- a community which will develop the whole person
- a community which works closely with parents and parish
- a community which values each child as a unique individual with particular gifts and needs
- a forward looking community which serves its members and the wider society
- a community in which we will lead those in our care to grow in their faith whilst benefiting from an enriching education.

Wellbeing and Mental Health

To support everyone's wellbeing and mental health, so that they can be the best they can be, are happy together, resilient, ready to learn and succeed

- Empowering everyone in the community to be emotionally literate
- Enabling stakeholders to develop strategies to manage their emotional well-being and mental health.



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SAFEGUARDING POLICY

'Safeguarding must be a priority for every school.' St Robert Southwell Catholic Primary School takes this responsibility very seriously in all aspects relating to the safeguarding of children.

We are aware that child protection and safeguarding are fundamental to the welfare of all children in our care. This policy, therefore, should be read in conjunction with the wider safeguarding policies as listed below. These can be found in the Safeguarding File which is kept in the school, staffroom and they are available on request.

The Governing Board has responsibility for the oversight of school safeguarding and child protection systems. The Designated Safeguarding Lead (DSL) / Headteacher will ensure regular reporting on safeguarding activity and systems in school to the Governing Board.

Legislation and Statutory guidance

This policy is based on the Department of Education's statutory guidance, **Keeping Children Safe in Education 2020** and **Working Together to Safeguard Children**, and the **Governance Handbook**. We comply with this guidance and the procedures set out by our local safeguarding children board.

This policy is also based on the following legislation:

- Section 175 of the **Education Act 2000**, which places a duty on schools and local authorities to safeguard and promote the welfare of pupils.
- **The School Staffing and Employment Advice 2018**, which sets out what must be recorded on the Single Central Record and the requirement of at least one person on a school interview/appointment panel to be trained in safer recruitment techniques.
- **The Children Act 1989** (and **2004 Amendment**), which provides a framework for the care and protection of children.
- Section 5B (11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the **Serious Crime Act 2015**, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.
- **Statutory guidance on FGM**, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM.

The non-statutory coronavirus (COVID-19) interim guidance on safeguarding in schools during the coronavirus outbreak has now been withdrawn.



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General Information

DfES 'Keeping Children Safe in Education' (Sep 2020) - Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's mental health and physical 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. Children includes everyone under the age of 18. Where a child is suffering significant harm, or is likely to do so, immediate action should be taken to protect that child. Immediate action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

Safeguarding must therefore be a priority consideration, and the school governing board must ensure that the school complies with all requirements. This is not just to satisfy Ofsted, but to ensure that the school provides a comprehensively safe environment so that young people can feel secure and properly cared for.

St Robert Southwell School will endeavour to support the welfare and safety of **all** pupils through:

- Maintaining children's welfare as our paramount concern.
- Ensuring that children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- Ensuring the content of the curriculum includes social and emotional aspects of learning.
- Ensuring that child protection is included in the curriculum to help children stay safe, recognise when they don't feel safe and identify who they might / can talk to.
- Providing suitable support and guidance so that pupils have a range of appropriate adults to approach if they are in difficulties.
- Promoting a positive, supportive, neutral and secure environment where pupils can develop a sense of being valued and heard in their own right.
- Ensuring all steps are taken to maintain site security and pupil's physical safety.
- Working with parents/carers to build an understanding of the school's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations.



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- Ensure all staff members undergo safeguarding and child protection training at induction.
- Ensure all staff members receive regular safeguarding and child protection updates as required; at least annually.
- Developing effective and supportive liaison with other agencies.

Contacts

The person responsible for safeguarding and child protection is Headteacher Honor Beck (head@robsouth.org). In her absence Kara Joseph, Assistant Headteacher (kjoseph@robsouth.org) and Lisa Egan, Assistant Headteacher (legan@robsouth.org) share this responsibility. The named governor for Child Protection is Michelle Rattigan and the named governor with overall responsibility for safeguarding is Peter Manning, Chair of Governors. The designated teacher for looked after/previously looked after children is Fiona Montgomery, Assistant Headteacher (fmontgomery@robsouth.org). Lisa Egan, Assistant Headteacher is also responsible for SEND and is the mental Health Champion.

Role and responsibility of the DSL/DDSL

DSL training should ensure they have a good understanding of their role and responsibilities, processes and responsibilities of other agencies. They should be aware of pupils who have a social worker. Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with teachers and school and college leadership staff. DSLs should keep detailed and accurate records, understand Prevent duty and the risks associated with online safety and relevant knowledge and up to date capability to keep children safe online at school. They should recognise additional risks of children with SEND, share information and keep child protection files including in-year transfers.

Safer Recruitment

The School is committed to safer recruitment. The following member of staff have completed Safer Recruitment Training within the last two years:

Honor Beck – Headteacher
Lisa Egan – Assistant Headteacher & SENCO
Kara Joseph - Assistant Headteacher
Fiona Montgomery – Assistant Headteacher
Anne Quigg – Admissions officer/Finance/Admin
Theresa Kirwan White – School Support Staff
Peter Manning – Chair of Governors
Michelle Rattigan – Vice chair of Governors
Sharon Black – Governor
Michael Angland - Governor



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The school has clear recruitment and selection procedures which are reviewed by the Governing Board on an annual basis. Following an offer of a post we ensure that we verify the following:

- Identity
- Proof of Relevant Qualifications (where required)
- Satisfactory Medical Clearance
- Satisfactory Enhanced DBS
- Satisfactory References
- Evidence of Permission to work in the United Kingdom

If the results of any of these recruitment checks are unsatisfactory, the offer of employment will be withdrawn.

Single Central Record

The School has a Single Central Record Register. The School also holds relevant records for individuals who visit the School but are employed by other Services. The School keeps a record of checks undertaken by Supply Agencies on Supply Staff. The Single Central Record is completed for all new appointments and updated with new changes to information for all other Staff.

Child Protection Procedures

The School has an effective Child Protection Policy which has been circulated to all Staff. There is also an Adult Helpers Policy for other adults working and helping in School. We have in place an agreed Record of Concern form which staff are asked to complete to ensure accurate records are kept. The Headteacher is the designated Child Protection lead in School. Staff are provided with training on Child Protection as part of their induction and this is updated annually. The designated Governor for safeguarding has attended relevant training. Information for Parents regarding Child Protection procedures is available on the School website and in the School Safeguarding leaflet. A copy of the Child Protection Policy is available on the School website or on request from the School office.

Monitoring and Evaluation

The Headteacher will report to the Governing Board annually the number of children who have a child protection plans and other significant issues involving safeguarding. This will not refer to either children or staff by name.

Vulnerable Pupils

The school recognises that pupils can be vulnerable for a number of reasons. The following groups are recognised as potentially vulnerable: children with EHC plans, children with additional medical needs, children with English as an



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Additional Language, children who are Looked After and privately Fostered, children with a recognised disability, children with a Child Protection Plan and those who have challenging home circumstances. We ensure that priority is given to Looked After Children and children with a Child Protection Plan in respect of monitoring their progress and providing additional support as appropriate. There is a designated person for Looked After Children. The Core Leadership Team reviews vulnerable children at each meeting.

Managing Allegations of Abuse and Allegations against Staff & Volunteers

The Headteacher has attended LA training with regards to managing allegations of abuse against staff or volunteers including supply teachers. In most cases the Headteacher would be advised of any allegation about a member of staff or volunteer and would follow the LA guidelines. In the event of an allegation made against the Headteacher, the Chair of Governors would follow the LA protocol. In the case of any allegation the LADO would be contacted without delay.

Training for Staff and Volunteers

All staff and volunteers are made aware of the Child Protection Policy and school procedures for reporting concerns as part of their induction. All staff have annual safeguarding training update.

Partnership with Other Agencies

The school is in partnership with specialist external agencies to assess the individual needs of the children. These agencies provide the school with recommendations on how best to meet the needs of specific children by working with the school staff, parents and individual children as appropriate. We are currently in partnership with the following agencies:

- Speech & Language
- Occupational Therapy
- Educational Psychologist
- CAF (Common Assessment Framework)
- CAMHS (Child & Family)
- B.O.A.T (Brent Outreach Autism Team)
- Play Therapy
- Hearing Impaired Service
- Behaviour Support Service
- Paediatrician - developmental checks
- Social Care Team
- Pre-Exclusion Team
- Physiotherapists
- EWO (Education Welfare Officer)
- School Nurse
- Health Visitors
- Fryent Children's Centre



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E-Safety

E-Safety has become increasingly important with wider internet and mobile technology usage by children. Our E-Safety policy fully covers the management of internet use. Staff sign an Acceptable ICT Use policy. The school has three levels of internet filtering in place.

Curriculum

The Curriculum supports children's understanding of all safety related matters through PHSE, Science and Topic Days, Theme Weeks and Assemblies.

Data Protection

The school is registered under the Data Protection Act and GDPR and information sharing and we make every effort to ensure all personal data is held securely, both electronically and in hard copy form.

Premises Security

The school has an effective CCTV security and entry system where all visitors can be viewed before entering the building. Once a visitor has entered the building they are asked to sign the visitors' book and wear a visitors' pass.

The premises are surrounded by a high perimeter fence and there is only one open access gate to the site. There are risk assessments in place to ensure the premises security is maintained. Parents are regularly reminded through newsletters and transition meetings about the appropriate procedures for collecting children throughout the school day.

Fire Safety Procedure

The school holds termly fire drills. Evacuation procedures have been posted in each classroom, fire extinguishers are annually maintained and emergency exits are always kept clear and free from obstruction. Each fire point is tested at least annually.

Safeguarding Related Policies

To ensure all the requirements of safeguarding are met the school has in place the following additional policies:

- Child Protection
- Missing Child
- Equal Opportunities
- Disability Discrimination
- Health & Safety handbook
- Anti - Bullying
- Behaviour
- Attendance
- E-Safety
- Anti-Radicalisation



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➤ Racial Equality

Documents all staff/volunteers must read include:-

KCSiE Part 1, Annex A & Part 5

Staff handbook and Code of Conduct

Safeguarding and Child Protection policies

Behaviour Policy

Schools response to children missing in education

First Aid & Administering of Medicine

Our main First Aider is our appointed Welfare Assistant. Approximately 20% of our staff have completed the basic first aid at work qualification with 4 staff having also completed the paediatric first aid course. A list of first aiders are posted in key areas around the School including the medical room, staff room and main hall. We have care plans in place for all children needing medication and for those children who have long term medical conditions. Only staff who have signed the care plan or who are authorised by the Headteacher administer medication to the named pupil. Medication is kept securely and each administration is signed for. The school has a defibrillator and key staff have received training on how to use the equipment.

Anti-radicalisation & Extremism

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Extremism is defined by HM Government as 'Vocal or active opposition to fundamental British values, including democracy., the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.

Exposure of children to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation.

Every member of staff recognises that children exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children from other risks. Any concerns about pupils becoming radicalized or being drawn into extremism will be reported to the DSL.

Managing of Racism & Harassment

We strive to ensure that all incidents of racism and harassment are dealt with promptly and recorded systematically. The school has a Racial Equality and Equal Opportunities Policy in place. The school curriculum celebrates diversity and encourages children to respect differences between people.



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Educational Visits

Phase Leaders have recently completed Educational Visits training and are responsible for keeping an overview of trips for their phase. Risk Assessments are carried out for all visits. The School ensures adequate staff / pupil ratios for all school educational visits with additional adults being allocated to children with specific needs which may increase risk. Visits are planned well in advance to ensure that effective risk assessments can be undertaken prior to the trip. Parental consent is obtained for visits beyond the locality and those which require specific transport. For local visits on foot and for trips on the school minibus, parents are asked to sign a Local Visits Consent Form when their child starts school. First Aid kits are taken on all trips.

Pupil Responsibilities

We have agreed School rules that are displayed in every classroom and every class establishes their own class rules at the beginning of each school year. There are also specific rules relating to Health & Safety which the children are regularly reminded of.

Pupils have a responsibility to keep themselves and others safe and know who they should talk to if they have a problem.

Other Specific Safeguarding Issues

The school takes account of changes to local and national guidance and provides training and information to staff on specific issues. This information is available on the staff shared drive and is included where appropriate on staff memos and in school newsletters. Examples of these issues are:

- Female Genital Mutilation (FGM)
- Child Sexual Exploitation (CSE)
- Sexting
- Prevent Strategy

The Use Of School Premises By Other Organisations

Where services or activities are provided separately by another body using the school's premises, the Headteacher and Governing Board will seek assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers. If assurance is not achieved, an application to use the premises may be refused.

Security

All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-school community ethos and welcome comments from pupils, parents/carers and others about areas that may need improvement as well as what we are doing well.



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Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

Policy Access

This policy is available to Parents on request and access is given to Staff as part of the School Induction Procedures.

Additional Guidance and Information

Available on staff shared drive.