



# St Ann's Junior & Infant School

## SAFEGUARDING POLICY

December 2019

### **St Ann's Junior and Infant School Vision**

As a Rights Respecting School our vision at St Ann's is to promote **RESPECT** in everything we do... in school, Rotherham and beyond.

<b>R</b>	<b>E</b>	<b>S</b>	<b>P</b>	<b>E</b>	<b>C</b>	<b>T</b>
Resilience	Enterprise	Success	Protection	Empowerment	Communication	Teamwork

**Policy Consultation & Review**

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all members of staff are provided with Part One of the statutory guidance *'Keeping Children Safe in Education'*, DfE (2019).

This policy will be reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and agreed by the Governing Body on 10<sup>th</sup> December 2019. This is due to be reviewed in December 2020.

Signature:



Headteacher

Date: 10<sup>th</sup> December 2019

Signature:



Chair of Governors

Date: 10<sup>th</sup> December 2019

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- 2      **When to make a referral to MASH**
- 3      **Definitions of Abuse**

## **1.0 PURPOSE & AIMS**

### **1.1 Purpose of the Policy**

The purpose of our School's Safeguarding Policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have the best outcomes.

### **1.2 Direction to Staff, Governors, Volunteers, Contractors, Visitors and Parents**

This policy will give clear direction to staff, governors, volunteers, contractors, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

### **1.3 Contribution to Protection Children from Harm**

Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. This will include recognising when they are at risk and how to get help when they need it and identifying children who may benefit from early help. We also assess the risks and issues in the wider community when considering the wellbeing and safety of our pupils. The elements of our policy are prevention, protection and support.

### **1.4 Policy Application**

This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

## **2.0 OUR ETHOS**

### **2.1 Children's Welfare**

The child's welfare is of paramount importance. Our school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

### **2.2 Contact with children**

'Everyone' who comes into contact with children and their families has a responsibility in safeguarding children. It is important for children to receive the 'right help at the right time' to address risks and prevent issues escalating. All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.

## 2.3 Training/Induction

All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

## 2.4 Activities and Opportunities

Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. The school follows a detailed PSHE programme. This has units dedicated to 'Keeping Safe' for every year group. We also follow the SEAL programme which has themes on safety including anti bullying. Assemblies and follow up work in classes help children to explore these themes more fully. In working towards becoming a UNICEF Rights Respecting School, children will explore the articles in creative ways specifically including Article 19 which states 'our children have the right to be protected from being hurt and mistreated in body and mind'. This is one of five core articles in our School Charter.

## 2.5 Working in Partnership

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with ***Working Together to Safeguard Children (2018)***.

## 3.0 WHAT IS ABUSE?

- Abuse may fall into a number of categories: - **physical abuse, sexual abuse, emotional abuse and neglect**. See **Appendix 3 'Definitions of Abuse'**. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.
- Additional guidance on other safeguarding issues such as Child Sexual Exploitation, Children Missing from Education, Female Genital Mutilation, Domestic Abuse and Preventing Radicalisation is contained in Part One of '**Keeping Children Safe in Education 2019**' along with information about the indicators of abuse contained in Chapter 1.2.4 of the Rotherham Safeguarding Children Board [www.rotherhamscbproceduresonline.com](http://www.rotherhamscbproceduresonline.com).

## 4.0 SPECIFIC SAFEGUARDING ISSUES

### 4.1 Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can occur through the use of technology.

CSE can occur in all communities and amongst all social and ethnic groups and can affect girls and boys. Very young children can also be affected or targeted, particularly in relation to online concerns. CSE is a complex form of abuse and it can be difficult for those working with children to identify and assess however, all those working in our school are made aware of the potential indicators of grooming and exploitation and how to refer concerns on appropriately.

More information on CSE is contained in Annex A of ***Keeping Children Safe in Education 2019***, Child Sexual Exploitation: Definition and a guide for practitioners (DfE 2018), and Chapter 2.1.1 of the Rotherham LSCP child protection online procedures: <http://rotherhamscb.proceduresonline.com/index.htm>.

Indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicions of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.

## **4.2 Peer on Peer Abuse**

Peer on peer abuse occurs when a young person is exploited, bullied and/or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. 'Peer-on-peer' abuse can relate to various forms of abuse (not just sexual abuse and exploitation), and crucially it does not capture the fact that the behaviour in question is harmful to the child perpetrator as well as the victim.

At our school, we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other children.

All staff in our school are aware that safeguarding issues can manifest themselves via peer on peer abuse which is likely to include such things as:

- Bullying, including online/cyber bullying and prejudice-based bullying;
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- Sexual violence and sexual harassment – Part 5 of Keeping Children Safe in Education (2019) gives guidance to schools on how to manage reports of child on child sexual violence and sexual harassment;
- Sexting (also known as 'youth produced sexual imagery');
- Initiation (sometimes referred to as 'hazing') type violence and rituals/gang activity.

All staff in this school are clear about the action to take where concerns about peer on peer abuse arise and all staff will always reassure victims that they are being taken seriously and that they will be supported and kept safe. All staff will be aware that pupils of any age and sex are capable of abusing their peers and will never tolerate abuse as 'banter' or 'part of growing up'. We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school's Behaviour Policy.

#### A preventative approach

In order to prevent peer-on-peer abuse and address the wider societal factors that can influence behaviour, the school will educate pupils about abuse, its forms and the importance of discussing any concerns and respecting others through the curriculum, assemblies and PSHE lessons.

The school will also ensure that pupils are taught about safeguarding, including online safety, as part of a broad and balanced curriculum in PSHE lessons, RSE and group sessions. Such content will be **age and stage of development specific**, and tackle issues such as the following:

- Healthy relationships
- Respectful behaviour
- Gender roles, stereotyping and equality
- Body confidence and self-esteem
- Prejudiced behaviour
- That sexual violence and sexual harassment is always wrong
- Addressing cultures of sexual harassment

Pupils will be allowed an open forum to talk about concerns and sexual behaviour. They are taught how to raise concerns and make a report, including concerns about their friends or peers, and how a report will be handled.

In cases of 'sexting' we follow guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in 2017: 'Sexting in schools and colleges, responding to incidents, and safeguarding young people'.



In cases of 'Upskirting' we recognise that it is an offence under the Voyeurism Offences Act 2019 to operate equipment and to record an image beneath a person's clothing without consent and with the intention of observing, or enabling another person to observe, the victim's genitals or buttocks (whether exposed or covered with underwear), in circumstances where their genitals, buttocks or underwear would not otherwise be visible, for a specified purpose eg; obtaining sexual gratification or to humiliate, distress or alarm a victim. Upskirting will not be tolerated by the school and any incidents must be reported to the DSL who will then decide on an appropriate course of action.

More information on peer on peer abuse/sexual violence is contained in Part 5 and Annex A of ***Keeping Children Safe in Education 2019*** and Chapter 2.1.2 of the Rotherham LSCP child protection online procedures: <http://rotherhamscb.proceduresonline.com/index.htm>.

### 4.3 Female Genital Mutilation (FGM)

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. FGM typically takes place between birth and around 15 years old.

School is aware of the common risk factors for FGM which include:

- Low level of integration into UK society;
- Mother or a sister who has undergone FGM;
- Girls who are withdrawn from PSHE;
- Visiting female elder from the country of origin;
- Being taken on a long holiday to the country of origin;
- Talk about a 'special' procedure to become a woman.

FGM may be likely if there is a visiting female elder, if there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM.

FGM is addressed as part of the procedures around 'Honour Based Violence' which is defined as "crimes which have been committed to protect and defend the honour of the family and/or the community, including FGM, Forced Marriage and practices such as Breast Ironing"

The school has due regard to the mandatory reporting duty, which came into force in October 2015 (Serious Crime Act), of the FGM Act 2003, which places a statutory duty on teachers (along with social workers and healthcare professionals) to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years.

Staff in this school will be vigilant and will report promptly any FGM or other Honour Based Violence concerns to the Designated Safeguarding Lead.

More information on these issues is contained in Annex A of ***Keeping Children Safe in Education 2019*** and Chapters 2.2.10, 2.2.11 and 2.2.12 of the Rotherham LSCP child protection online procedures: <http://rotherhamscb.proceduresonline.com/index.htm>.

#### 4.4 Preventing Radicalisation and Extremism (Prevent Duty)

The school has due regard to the ***Prevent Duty Guidance 2015***, under Section 26 of ***the Counter-Terrorism and Security Act 2015***, which aims to prevent children and young people from being 'drawn into extremism and terrorism'.

In our school we use age-appropriate curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet. We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

Early indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes;
- glorifying violence, especially to other faiths or cultures;
- making remarks or comments about being at extremist events or rallies outside school;
- evidence of possessing illegal or extremist literature;
- advocating messages similar to illegal organisations or other extremist groups;
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent);
- secretive behaviour;
- online searches or sharing extremist messages or social profiles;
- intolerance of difference, including faith, culture, gender, race or sexuality;
- graffiti, art work or writing that displays extremist themes;
- attempts to impose extremist views or practices on others;
- verbalising anti-Western or anti-British views;
- advocating violence towards others.

We will engage with parents and families as we are in a key position to spot signs of radicalisation and we will assist and advise those families who do raise concerns and point them in the direction of support mechanisms ie, the Local Authority, Police and/or the Channel Programme. We will provide a link, via our school website, to the Rotherham LSCP website which provides information

on radicalisation for children and young people, their parents/carers and professionals: [www.rotherham.gov.uk/safeguarding](http://www.rotherham.gov.uk/safeguarding).

As with other safeguarding risks, staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff will use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the **Channel** programme.

**Channel** is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. Referrals to the Channel Panel in Rotherham are via the LA Children's Social Care Multi-Agency Safeguarding Hub (MASH) on 01709 336080.

More information on Prevent and Channel is contained in Annex A of Keeping Children Safe in Education (2019) and Chapter 2.1.6 of the Rotherham LSCP child protection online procedures: <http://rotherhamscb.proceduresonline.com/index.ht>

#### 4.5 Online Safety

The use of technology has become a significant component of many safeguarding issues. As a school we are aware that the predominant issues associated with online safety are:

- Content – exposure to illegal, harmful or inappropriate material; for example pornography, fake news, racist or radical and extremist views;
- Contact – harmful online interaction with others; for example commercial advertising as well as adults posing as children or young people;
- Conduct – personal online behaviour that increases the likelihood, or causes, harm; for example, making, sending and receiving explicit images (the production and sharing of sexual images of under 18s is illegal), or online bullying.

The school recognises that today's pupils are growing up in an increasingly complex world, living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. The school e-safety policy and day-to-day online e-safety procedures have due regard to the most recent DFE non-statutory guidance entitled 'Teaching online safety in school' (June 2019) this helps teach our pupils how to stay safe online, within both new and existing school subjects (including Relationships Education, Relationships and Sex Education, Health Education, Citizenship and Computing). We teach pupils about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app.

At our school, we understand the responsibility to educate our pupils about all online safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. We have a separate E-Safety Policy.

As a school, we will provide information for parents and carers on online safety plus links to useful websites. A selection of useful links can also be found in Annex C of **Keeping Children Safe in Education 2019** and Chapter 2.1.5 of the Rotherham LSCP child protection online procedures: <http://rotherhamscb.proceduresonline.com/index.htm>.

#### 4.6 Children with Special Education Needs and Disabilities (SEND)

Our school understands that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- Children with SEND can be disproportionately impacted by things like bullying without outwardly showing any signs;
- Communication barriers and difficulties in overcoming these barriers.

Where there are any concerns raised about the safety and welfare of a child with SEND in our school, we will ensure that these will be treated in the same way as with any other child, with careful consideration of any additional needs.

More information on children with SEND is contained in Annex A of ***Keeping Children Safe in Education 2019***, the NSPCC document '***We have the right to be safe – Protecting disabled children from abuse***' (Oct 14) and Chapter 2.1.3 of the Rotherham LSCP child protection online procedures: <http://rotherhamscb.proceduresonline.com/index.htm>.

#### 4.7 Children Missing Education

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life.

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about other safeguarding issues. We monitor attendance very carefully and address poor or irregular attendance without delay. We will always follow up with parents/carers when children are not at school. This means we need to have a least TWO up to date contacts numbers for parents/carers. We strongly encourage parents/carers to update the school as soon as possible if the contact details change.

All staff in school understands the importance of regular attendance and our school has appropriate procedures to follow for unauthorised absence in place and for dealing with children that go missing from education, particularly on repeat occasions. This helps identify the risk of abuse and neglect, including sexual exploitation, and helps prevent the risks of their going missing in future. All staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation and Forced Marriage.

More information on Children Missing in Education is contained in ***Annex A of Keeping Children Safe in Education 2019*** and *Chapter 2.3.2 of the Rotherham LSCP child protection online procedures*: <http://rotherhamscb.proceduresonline.com/index.htm>.

#### 4.8 Additional Safeguarding Issues

Additional guidance on other safeguarding issues such as Substance Misuse, Domestic Abuse, Trafficking, Mental Health and many more is contained in Annex A of **'Keeping Children Safe in Education 2019'** along with information about the indicators of abuse contained in Chapter 1.2.4 of the Rotherham LSCP child protection online procedures: [www.rotherhamscbproceduresonline.com/index.htm](http://www.rotherhamscbproceduresonline.com/index.htm).

#### 4.9 Looked After Children (LAC)

A child who is looked after by a local authority (as defined in section 22 of the **Children Act 1989**) means a child who is subject to a care order (interim or full care order) or who is voluntarily accommodated by the local authority. Every school must have a named designated teacher for LAC who works closely with the Virtual School Team and the Local Authority. The Designated Teacher for LAC in this school is Sharon Blagden. We have a separate LAC policy.

#### 4.10 Private Fostering

A Private Fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18 if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more.

A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Further information on Private Fostering can be found in Part One and Annex A of **Keeping Children Safe in Education 2019** and Chapter 2.3.7 of the Rotherham LSCP child protection online procedures: [www.rotherhamscbproceduresonline.com/index.htm](http://www.rotherhamscbproceduresonline.com/index.htm).

#### 4.11 Criminal Exploitation of Children (county lines)

The criminal exploitation of children is a geographically widespread form of harm that typically crosses county boundaries. Key to identifying potential involvement are 'missing episodes', that is when a child may have been trafficked and/or groomed for the purpose of transporting drugs. Like other forms of abuse and exploitation, this can affect any child under the age of 18, appear consensual and could involve violence or threats of violence and enticement.

#### 4.12 Early Help and support for children in need

Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. We will work with local agencies in Rotherham to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services. This may be a child who:

- Is disabled and has specific additional needs/Has special educational needs (whether or not they have a statutory education, health and care plan);

- Is showing signs of engaging in anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- Is frequently going missing from care or from home;
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic abuse; being a young carer;
- Is misusing drugs or alcohol themselves;
- Is at risk of modern slavery, trafficking or exploitation;
- Is at risk of being radicalised or exploited;
- Has returned home to their family from care; is a privately fostered child;
- Is showing early signs of abuse and/or neglect.

#### **4.13 Contextual safeguarding**

Safeguarding incidents can occur outside of school and can be associated with outside factors. School staff, particularly the DSL and their deputy, will always consider the context of incidents – this is known as contextual safeguarding. Assessment of pupils' behaviour will consider whether there are wider environmental factors that are a threat to their safety and/or welfare. The school will provide as much contextual information as possible when making referrals to MASH.

#### **4.14 Serious Violence**

All staff, through training, will be made aware of the indicators which may signal that a pupil is at risk from, or is involved with, serious violent crime. These indicators include, but are not limited to, the following:

- Increased absence from school
- A change in friendships
- New relationships with older individuals or groups
- A significant decline in academic performance
- Signs of self-harm
- A significant change in wellbeing
- Signs of assault
- Unexplained injuries
- Unexplained gifts or new possessions

The most significant risk factors that could increase a pupil's vulnerability to becoming involved in serious violent crime are; a history of committing offences, substance abuse, anti-social behaviour, truancy and peers involved in crime and/or anti-social behaviour. If any staff member suspects that a child maybe vulnerable to, or involved in, serious violent crime will report it immediately to the DSL.



More information on the criminal exploitation of children and serious crime can be found in Annex A of Keeping Children Safe in Education (2019) and also in Chapter 2.1.12 'Gang Activity, Youth Violence and Criminal Exploitation Affecting Children' of the Rotherham LSCP procedures online: <http://rotherhamscb.proceduresonline.com/index.htm>

#### 4.15 Domestic Abuse

Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background.

There are different kinds of abuse that can happen in different contexts. The most prevalent type of domestic abuse occurs in relationships. But the definition of domestic abuse also covers abuse between family members, such as adolescent to parent violence and abuse. The definition also considers coercive and controlling behaviour. Children and young people are very often the 'hidden' victims of domestic violence and abuse.

As a school we are supporting an initiative called 'Operation Encompass' a partnership between South Yorkshire Police and Education, supported by each Local Safeguarding Children's Partnership.

Operation Encompass has been designed to provide support for any child in school who may be affected by a domestic abuse incident where the police have attended.

A key safeguarding member of staff in school will be informed when a domestic abuse incident has been recorded within the previous 24 hours or over the weekend. This will enable school to monitor children possibly affected and, where required, support if necessary. This will remain confidential; no information about specific incidents is shared with school. The school will, however, be able to make provision for possible difficulties experienced by children who have been involved in, affected by, or witnessed a domestic abuse incident.

We are keen to offer the best support possible for our children and young people and we believe Operation Encompass will enhance the safeguarding within school. This will be extremely beneficial for all those involved.

Our Key Adult is: .....

Further information on Domestic Abuse and the impact on children are contained within Annex A of 'Keeping Children Safe in Education 2019' and also in Chapter 2.2.7 of the Rotherham LSCP child protection online procedures:

[www.rotherhamscbproceduresonline.com/index.htm](http://www.rotherhamscbproceduresonline.com/index.htm)

## 5.0 ROLES AND RESPONSIBILITIES

Role	Name	Contact details
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Designated Safeguarding Lead	Sharon Blagden, Headteacher	<a href="mailto:s.blagden@sajirotherham.org">s.blagden@sajirotherham.org</a>
Deputy Safeguarding Lead	Christine Philburn, Safeguarding & Welfare Officer	<a href="mailto:c.philburn@sajirotherham.org">c.philburn@sajirotherham.org</a>
Headteacher	<b>Joint role:</b>  Sharon Blagden  Lee Rowan	<a href="mailto:s.blagden@sajirotherham.org">s.blagden@sajirotherham.org</a>  <a href="mailto:l.rowan@sajirotherham.org">l.rowan@sajirotherham.org</a>
Named Safeguarding Governor	Sue Mallinder	<a href="mailto:smallinder@hotmail.co.uk">smallinder@hotmail.co.uk</a>
Chair of Governors	Sue Mallinder	<a href="mailto:smallinder@hotmail.co.uk">smallinder@hotmail.co.uk</a>

It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

## 5.1 The Governing Body

The Governing Body of St Ann's J & I School is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the school.

The Governing Body will ensure that:

- The Safeguarding Policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with **Keeping Children Safe in Education 2019**, Local Authority advice and the requirements of the Rotherham Safeguarding Children Partnership (RSCP) policies and procedures;
- The school contributes to multi-agency working in line with statutory guidance Working Together to Safeguard Children (2018); this means working with social care, the police, health services and other services to promote the welfare of children and protect them from harm;
- The school contributes to multi-agency plans to provide additional support to those children subject to child protection plans. This will mean that we will allow access to children's social care should they need to conduct a section 17 or a section 47 assessment (see chapter 1 of Working Together to Safeguard Children 2018 for more information on these assessments);
- The school has due regard to the **Prevent Duty Guidance 2015**, under Section 26 of the Counter-Terrorism and Security Act 2015, which aims to prevent children and young people



from being drawn into extremism and terrorism. This may include making a referral to the **Channel** programme which provides a mechanism for schools to make referrals (via MASH) if they are concerned that an individual might be vulnerable to radicalisation; this was added from the RMBC policy as it was not in ours

- The school has due regard to the new **mandatory** reporting duty, which came into force in October 2015, of the **Female Genital Mutilation Act 2003** which places a **statutory duty** on teachers (along with social workers and healthcare professionals) to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years;
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is a named deputy member of staff identified to deal with any issues in the absence of the designated safeguarding lead professional. There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy, Part One and Annex A of **Keeping Children Safe in Education 2019** and the school's Code of Conduct;
- All staff undertake appropriate safeguarding and child protection training that is updated regularly; in addition, all staff members will receive safeguarding and child protection updates (for example, via e-mail, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;
- Our Governing Body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Procedures are in place for dealing with allegations against members of staff and volunteers in line with Part Four of **Keeping Children Safe in Education 2019** and local authority/SCB guidance.
- Safer recruitment practices are followed in accordance with Part Three of the requirements of **Keeping Children Safe in Education 2019** and also Chapter 5.1 of **Rotherham SCP Child Protection Procedures**, [www.rotherhamscbproceduresonline.com/index/htm](http://www.rotherhamscbproceduresonline.com/index/htm);
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with Part Four of Keeping Children Safe in Education 2019 and Chapter 5.2 of Rotherham LSCP online child protection procedures:
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.
- Ensure all relevant persons are aware of the school's local safeguarding arrangements, including the governing board itself, the SLT and DSL.

Safeguarding will be a standing item on Governing Body agendas. They will receive regular updates throughout the academic year and a minimum of one full safeguarding report from the Designated Safeguarding Lead. Updates and the report will show all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

## 5.2 Safeguarding roles within school

### 5.2.1 The Head Teacher's Role

At our school, the Head teacher will ensure that the policies and procedures adopted by the Governing Body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by ALL staff.

The Head teacher is also responsible for:

- Identifying a member of the Senior Leadership Team (SLT) to be the Designated Safeguarding Lead (DSL);
- Identifying an alternate member of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaising with the Local Authority Designated Officer (LADO) in the event of an allegation of abuse being made against a member of staff.
- For ensuring the school is aware of and will follow the local safeguarding arrangements.

### 5.2.2 The Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is responsible for safeguarding and child protection at our school. The key role of the DSL is to:

- Understand and keep up-to-date with local safeguarding arrangements
- Act as the main point of contact with the three safeguarding partners
- Manage referrals from school staff or any others from outside the school;
- Work with external agencies and professionals on matters of safety and safeguarding;
- Raise awareness of safeguarding and child protection amongst the staff and parents;
- Ensure that child protection information is transferred to the pupil's new school.

The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) will carry out their role in accordance with the responsibilities outlined in Annex B of ***Keeping Children Safe in Education 2019***. The DSL and the Deputy DSL will undergo training to provide them with the knowledge and skills required to carry out their role; this training will be updated every two years. In addition to their formal training, the DSL and Deputy DSL will update their knowledge at regular intervals (at least annually) via e-bulletins, meeting other designated safeguarding leads etc.

The DSL and DDSL will provide advice and support to other staff on child welfare and child protection matters.

The DSL and DDSL at our school will liaise with, and make referrals to, Children's Social Care and other agencies where necessary, take part in strategy discussions and other multi-agency meetings and contribute to the assessments of children, including Early Help assessments.

The DSL and DDSL will maintain detailed accurate written records of concerns and referrals ensuring that they are kept confidential and stored securely.

When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

The DSL and DDSL are responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained to the appropriate level recommended by ***Keeping Children Safe in Education 2019*** and the Rotherham SCP. A training pack can be obtained by contacting [sherran.finney@rotherham.gov.uk](mailto:sherran.finney@rotherham.gov.uk).

## 6.0 CHILD PROTECTION CONFERENCES

Social Care will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

Staff members may be asked to attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually the person representing the school at these meetings will be the Head teacher or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

All reports for child protection conferences will be prepared in advance using the guidance and preferably the template provided. This can be obtained by contacting [sherran.finney@rotherham.gov.uk](mailto:sherran.finney@rotherham.gov.uk). The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## 7.0 TRAINING AND INDUCTION

When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy along with the staff code of conduct and told who our Designated Safeguarding Lead / Deputy Designated Safeguarding Lead are.

Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record this information and discuss issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Designated Safeguarding Lead. At induction, all staff will also be provided with a copy of Part One of '*Keeping Children Safe in Education*' (2019) and will be expected to read this.

In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with ***Keeping Children Safe in Education (2019)*** and advice from Rotherham LSCP. All staff members will also receive regular safeguarding and child protection updates (for example, via e-mail or at staff meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL / DDSL and alternate staff members are and what the recording and reporting system is. (See example at Appendix 2)

The DSL, the deputy DSL and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Rotherham LSCP at least once every two years. They will also receive regular safeguarding updates throughout the school year in order to keep up with any developments relevant to their role.

Our Governing Body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from Governor Development Service.

We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Part One of ***Keeping Children Safe in Education 2019*** provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation, Female Genital Mutilation, Children Missing from Education and Preventing Radicalisation. In addition, local guidance can be accessed via Rotherham LSCP at [www.rotherham.gov.uk/safeguarding](http://www.rotherham.gov.uk/safeguarding). The DSL will also provide regular safeguarding updates for staff.

## 8.0 PROCEDURES FOR MANAGING CONCERNS

Our school adheres to child protection procedures that have been agreed locally through the new Safeguarding Partnership. The three local safeguarding partners that have established arrangements to work together with all the appropriate agencies are;

1. Local Authority

2. Clinical Commissioning Group
3. The Chief Police Officer

Every member of staff including volunteers working with children at our school is advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

It is *not* the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, has a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the Deputy DSL. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

If a child is in **immediate danger or risk of harm**, a referral should be made to Children's Social Care and/or the Police immediately. Anyone can make a referral but in situations where referrals are not made by the DSL, they should be informed as soon as possible afterwards that a referral has been made by someone else.

All concerns, discussions and decisions about a child or young person, and the reasons for those decisions, should be recorded without delay electronically using the Child Protection Online Monitoring System (CPOMs) and notify the DSL, and other relevant staff via CPOMs.

Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Social Care - Multi-Agency Safeguarding Hub (MASH) as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

All referrals will be made in line with Rotherham Local Safeguarding Children's Board procedures – Chapter 1 '**Referring Safeguarding Concerns about Children**' [www.rotherham.scbproceduresonline.com/index/htm](http://www.rotherham.scbproceduresonline.com/index/htm).

If, after a referral, the child's situation does not appear to be improving, we will consider following the Rotherham LSCP escalation procedures to ensure our concerns have been addressed and, most importantly, that the child's situation improves.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with MASH, or the Police if:

- the situation is an emergency and the designated senior person, their deputy and the Head teacher are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their

concerns with the Head teacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact the MASH directly with their concerns.

If staff members have concerns about another staff member then this should be referred to the Head teacher. Where there are concerns about the Head teacher, this should be referred to the Chair of Governors.

Where there are concerns about the way that safeguarding is carried out in the school, staff should refer to Section 15.0 ***Managing Allegations Against Staff and Volunteers*** of this Policy and our ***Whistleblowing Policy***.

## **9.0 RECORDS AND INFORMATION SHARING**

Any information recorded will be kept electronically under the security systems established through CPOMS. These files will be the responsibility of the DSL/Deputy DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

Child protection information will only be kept on CPOMS and this will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding information will be recorded chronologically, and will record significant events in the child's life.

When a child leaves our school, the Deputy DSL will make contact with the DSL at the new school and will ensure that the child protection information is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred electronically via CPOMS and obtain a written receipt for any files forwarded by Recorded Delivery via post.

## **10.0 WORKING WITH PARENTS AND CARERS**

Our school is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the school website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to MASH.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have consent or it is necessary to do so in order to safeguard a child from harm. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to MASH in those circumstances where it is appropriate to do so.



In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details – at least two in order to be able to make contact with a responsible adult should a concern arise ie, illness, not being collected at the end of the school day, a child going missing or a safeguarding concern.
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above).

The School will retain this information on the pupil file. The school will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing. The General Data Protection Regulation Act does not prevent, or limit, the sharing of information for the purposes of keeping children safe.

## **11.0 SAFER RECRUITMENT**

We will ensure that the Head teacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Head teacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of Part Three of ***Keeping Children Safe in Education 2019***.

At our school we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to appointment. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

9.3 We will maintain a Single Central Record of all safer recruitment/pre appointment checks carried out in line with statutory requirements. The Single Central Record will contain information on all staff members on the following:

- An identity check;
- A barred list check;
- An enhanced DBS check/certificate;
- A prohibition from teaching check;
- A section 128 check (for management positions in independent schools (including free schools and academies);
- A check of professional qualifications;

- A check to establish the person's right to work in the UK;
- Further checks on people who have lived or worked outside the UK;
- Any other relevant information we feel should be included on the SCR such as volunteers, childcare disqualification, safeguarding and safer recruitment training records etc.

Safer Recruitment training is available to all relevant staff and governors who are involved in the recruitment process.

## 12.0 STAFF CONDUCT AND THE USE OF 'REASONABLE FORCE'

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. There are circumstances, however, when it is appropriate for staff in our school to use 'reasonable force' to safeguard children and young people.

'Reasonable Force' covers the broad range of actions used by our staff that involves a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. Staff in our school will be trained in how to use reasonable force and a list of those who have been trained will be kept by the Head teacher.

## 13.0 SAFER WORKING PRACTICE

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

All staff will be provided with a copy of our school's code of conduct at induction. They will be expected to know our school's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that has accessed training will be kept by the School Business Manager.

If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in the guidance **document *Safer working practices for adults who work with children and young people (Safer Recruitment Consortium, October 2015)***. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.



## 14.0 MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined *in Rotherham Local Safeguarding Children Partnership Child Protection Procedures*: Chapter 5.2 and Part 4 of the statutory guidance *Keeping Children Safe in Education 2019* are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO is a statutory post appointed by the Local Authority who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused or could cause harm to children.

If an allegation is made or information is received about an adult who works in our school which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Head teacher immediately. This would also include where relationships and 'associations' that staff have in school and outside (including online) may have an implication for the safeguarding of children in our school. Should an allegation be made against the Head teacher, this will be reported to the Chair of Governors. See the *Whistleblowing Policy*.

The Head teacher or Chair of Governors will seek advice from the LADO within one working day and will ensure that we will take part in further information gathering, discussions and allegation meetings as required by the LADO. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

Any member of staff or volunteer who does not feel confident to raise their concerns with the Head teacher or Chair of Governors should contact the LADO via MASH on 01709 336080.

The School has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR. If this should happen we will ensure that at the conclusion of a case we will review our procedures or practice to help prevent similar events happening in the future. [www.rotherhamscbproceduresonline.com/index.htm](http://www.rotherhamscbproceduresonline.com/index.htm).

## 15.0 RELEVANT POLICIES

All staff will receive regular safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

Policy	Approved by GB	Review Date
Staff Code of Conduct	RMBC policy accepted March 2019	Annually
Anti-Bullying - Beating the Bullies	March 2019	March 2020
Looked After Children Policy	July 17	July 2019
Behaviour & Discipline Policy	October 2019	October 2020
Whistle-blowing Policy	April 2019	April 2020
Attendance Policy	March 2019	March 2020
E-safety Policy	October 2019	October 2020
Site Security Policy	April 2019	As required
Management of Medication and Dealing with Illness Policy	March 2019	March 2020
Intimate Care Policy	March 2019	As required
Visit Risk Assessments (EVOLVE) Live system monitored through the LA		

## 16.0 STATUTORY FRAMEWORK

This Policy has been devised in accordance with the following legislation and guidance:

- 'Working Together to Safeguard Children' DfE (2018);
- 'Keeping Children Safe in Education' DfE (2019);
- 'Keeping Children Safe in Education' DfE (2019) - Part One and Annex A for ALL staff;
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018;
- 'What to do if you're worried a child is being abused?' NSPCC;
- <https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/what-if-suspect-abuse/>
- [www.rotherham.gov.uk/safeguarding](http://www.rotherham.gov.uk/safeguarding)
- [www.rotherhamschoolproceduresonline.com/index.htm](http://www.rotherhamschoolproceduresonline.com/index.htm)

**Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers**

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead or DDSL

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and discuss your concerns with them.**

**If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Head teacher. If an allegation is made about the Head teacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer (LADO) on 01709 823914 or via MASH on 01709 336080.

**The people you should talk to in school are:**

Designated Safeguarding Lead (DSL): Mrs Sharon Blagden  
Location of office: Main School Corridor  
Contact Number: 01709 828298

Deputy Designated Safeguarding Lead (DDSL): Mrs Christine Philburn  
Location of office: Mentors' Office  
Contact Number: 01709 828298

Chair of Governing Body: Mrs S Mallinder  
Contact Number: 01709 828298

**At St Ann's School we strive to safeguard and promote the welfare of all of our children.**

**The welfare of the child is always paramount.**

**When to make a referral to MASH**

For information about thresholds, see Rotherham Multi-agency continuum of need Guidance and Multi-Agency threshold descriptors.



A referral should be made to MASH when:

- A child or young person makes a clear allegation of abuse;
- A child has been abandoned;
- Further concerns have arisen in relation to an open case to Children's Social Care;
- Concerns of significant harm have risen for a child receiving a service as a **Child in Need**;
- Further concerns have arisen of increased or additional risk to a child currently subject to a **Child Protection Plan**;
- A child sustains an injury and there is professional concern about how it was caused;
- There are any circumstances which suggest that a child / unborn child is suffering or is likely to suffer **Significant Harm**;
- A non-mobile infant sustains any injury, the presence of any bruising, of any size, in any sight should initiate a detailed examination and inquiry into its explanation; origin, characterises and history; and the child should then be referred to MASH. A member of the public makes an allegation that someone has abused a child;
- A baby or child or young person is not meeting appropriate developmental milestones or they appear to have faltering growth – more information see ***Safeguarding a Child at risk due to faltering growth procedure***.
- A member of the public makes an allegation that someone has abused a child;
- Professional concern exists about abuse or neglect, despite no allegation being made;
- A child has been made the subject of an Emergency Protection Order or a Police Protection Order;
- Concerns have arisen for a child who is the subject of a Supervision Order or Care Order;
- Despite professional intervention, either on a single agency basis or as part of Early Help intervention, because of suspected neglect or abuse, there is concern that a child is suffering or is likely to suffer, significant harm or requires additional support – see ***Practice Guidance: Significant Harm – The Impact of Abuse of Neglect*** for more information.
- There are concerns that a child or young person is being sexually exploited - for more information see **Action Following Referral of Safeguarding Children Concerns Procedure, Child Sexual Exploitation (CSE) and Safeguarding Children and Young People from Sexual Exploitation Procedure**;

- A child is reported missing from home or care and there are additional concerns about their vulnerability – for more information see ***Safeguarding Children and Young People who go Missing from Home or Care***;
- There are concerns that a child may be harmed because of use of technology or social media – for more information see ***E-Safety: Safeguarding Children exposed to harm from the digital media***.
- Concerns exist about a child having contact with a person who may pose a risk, or potential risk, to children - see ***Persons who pose a risk procedure***.
- A child is being denied access to urgent or important **Medical Assessment** or services;
- There are suspicions that a child might be harmed because of fabricated or induced illness (see **Protocol for Safeguarding Children in Whom Illness is Fabricated or Induced**;
- A child is at risk of being subjected to illegal procedures, for example:
  - Safeguarding Girls and Young Women at Risk of Abuse through Female Genital Mutilation Procedure;
  - Safeguarding Children and Young People from Forced Marriage Procedure;
  - Safeguarding Children and Young People from Honour Based Violence Procedure;
  - There are grounds for concern that a person may be a victim of human trafficking (see Safeguarding Children who may have been Trafficked from Abroad Procedure and National Referral Mechanism: guidance for child first responders (Home Office, August 2013)).
- A child is at risk or vulnerable to being drawn into terrorism - for more information see **Supporting Children and Young People Vulnerable to Violent Extremism Procedure**;
- A child is at risk of being harmed through experiencing or seeing or hearing the ill-treatment of another, e.g. through **Domestic Abuse** – see ***Safeguarding Children at Risk because of domestic Abuse Procedure***;
- A child is at risk of being harmed because of concerns about their parents' mental health - see ***Safeguarding Children at Risk where a Parent has Mental Health Problem Procedure***;
- Either an adult or a child makes allegations of non-recent abuse, for more information - see ***Safeguarding Children and Young People Involved in Organised or Multiple Abuse, and other Complex Investigations Procedure***.
- A child has harmed another child (which may be a single event or a range of ill-treatment), which is generally referred to as 'peer on peer abuse' – see ***Abuse by Children and Young People Procedure***;

For information about thresholds, see **Multi-Agency Threshold Descriptors**.

**Please note this list is not exhaustive.**

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**Definitions of Abuse****Physical Abuse:**

This is 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:**

This is 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 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:**

This involves forcing or enticing a child 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:**

This is 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)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Useful Contact numbers and e-mail addresses/websites:**

- Local Authority Children's Social Care – Multi-Agency Safeguarding Hub (MASH) for all referrals, advice and support including referral to Early Help and Family Engagement services: **01709 336080**;
- South Yorkshire Police non-emergency number – **101**, in an emergency ring **999**;
- Rotherham SCP - [www.rotherham.gov.uk/safeguarding](http://www.rotherham.gov.uk/safeguarding)
- [www.rotherhamscbproceduresonline.com/index.htm](http://www.rotherhamscbproceduresonline.com/index.htm)

**National Helplines/Websites:**

- NSPCC Confidential helpline – **0808 800 5000**, [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Childline – **0800 1111**
- <https://www.thinkuknow.co.uk/>
- [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)
- <http://www.saferinternet.org.uk/>
- <https://www.internetmatters.org/?gclid=CIm4ldHXl8wCFYdAGwodwhEM5g>
- <https://www.pshe-association.org.uk/>
- [educateagainsthate.com](http://educateagainsthate.com)
- <https://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation>