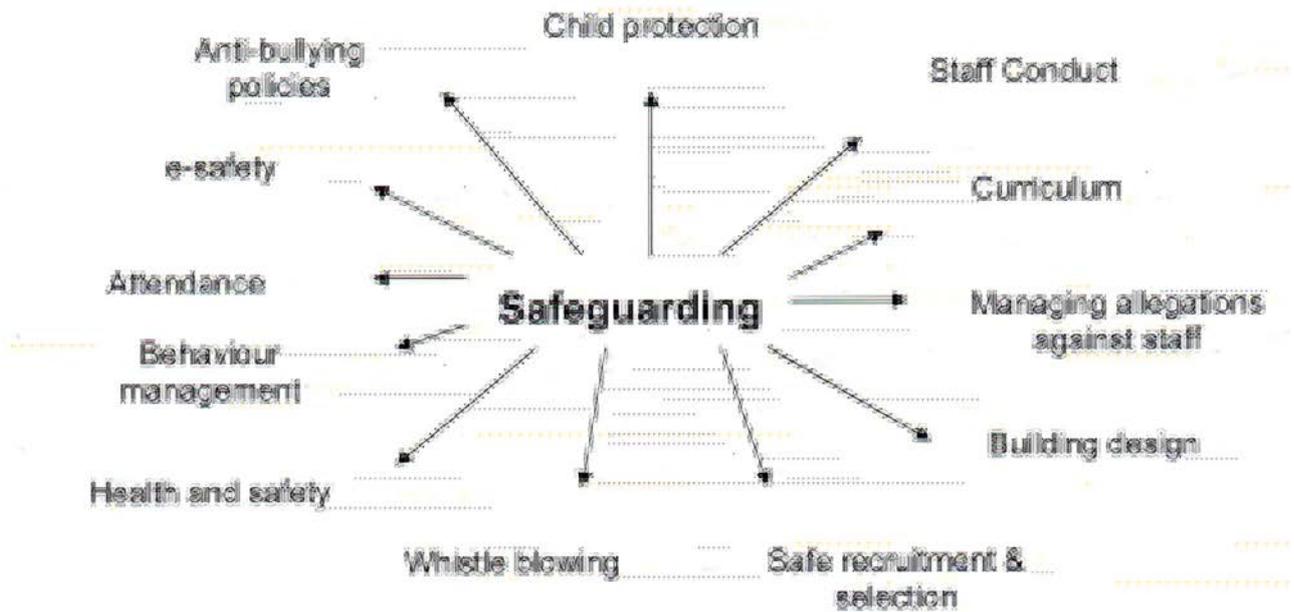


# Tyssen Safeguarding and Child Protection Policy



**Together for Excellence**

**Reviewed: September 2017**

## Index

- **Introduction**
- **Confidentiality**
- **Responsibilities of Governors**
- **Procedures**
- **Responsibilities for All**
- **Responsibilities of Nominated Safeguarding Officers and Head Teacher**
- **Safe Practice**
- **Partnership with Parents**
- **Multi Agency Meetings**
  
- **Serious Case Reviews**
  
- **Supporting Children**
  - **Children with Special Needs**
  - **Children Subject to Child Protection Plan**
  - **Looked After Children**
  - **Children in Need**
  
- **Pupil Information**
- **Supporting Staff**
- **Allegations Against Staff**
- **Whistle Blowing**
- **Safer Recruitment**
- **Policies in Conjunction with CP Policy**

## **Child Protection Policy**

### **Introduction**

Tyssen Community School and Children Centre at Tyssen, fully recognises its responsibility for Child Protection, Safe guarding and promoting the welfare of children. We recognise that the school plays a significant part in the prevention of harm to our pupils, providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection. We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried and can turn to for help when in difficulty.
- Ensure we have an ongoing culture of vigilance beginning with safer recruitment procedures being in place.
- Include in the curriculum opportunities for PSHCE and SEAL which; equip children with the skills they need to stay safe from harm and to know whom they should turn to for help.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment, which promote the social, physical and moral development of the individual child. Our policy applies to all staff, governors and volunteers working in the school.

The aims of the policy are:

- To support the child's development in ways that will foster, security, confidence and independence.
- To raise the awareness of both teaching, non teaching, volunteers and supply staff of the need to safe guard children and their responsibilities in identifying and reporting possible causes of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a well structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the police and social services.
- To ensure we practice safe recruitment in thoroughly vetting the suitability of staff and volunteers to work with children.
- To support pupils who have been victims of abuse in accordance with his/her agreed child protection plan.
- To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respect
- To ensure all training of staff in awareness of child protection takes place in accordance with the London Child Protection Procedures guide lines.

### **Head Teacher**

The head teacher will ensure that policies and procedures adopted by the Governing Body are fully implemented and followed by all staff and sufficient resources and time is allocated to enable the designated person and other staff to discharge their responsibilities (attending interagency meetings, assessments of children).

### **Confidentiality**

We recognise that all matters relating to child protection are confidential. The NSO will disclose any information about a pupil to other members of staff on a need to know basis only. The flow Chart of key questions for information sharing is adhered to.

All staff need to be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

### **Procedures/ Role of Governing Body**

**The role of the Governing Body is to ensure that the procedures are adhered to.**

Our school procedure for safe guarding children is in line with the procedures set out by the Area Child Protection Committee and take account of the guidance issued by the department for education and skills to:

- Ensure we have a designated teacher who is the Nominated Safeguarding Officer that has received appropriate training and support for this role.
- Ensure we have a second Nominated Safeguarding Officer (NSO) who will support and act in the designated teachers' absence.
- Ensure we create an open culture of protecting children.
- Ensure there is a named person in charge of child protection in Tyssen's After School Club and NSO liaises with them.
- Ensure we have a nominated governor in charge of child protection.
- Ensure every member of staff, volunteers and governor know the name of the NSO and know their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and the responsibility for referring concerns to the NSO via Tyssen School and Children Centre's referral form which can be: downloaded from the schools shared drive or hard copies can be obtained from Assistant Heads Office.
- Ensure that all members of staff develop their understanding of the signs and indicators of abuse.
- Ensure that all members of staff know how to respond to a pupil who discloses abuse.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in news letters, initial enrolment forms and opportunities for dialogues.
- Ensure that there is a structure in place for managing allegations against people who work with children.

All members of staff will have access to a copy of our child protection policy and will receive training arranged by or from the NSO as part of the induction into the school. The training will be updated every two years. The NSO has core and refresher training every 2 years. All supply staff will be given a synopsis of our CP Policy and are required to read it at Reception before entering the school.

### **Responsibilities of All**

Section 175 of the Education Act 2014 places on schools and governing bodies the responsibility of safeguarding and promoting the welfare of children. This means every member of staff at Tyssen and the Children Centre has a Duty of Care to our children.

If there is a serious concern and the child is in immediate danger the member of staff must inform the NSO immediately. This should be a verbal referral. Once this has taken place the adult concerned must make it a priority to record the incident on a cause for concern form and give to the NSO the same day.

If the concern is not immediately putting the child at further risk, the adult concerned must record the incident on the C for C form and place it in the NSO drawer marked 'confidential' in the Assistant Heads Office on the same day. The NSO will deal with it in the appropriate manner. Information as a result will be shared with the member of staff on a need to know basis only. However acknowledgement of receiving the concern form should be given to the member of staff involved.

### **Responsibilities of the Nominated Safeguarding Officers (NSO)**

The designated teacher is responsible for:

- Adhering to the ACPC guidance issued by the Department for Education Skills and School Procedures with regards to referring a child if there are concerns about possible abuse.
- Notifying Social Services if there is an unexplained absence of more than one day for pupils who are on the Child Protection Register and any injuries of Looked After Children.
- Keeping written records of concern about children, even where there is no need to refer the matter immediately.
- Ensure transfers of pupils Cause for Concern records are copied and sent to new settings separate from the child's main file
- Ensuring all records are kept securely, separate from the main pupil file and in locked locations.
- Ensuring appropriate training for all staff takes place and is kept account of.
- Developing effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- All referrals are responded to within two days of receipt by the designated teacher.
- Ensure there is a safer recruitment process in place.
- Ensure there is a consistent and secure procedure with accurate vetting in place when using agency staff or volunteers.
- Ensures all records are kept securely and separate to the pupil's main file.

### **Safe Practice**

Our school will comply with the current Safe Practice guidance to be found in The Learning Trusts Safeguarding Procedures. This is outlined in the annual training.

### **Partnership with Parents**

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. 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 permission or it is necessary to do so in order to protect a child.

Tyssen Community School and Children’s Centre will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We make parents aware of our policy and practice through newsletters, workshops and parents are made aware that they can view this policy on request.

### **Multi Agency Team (MAT) Meetings**

The aim of the MAT is to support parent, carer and child relationships; relationships with other agencies; and improve parent’s ability to parent their children effectively so that children are kept safe and are supported to achieve their potential.

The membership consists of key professionals (Extended Services Manager, Family Support Manger Health Visiting Nurses, Senior Speech and Language Therapist, First Steps Worker, Cluster based Social Worker, Senior Teacher for Early Years and Children Centre, Nominated Safeguarding Officer) who are able to identify risks and inform or provide suitable support packages.

The Family Support Manager will email Tyssen Class teacher and NSO of any issues that have arisen from allocated cases involving pupils from Nursery – 6 and where the case has not been allocated, the NSO alone will be emailed.

The Senior Teacher for Early Years will email the appropriate Children Centre Key Workers and the NSO for cases that have been allocated in the Children Centre and where the case has not been allocated, the NSO alone will be e-mailed.

In the cases of other schools or settings, the appropriate professionals attending the meeting will convey the relevant information to the relevant staff.

### **The Hackney Well Being Model Tiers of Need (HWBM)**

<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
Universal Safeguarding	Targeted Support	Child Protection
Services and support all children need	Additional support to stop problem from escalation/ multiple concerns/family not engaging/ responding to Universal services	The child/family have difficulties that have already caused significant adverse effects

### **Serious Case Review**

In the event of a serious non accidental injury or the death of a child, including a child who has died from an underlying medical condition, the Safeguarding Board will decide whether to carry out a serious case review. If this proceeds, the School and the Children Centre at Tyssen will need to do the following:

1. Provide the child’s file and records
2. The NSO or the Head Teacher will be required to provide the child’s Child Protection records.

3. The NSO or HT will immediately secure the CP records and should take a photocopy.
4. Photocopies of the child's file or school records should be made so that practitioners can continue working with the child.
5. The original CP records and child's file will be forwarded to the Learning Trust to the Principal Safe Guarding Officer in the Education Team

### **Supporting Children**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation or suffer self-blame. The school may be the only stable, secure and predictable element in the lives of children at risk. We accept that research shows that the behaviour of a child in these circumstances may range from what is perceived to be normal, to aggressive or withdrawn behaviour. The school will endeavour to support the pupil through;

- Prevention through the teaching of self awareness and being safe (e-safety, SEAL, Awareness for Early Years, PSHCE).
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- Pastoral support put into place for pupils.
- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
- Notifying Social Services if there is a significant concern.
- Liaising with agencies that support pupils such as Social Services (universal plus and complex), Child and Adult Mental Health Services, Multi Agency Team, Educational Psychologist Services and the Police.
- Ensuring that, where a pupil on the CP register leaves, immediate details of the new school are sought, the pupil's information is transferred to the new designated teacher and child's social worker is informed.
- Providing support where possible to the family of the child /children in a child protection investigation remembering it is the welfare of the child that is paramount.
- Ensure Personal Educational Plans are held twice a year for Looked After Children where their views are heard and are realistically implemented.

### **Children with Special Educational Needs**

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse.

School staff who deal with children with; profound and multiple disabilities, cerebral palsy and ASD are particularly sensitive to signs of abuse.

Staff working with children with a statement of special educational need for complex needs will receive extra training on recognising signs of abuse and the procedures that need to be followed.

### **Children Subject to a Protection Plan**

Children with CP plans are at Tier 3 in the HWBM and have a Social Worker allocated to them or their family. Their care plans should be strictly adhered to and absences or injuries at school must be reported to their allocated the Social Worker via the NSO.

### **LAC Children**

Children are transferred to the Looked After Children Service when their care plan indicates that they will be permanently looked after. The focus whilst these children are in foster care is on meeting their needs for stability within a caring, nurturing, stimulating and permanent home. Absences or injuries at school must be reported to their allocated the Social Worker via the NSO.

### **CIN**

Under the Children's Act a Section 17 can result in children being classified as Children in Need (CIN) due to their needs are not being met. Social Workers are in place to work with these families to de-escalate the concerns.

### **Pupil Information**

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information.

### **Supporting Staff**

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

We support such staff by providing an opportunity to talk through their anxieties with the NSO and to seek further support as is appropriate. Advice is available from Hackney's Duty and Assessment Team CP Unit and the Police Child Abuse Investigation.

### **Allegations Against Staff**

We understand that pupils may make allegations against members of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the NSO or the head teacher.

The head teacher or the NSO on such occasions will gather the information from the allegation and may discuss the content of the allegation (head teacher/NSO) with the Local Authority Designated Officer at the Learning Trust and take advice. The process if it proceeds can be seen below. In addition allegations made against staff in the day care must be reported to OFSTED.

This is in accordance with the London Child Protection Committee Procedures for managing allegations against staff. A copy of which is readily available at the school.

### **Whistle Blowing**

We understand that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about colleagues.

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- criminal activity
- miscarriages of justice
- danger to health and safety
- damage to the environment
- failure to comply with any legal or professional obligation or regulatory requirements
- bribery
- financial fraud or mismanagement
- negligence
- breach of our internal policies and procedures
- unauthorised disclosure of confidential information
- the deliberate concealment of any of the above matters
- Causing Harm (behaving in a way that has harmed / may harm a child)
- Committing a Criminal Offense (possibly committing a criminal offense against/related to a child)
- Being “Unsuitable” (behaving towards a child in a way that indicates they are unsuitable o work with children)

**If investigation occurs the following will proceed:**

Allegation reported to Organisations NSO (and or Head) If allegation meets threshold continue below			
Local Authority Designated Officer (LADO)/ Head of Investigations who is the Council’s designated Whistleblowing Officer			
Decision made re: suspension whilst allegation is being investigated	OR	Internal Action (support for staff/ child/parent or policy review or staff training)	
Strategy discussion with LADO and decision of course of action – Inform OFSTED			
Police investigation	Assessment by Social Care	Employers Action (i.e. disciplinary/ referral to ISA)	No further Action
LADO tracks progress, monitors outcomes and reports to the City & Hackney Safeguarding Children’s Board and Ofsted			

It is hoped that in most cases you will be able to raise any concerns in the first instance as above. However, where the matter is more serious, or you feel that your NSO or head has not addressed your concern, have exhausted the internal procedures then you should contact one of the following: -

- (a) The Head of Investigations,
- (b) Expolink (confidential external telephone hotline- **0800 374199**).

In relation to determining whether an anonymous allegation will be taken forward, the following factors will be taken into account:

- (a) The seriousness of the issue raised

- (b) The credibility of the concern
- (c) The likelihood of confirming the allegation from attributable sources and obtaining necessary information.

Once you have raised a concern, the borough will carry out an initial assessment to determine the scope of any investigation and will inform you of the outcome of their assessment. You may be required to attend additional meetings in order to provide further information.

Staff must not suffer any detrimental treatment as a result of raising a genuine concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Whistleblowing Officer immediately. If the matter is not remedied you should raise it formally using the Grievance Procedure.

### **Safer Recruitment**

The school pays full regard to current DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' 2007.

#### **Features of a Safer Recruitment Process**

Clear job, role and person specifications to include safeguarding reference
Clear message about safeguarding included on job advert
Use of application forms, not CVs
Obtaining (where possible) and scrutinising references prior to interview
A selection process involving an interview and another selection tool
Read application form checking professional registration, qualifications and gaps
Using probing interview questions to explore motives, attitudes and behaviours
Appropriate use of information surrounding criminal history
No over-reliance on vetting checks
Identity checks carried out before appointment is made, in partnership with the LA
An on-going culture of vigilance within the organisation

In line with statutory changes, underpinned by regulations, the following will apply:

- A Disclosure Barring Service is obtained for all new appointments to Tyssen through staffing personnel and payroll. From October 2009, it is a criminal offence to employers to take on an individual in Independent Safeguarding Authority regulated activity whom they know to have been barred and /or not refer to the ISA details of anyone who is permanently removed from regulated activity or who leaves while under investigation for allegedly causing harm or posing a risk of harm.
- The school is committed to keeping an up to date single central register detailing a range of checks carried out on our staff
- All new appointments to our workforce who have lived outside of the UK will be subject to additional checks as appropriate
- All services providers who visit the school and Children Centre have undergone the requisite checks (Identity, DBS).

The Senior Management team have undertaken the Children's Workforce Development Council's Safer Recruitment Training. One of the above will be involved in all staff and volunteer appointments and arrangements.

### Agencies in Hackney

- Triage
- The Learning Trust
- Young Hackney
- FIP
- Healthcare
- Family Support
- Mental Health Services
- Mentoring Service
- Young Carers
- Drug and Alcohol Services
- Housing Services

### Policies To Be Read in Combination

- CP annual training and Update
- Equal Opportunities
- Health and Safety
- Safer Recruitment and Selection
- Dealing With Bullying
- E-Safety Policy
- Children with Medical Needs
- Trips Policy
- Governor Statement on Sex and Relations Teaching Community Tyssen
- Physical Intervention

Our policy on physical intervention is set up in the positively handling policy and acknowledges that staff must only ever use restraint as a last resort or within the guidelines a pupil's personal Positive Handling Plan (PHP). At all times minimal force must be used if necessary to prevent the child injuring himself or herself, another person or property.

The Safeguarding Policy is in place, given to and signed by all staff.

*Policy to be reviewed by October 2016.*

### CONTACTS

<b>Whistleblowing Officer (Head of Investigations)</b>	<b>Michael Sheffield</b> Tel. 020 8356 2505 Email. Michael.sheffield@hackney.gov.uk
<b>Assistant Director Audit &amp; Anti-Fraud</b>	<b>Tracy Barnett</b> Tel. 020 8356 3119 Email. Tracy.barnett@hackney.gov.uk
<b>Whistleblowing Hotline (24 hour hotline) Expolink</b>	<b>Tel. 0800 374199</b>
<b>Public Concern at Work (Independent whistleblowing charity)</b>	<b>Helpline: (020) 7404 6609</b> <b>E-mail: whistle@pcaw.co.uk</b> <b>Website: www.pcaw.co.uk</b>