

The Wyvern Federation



Child Protection Policy

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Updated on:	Changes made / notes:
8 th September 2014	Renaming organisation from Wyvil School to Wyvern Federation; inclusion of Aurora House. Addition of information on Extremism and Radicalisation.
21 st September 2015	Updated to reflect DfE statutory guidance (July 2015) and inclusion of section on Child Sexual Exploitation.
February 2016	Updated to include additional information on Child on Child abuse and Forced Marriage.
February 2017	Reviewed
July 2017	Updated to reflect changes to Senior Leadership Team
August 2017 (by A.Terrey)	Additions made including updates to; referrals, CME, Private Fostering and FGM

The Wyvern Federation (Aurora House, Vauxhall Primary School, Wyvil Primary School and Centre for Children with Speech and Language Impairment) is committed to providing a secure environment for pupils, where children feel safe and are kept safe. All adults in The Wyvern Federation recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children. In adhering to this policy, and the procedures therein, staff and visitors will promote a climate where children and adults will feel confident about sharing any concerns that they may have about their own safety or the well-being of others and will contribute to The Wyvern Federation's delivery of the outcomes to all children, as set out in s10 (2) of the Children Act 2004¹. This Child Protection Policy is one element in our federation's arrangements to Safeguard and Promote the Welfare of Children in line with our statutory duties set out at s175 of the Education Act 2002 and s11 of the Children Act 2004.

The federation's Child Protection Policy also draws upon the guidance contained in "Working Together 2015", the "London Child Protection Procedures" and especially DfE Guidance "Keeping Children Safe in Education, September 2016". These documents are kept in the Management Office.

We recognise that safeguarding is more than contribution to Child Protection matters and we will use the curriculum generally, and PSHE in particular, to ensure our pupils are taught about safeguarding, including online, recognise risk and build resilience to manage any such risk themselves where appropriate to age and ability. Pupils will be encouraged to make use of internal systems, speaking with peer mediators, support staff, teachers, learning mentors or the Designated Safeguarding Lead to whistle blow or raise any issue of safety, in confidence.

We also recognise and accept that children have a right to be heard and will additionally facilitate this through School Council meetings, pupil voice and surveys (SHUE), and where applicable we will review and modify our policies accordingly. Additionally we will work in partnership with parents and carers and will encourage parents to comment on and contribute to the evolution of our policies by surveys at parents' evenings, daily SMT presence and Parent View website sessions.

In liaising with parents and carers we will ensure that they are reminded that staff in the federation, have a duty to report concerns over the safety or well being of a pupil as part of our statutory duties to protect children from significant harm and/or neglect. Parents and carers will also be reminded that, where appropriate, any referral will be discussed with parents and carers before the referral is made, however parents and carers will not be contacted nor will the referral be discussed where it is felt that to do so will place the child at an increased risk of harm.

In any event parents and carers will be reminded that all referrals are made in the best interest of the child.

Where a pupil is subject to a Child Protection Plan the Designated Safeguarding Lead (DSL) for Child Protection will monitor the pupil and the plan and ensure that the recommendations for the federated schools, as part of that CP Plan, are delivered upon and the outcomes fed back as part of the child protection review process.

The Executive Head teacher will also ensure that a member of staff is appointed as a Designated Lead for Children Looked After (DTCLA). This person will promote the educational achievement of our CLA Children and will also contribute to the 'in care reviews' and/or case meetings regarding CLA children and to the child's Personal Education Plan (PEP).

¹ *the physical, mental health and emotional well-being of children; the protection of children from harm and neglect; the education, training and recreation of children; the contribution made by them to society; and their social and economic well-being.*

In delivering our responsibilities as set out in this policy, staff in the Wyvern Federation will develop effective links with relevant agencies and co-operate with their child protection enquiries as appropriate, this will include providing reports and attending Child Protection Conferences and Reviews, Core Group Meetings, and CLA Reviews as requested. We will understand our role in these forums and will make the appropriate challenges to ensure decisions are made in the best interest of our pupils (and their siblings) to ensure the best possible outcomes. Where staff other than the DSL attends any of the aforementioned meetings the federation will ensure that they are properly trained to do so and by attending such meetings they will have been given the appropriate authority to make decisions and commit resources on behalf of the school.

Following such meetings we will ensure that all relevant information is co-ordinated and shared by the DSL to relevant staff and shared on a need to know basis only.

Child Protection

All staff in the federation must recognise and accept that children have a fundamental right to be protected from harm. In upholding this fundamental right we recognise that there are four definitions of child abuse, including neglect, as recognised in 'Keeping Children Safe in Education (2016)' (Annex A page 51) and defined in Chapter 1 of the London Child Protection Procedures and as précised in this policy, which should be consulted as a reference document for full details of the definitions and recognition & response.

The four categories of child abuse are as follows:

1. **Physical abuse**
2. **Sexual abuse**
3. **Emotional abuse**
4. **Neglect**

Physical abuse

May include: Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child including the deliberate fabrication or causation of illness in a child (now known as Fabrication or Induced Illness (FII)).

May be recognised by: Physical injury as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour or learning difficulties due to neurological damage. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury. Other indicators of physical abuse may include flinching or cowering and accounts of how injuries have happened may be vague to inconsistent or are unexplained. Children may wear inappropriate clothing to cover marks or injuries and/or may be reluctant to go home.

It is not uncommon for children to have accidental bruises but bruising on the face, around the eyes, around the mouth, behind the ears or consistent with a grab or have the shape of an object eg brush, slipper, belt, hand etc must be considered as possible indicators of harm as should multiple or repeated bruising to an area such as the head or an area unlikely to be bruised accidentally.

It is not appropriate for any member of staff to undress, photograph or body map any child in an attempt to see physical injury. This is the role of child protection and investigating agencies.

Emotional Abuse

May include: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying/sexting), 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.

Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

Sexual Abuse

May include: involving or forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Such activities may involve sexual acts (penetrative or non-penetrative) or may include involving children in watching or taking part in pornographic material or to encourage children to behave in sexually inappropriate ways.

May be recognised by: inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour – contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes for sports/PE etc, pain or itching in genital area, blood on underclothes, bruising in genital region and/or inner thighs etc.

A sexually abused child may also be recognised by disturbed behaviour such as sadness, depression or loss of self-esteem. Disclosure of sexual abuse must be taken seriously as it is recognised that children are frequently scared to disclose due to guilt or fear and often children have taken great courage to disclose – therefore it is important not to minimise or give your own view or interpretation of their account.

All staff must be aware that a child under the age of 13 years is not legally capable of consenting to sexual activity and so sexual activity with a child under 13 is an offence under the Sexual Offences Act. Such activity will be taken to indicate that the child/ren are at risk of significant harm and must be referred accordingly in line with the agreed procedures as set out in the London Child Protection Procedures. Sexual activity with a child under 16 is also an offence but may possibly be less serious than that of a child under 13, especially where children are of a similar age and there is no power imbalance, coercion, or disinhibitor such as alcohol or drugs involved. However serious consideration will always need to be given as to whether to refer where cases of sexually active children become known or are disclosed; as per the London Child Protection Procedures. In all cases you must discuss your concerns or share your knowledge with our Designated Safeguarding Lead for consideration of a referral to Social Care.

In light of the above all staff must recognise that sexual abuse of children is not an exclusively male practice and may be perpetrated by females but also other children; such abuse must not be treated with any less rigour in such cases.

See also the section on Child Sexual Exploitation (CSE).

Neglect

May include: 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 (growth and intellect) such as failing to provide adequate food, shelter (including keeping children safe), clothing, or neglect of or unresponsiveness to a child's basic emotional needs.

May be recognised by: being constantly hungry; constantly tired; have a poor state of clothing; be emaciated; have untreated medical problems; be frequently late or have poor or non-attendance at school; have low self-esteem; display neurotic behaviour and/or have poor social relationships, have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, be left with or in the care of adult's under the influence of alcohol or drug misuse, or be left home alone².

Whilst we understand that children are resilient we will be alert to the negative cumulative effects of multiple instances of neglect. We also understand that such cumulative effects may overwhelm our pupil(s) and lead to poor outcomes. Therefore we will not view single instances of neglect in isolation from any previous instances of neglect and will make a referral to children's social care accordingly.

Child on Child Abuse

We often consider that most abuse is perpetrated by adults on children and we have a legal duty to uphold a child's fundamental right to be protected from harm, however we must also be aware that children can and do abuse other children in the ways outlined in this policy and the child's right to be protected from harm equally apply in such cases, even in situations where the child may be unaware that they are being abused. To this end we must be alert to this possibility and respond as we would if the abuser was an adult; following the procedures laid down in the London Child Protection Procedures (5th Edition).

It must be remembered that staff responding to such instances should be alert to the risk the child poses to other children in addition to the risk to the victim(s). It must also be remembered that children who harm others are likely to have considerable needs themselves and may have witnessed violence in the family or have been exposed to physical or sexual harm themselves, or may have committed other offences.

Bullying

Please refer to our separate Anti-Bullying Policy for further information.

Child Sexual Exploitation (CSE)

We recognise that the sexual exploitation of children is a particular form of child sexual abuse and involves exploitative contexts and relationships where the child receives 'something' such as food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money etc as a result of performing, and/or others performing on them, sexual acts or activities.

² *Whilst there is no set age in law for a child to be legally left home alone the responsibility rests with the parents to make satisfactory arrangements for the care of their children and must not leave their children unsupervised "in a manner likely to cause unnecessary suffering or injury to health of the child". A referral will be made to Social Care where schools in our federation have concerns that the arrangements that a parent makes is unsafe and thus renders the child/ren at risk of significant harm; this may also include independent travel arrangements and collection/escorting arrangements by others, including siblings, that the schools consider unsafe.*

We also recognise that Child Sexual Exploitation can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young people's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Criminality and associations with local gangs can increase the risks of young people being sexually exploited.

We are aware that in many cases the child may not understand or even believe that they are part of a sexually exploitative arrangement and to that end may encourage other peers to become sexually exploited, knowingly or otherwise.

We will attend and cascade, as appropriate, relevant training on CSE so that we understand CSE as a staff group and will use the CSE Risk Matrix when assessing whether a child is at risk of CSE.

The following member of staff has lead responsibility for CSE: ANNA BRADY (AURORA HOUSE), JUANITA GITTENS (VAUXHALL) AND ANDREW TERREY (WYVIL).

Domestic Violence

We recognise that Domestic Violence (DV) usually impacts on all aspects of a child's life only varying according to the child's resilience or otherwise to his or her particular circumstances. We also recognise that even where the child is not the direct target of the DV the harm caused to the child/ren can be significant through emotional and physical abuse and often neglect as the victim's capacity to parent effectively and protect their child/ren is diminished through a preoccupation with their own survival at the expense of an awareness of the effect that the abusive relationship is having on their child/ren.

All staff in the Wyvern Federation will be alert to the possibility of Domestic Violence and allow an opportunity for the abused partner (predominantly the woman but not exclusively so) to disclose. We will treat that disclosure sensitively and refer the matter to Social Care where there is a child or children at risk of significant harm and/or neglect or signpost the abused person to the appropriate protective/support services.

We also recognise that other practices are defined as Domestic Violence, such as so called Honour Based Violence, Forced Marriage and Female Genital Mutilation. The definition of Domestic Violence, revised in 2013, also includes, any pattern of controlling or coercive or threatening behaviour, (psychological, physical, sexual, financial or emotional) between those aged 16 or over who are or who have been intimate partners or family members regardless of gender or sexuality.

Forced Marriage

All staff in the Wyvern Federation recognise that forced marriage is an abuse of human rights and a form of domestic abuse and, where it affects children and young people, child abuse.

Forced marriage, as distinct from arranged marriage, is conducted without consent and under duress. We therefore accept that coercion and duress may be perpetrated by partners but also by extended family members and that this constitutes Domestic Violence, in line with the Government's definition of domestic violence and is closely linked to so called Honour Based Violence.

In cases of forced marriage we will follow the guidance as set out in the London Child Protection Procedures as a child who is being forced into marriage is at risk of significant harm through physical, sexual and emotional abuse. If any member of staff receives a disclosure or is aware that a Forced Marriage is about to happen this must be disclosed to the Designated Senior Lead Person for Child Protection without delay so that the appropriate referrals may be made and/or protective measures may be put in place, especially as the child/ren may be taken out of the country. If the DSL is not available for any reason, any member of staff can make a referral to Lambeth Social Care. The member of staff should then inform the DSL of the referral.

Female Genital Mutilation (FGM)

It is accepted that some female pupils in the federation may be at risk of being subject to Female Genital Mutilation (FGM). The World Health Organisation defines FGM as: all procedures, but not therapeutic or essential surgical operations, which involve partial or total removal of the external female genitalia or injury to female genital organs for non-therapeutic reasons. Some communities consider FGM as a cultural norm and some also consider FGM necessary for religious reasons.

We will always challenge such abuse cultural norms as the welfare and safety of the child is always paramount, equally we also recognise that FGM is not endorsed as a religious practice.

In any event it is illegal in the UK to subject any child to FGM. It is also illegal to take a child abroad to undergo FGM. This applies equally to one of our pupils who is a UK national or is habitually resident in the UK. The federation will follow the procedures for dealing with cases of FGM as set out in the London Child Protection Procedures, the Serious Crime Act 2015 and any procedures on tackling FGM as set out by the Lambeth Children's Safeguarding Board.

The Serious Crime Act 2015 sets out a duty on professionals (including teachers) to notify police when FGM is known to have been, or appears to have been, carried out on a girl under 18. In schools, this will usually come from a disclosure.

Teachers must personally report to the police cases where they discover that an act of FGM is known to have been, or appears to have been, carried out; and discuss any such cases with the Designated Safeguarding Lead. The duty does not apply in relation to at risk or suspected cases.

If a child is at immediate risk of harm (such as a child telling you that FGM is occurring that evening/the next day or that they are leaving to travel abroad to where it will happen) then the Police should be called on 999.

From a Child Protection perspective a child for whom FGM is planned is at risk of significant harm through physical and emotional abuse, it may also be considered as sexual abuse.

Typical identifiers/triggers are:

- family comes from a community known to practice FGM
- family/child talks about a long holiday
- family/child may ask to be excused from PE/swimming on return
- family/child may confide that she is going to a 'special ceremony' when on holiday
- female child is known to have a mother that has been subject to FGM
- female child is known to have a sister that has already undergone FGM
- family are socially isolated or less well integrated into UK society
- family withdraws female child from PSHE/SRE – to keep child less informed about their body.

We will identify and monitor any pupil in the federation who may be at risk of FGM.

Equally the pupil may be aware of what is going to happen and make a disclosure/seek help.

When discussing FGM with the family we will NOT use other family members, friends, neighbours or persons of respect or high standing within that community as an interpreter.

If you have concerns and would like advice you can also call the NSPCC FGM Helpline on 0800 028 3550.

Extremism and Radicalisation

Refer to our separate Extremism and Radicalisation Safeguarding Policy for the full procedural framework on our safeguarding duties in protecting our pupils from extremism and radicalisation.

Children Missing Education (CME)

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 child sexual exploitation.

We monitor attendance carefully and address poor or irregular attendance without delay.

In response to the guidance in Keeping Children Safe in Education (2016) the school has:

- 1 Staff who understand what to do when children do not attend regularly
- 2 Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions).
- 3 Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.
- 4 Procedures to inform the local authority when we plan to take pupils off-roll when they:
 - a leave school to be home educated
 - b move away from the school's location
 - c remain medically unfit beyond compulsory school age
 - d are in custody for four months or more (and will not return to school afterwards); or
 - e are permanently excluded

We will ensure that pupils who are expected to attend the school, but fail to take up the place will be referred to the local authority.

When a pupil leaves the school, we will record the name of the pupil's new school and their expected start date.

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.

Whilst most privately fostered children are appropriately supported and looked after, they are a

potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

The Federation recognizes its mandatory duty to report to the local authority where it is aware or suspects that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform the school. However, it should be clear to the school who has parental responsibility.

School staff should notify the Designated Safeguarding Lead when they become aware of private fostering arrangements. The Designated Safeguarding Lead will speak to the family of the child involved to check that they are aware of their duty to inform the LA. The school itself has a duty to inform the local authority of the private fostering arrangements.

On admission to the school, the school will take steps to verify the relationship of the adults to the child who is being registered via recognised formal identification.

Responsibility and Immediate Action

All adults working in the federation (including visiting staff, volunteers, contractors and students on placement) are required to report instances of actual or suspected child abuse or neglect as outlined above to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or Executive Headteacher. In the Wyvern Federation, as part of our reporting arrangements, disclosures or incidents are reported immediately onto the school's incident and concerns sheet (a copy of which can be found in the school handbook on the shared drive, staffroom, classrooms, First Aid boxes, Accident Room, Management Office). Staff sharing concerns should aim to complete the form and hand it to the Designated Safeguarding Lead (or deputy in his/her absence) in the **Management Office** within 30 minutes to an hour of writing. The information should remain confidential and not shared with other members of staff.

In line with our commitment to ensure every child has the right to be heard, children may disclose to an adult member of staff any abuse or neglect they may be subject to, however in recognising that children can and sometimes do abuse other children, our pupils may also report such abuse by sharing with an adult who must use the federation's procedures for reporting concerns (as outlined above).

The Designated Safeguarding Lead at Aurora House is: **Anna Brady**

The Deputy Designated Safeguarding Lead at Aurora House is: **Andrew Terrey**

The Designated Lead for Looked After Children is: **Anna Brady**

The Designated Safeguarding Lead at Vauxhall School is: **Juanita Gittens**

The Deputy Safeguarding Lead at Vauxhall School is: **Kerrin Cross**

The Designated Lead for Looked After Children is: **Juanita Gittens**

The Designated Safeguarding Lead at Wyvil Primary School is: **Andrew Terrey**

The Deputy Designated Safeguarding Lead at Wyvil Primary School is: **Rachel da Silva**

The Designated Lead for Looked After Children is: **Andrew Terrey**

Where a disclosure is made by a child or where there are signs that a child is suffering significant harm or is likely to suffer significant harm or is being neglected, the Designated Safeguarding Lead may take advice before making a referral to Lambeth's Referral and Assessment (R&A) Duty Intake Team/Multi Agency Service Hub (MASH). In accordance with 'Keeping Children Safe in Education (September 2016)' it is understood that any member of staff in The Wyvern Federation can make a referral to Lambeth Children Social Care on 020 7926 5555. The LADO, Andrew Zachariades can be contacted on 020 7926 4679 or 07720 828 700. Email: azachariades@lambeth.gov.uk. Secure Email: AZachariades@lambeth.qcsx.gov.uk

Where there are any doubts as to the seriousness of this concern or disagreement between the Designated Safeguarding Lead for Child Protection and the member of staff reporting the concern, advice will also be sought from the Executive Head Teacher (if not the same person) and/or Lambeth's Social Care Duty Intake Team and/or the Local Authority Lead Officer for Education Safeguarding or his/her deputy.

In circumstances where a child has a suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency assistance. If a pupil is thought to be at immediate risk (because of parental violence or intoxication, for example) urgent police intervention may be requested. Particular vigilance will be exercised in respect of children who are known to be subject to a Child Protection Plan and any incidents or concerns involving these children will be reported immediately to Lambeth Children's Social Care (and confirmed in writing). This will also be in the case for other children who may be considered vulnerable such as disabled children, SEN children or Children Looked After for example. In all cases of injury to a child consideration will always be given as to whether an urgent paediatric medical assessment is required to document injuries or to protect any forensic evidence.

Where it is suspected that a child may be at further risk of significant harm if the parent is spoken to, nothing will be said to the child's parent/carer without first discussing the matter with Lambeth Children's Social Care R&A Duty Intake Team.

All staff must understand that there are no circumstances under which a member of staff may promise a child that they will keep any disclosure a secret or confidential – they must always pass this information on in the best interest of the child.

Role of the Designated Safeguarding Lead for Child Protection

The Designated Safeguarding Lead works in line with the responsibilities as set out at Appendix B of the DfE Guidance: Keeping Children Safe in Education 2016 in respect of referrals, training and awareness raising. The Designated Safeguarding Lead is the focus person and local 'expert' for school staff, and others, who may have concerns about an individual child's safety or well-being and is the first point of contact for external agencies that are pursuing CP investigations.

The Designated Safeguarding Lead also co-ordinates the school's representation at CP conferences/core groups and the submission of written reports for such CP meetings. The Designated Safeguarding Lead will ensure that if staff members other than the Executive Headteacher or a Deputy are to attend a child protection meeting that they are appropriately trained to do so and have been given the authority to make decisions and commit resources on behalf of the school.

When an individual concern/incident is brought to the attention of the Designated Safeguarding Lead they will be responsible, if appropriate, for obtaining advice from Local Authority Lead Officer for Education Safeguarding or his/her deputy and/or consulting with Lambeth Children's Social Care as appropriate to decide whether or not this should be formally referred as a child protection case.

The Designated Safeguarding Lead will ensure that all child protection records are kept separately from pupil records, are stored securely by encryption and/or password protecting electronic files or ensuring that paper records are secured in a locked cabinet with restricted access.

The Designated Safeguarding Lead will have oversight of the delivery of school recommendations within Child Protection Plans and will disseminate information to relevant staff members as appropriate. The Designated Safeguarding Lead will keep the Executive Head Teacher, and Governing Body advised of all such matters including where Child Protection Plan recommendations are met or otherwise.

Role of Governing Body

In line with the provisions set out in the DfE guidance 'Keeping Children Safe in Education 2016' the governing body will challenge the school's senior management team on the delivery of this policy and monitor its effectiveness. Governors will review this policy every year and may amend and adopt it in accordance with any new legislation or guidance or in light of their quality assurance of the delivery of this policy and the overall safeguarding arrangements made.

In doing so neither the governing body as a whole nor individual governors have any role in dealing with individual child protection cases, except in the discharge of their functions in dealing with an allegation of abuse against the Executive Head Teacher/Headteacher. In cases of allegations against the Executive Head Teacher/Headteacher it will be the Chair of Governors, as the 'Child Protection' governor, who will carry out this statutory function: please see our 'Allegations Against Staff Policy'.

The Wyvern Federation has a governor responsible for championing child protection and safeguarding issues within the federation and on the governing body. Please note this is not the role outlined in the above paragraph. This governor will liaise with the Executive Head Teacher on child protection and safeguarding matters and may submit reports to the governing body.

All governors require an Enhanced DBS check.

Emergencies

In emergency situations, where an ambulance (or other emergency service) is called, we will ensure that the correct address and postcode is given so that navigation to the site is not hampered.

Additionally, we will always station a member of staff at the roadside entrance or gate to direct the emergency service personnel to the site of the emergency. We will ensure that the gate or access control system is open so as not to hinder access to the emergency services.

Training

Whole school in-service training will be organised for staff and governors and will comply with the prevailing arrangements agreed by the Local Authority and Lambeth's Safeguarding Children Board and will be in line with the training groups outlined in 'Working Together to Safeguard Children' 2010 and will cover all aspects of 'Keeping Children Safe in Education (September 2016)'. The Designated Safeguarding Lead will attend Lambeth training courses as necessary and the appropriate inter-agency training organised by organisations such as the Lambeth Safeguarding Children Board at least every two years. The Deputy Designated Safeguarding Lead will also be given the opportunity to attend these courses.

All staff will receive mandatory induction, as specified in Working Together 2015 (Chapter 2, Section 4, Page 48) which will include familiarisation with our Child Protection and Safeguarding arrangements, the procedures to be followed in cases of concern as set out in this policy

document. As set out in Keeping Children Safe in Education, staff will also receive a copy of the Staff Code of Conduct/Behaviour Code.

All staff will also be issued with a copy of the 12-page summary of Part One and Annex A of the Government guidance 'Keeping Children Safe in Education' and will sign to indicate that they have received it and have read the document.

Supply and other temporary staff will be given the documents outlined in the preceding paragraphs and other relevant policies on arrival by the person responsible for staff induction and/or **each school's Designated Safeguarding Lead**. Supply and other temporary staff will be required to sign to indicate that they have received and read the documents.

Recruitment

The arrangements for recruiting all staff to the Federation will follow the DfE guidance for safer recruitment best practice in education settings, the prevailing staffing regulations, and guidance from the Disclosure & Barring Service (DBS). Aurora House, Vauxhall Primary School and Wyvil Primary School and Centre for Children with Speech and Language Impairment, are 'specified places' under the definition of Regulated Activity³ and therefore those that work in our federation carry out work that is considered to be Regulated Activity. This means that all staff will be subject to stringent Safer Recruitment best practice including a range of conditions such as satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check to include a Children's Barred List check. Staff from the European Economic Area (EEA) requires checks using the NCTL's Teacher Services system. Volunteers will be subject to an Enhanced DBS Check but without a Barred List Check as they will not work alone with children and be suitably supervised at all times; in line with current Government guidance.

A single central record (SCR) will be kept of all vetting checks, which will also include verification of the member of the member of staff's identity, which will be via photographic means (Driving Licence, Passport, ID card etc), also any relevant qualifications and permission to work in the UK for non-EU nationals. In the Wyvern Federation we will ensure that DBS checks are renewed every three years for all staff, and will be a condition of service. This full renewal may be waived where the member of staff subscribes to the DBS Update Service and the status check is satisfactory and repeated three yearly.

All staff in Regulated Activity, including teaching and childcare/support staff, must by law be checked against the DBS's Children's Barred List prior to their appointment as part of the vetting process, and a separate DBS Children's List check will be made where a DBS Check has been applied for but not returned by the start date for all staff working unsupervised in regulated activity. Our schools will only use employment agencies that positively vet their supply staff and confirm in writing that DfE/DBS compliant checks have been carried out. Staff joining the federation schools on a permanent or temporary basis will be informed of the CP policy and the school's Child Protection and Safeguarding arrangements as part of induction, as set out above.

We will also conduct a check of the DfE Prohibitions Order List for all staff engaged in 'teaching work' to verify they are not subject to a prohibition order or interim prohibition order to whether they have not attained qualified teacher status (QTS) or that they have had QTS status removed. Prohibition Orders relates to teacher misconduct cases, which may or may not be related to safeguarding matters. Therefore the check of the DfE Prohibitions Order List is in addition to the check of the DBS Barred List.

Additionally we will make arrangements to ensure that we do not knowingly employ any person in our Early Years Foundation Stage (0-5 years) or our After School activities (0-8) who have been disqualified from such work under the Childcare Act 2006 as set out in the Childcare (Disqualification) Regulations 2009. Only staff within our early years teams, after school clubs and their direct line managers will be asked to make the relevant declarations.

The Single Central Record (SCR) will include the status of these checks and date these checks were made and by whom.

Our 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 we have a reason to believe the member of staff has committed one of a number of listed offences and as a result we have removed them from working Regulated Activity. Such referrals to the DBS equally apply to paid or unpaid staff where we are the employer and also applies where we would have removed that person from Regulated Activity had that person not resigned from our employment. For further information please refer to the Staff Handbook/Lambeth Guidance.

³ *Regulated Activity is work that a barred person must not do. Work is only considered to be Regulated Activity where it is carried out unsupervised at least once per week or more often, or on four or more days in a thirty day period, or overnight.*

Volunteers

In line with the guidance on safer recruitment from the DfE and the Disclosure & Barring Service (DBS), it is expected that all volunteers will be suitably supervised. Thus volunteers may be subject to an Enhanced DBS Check but without a check of the Children's Barred List, as supervised activity does not fall under the definition of Regulated Activity.

Therefore all volunteers will work under the direct management of an established staff member, who is in Regulated Activity and vetted accordingly, and all volunteers will be subject to the same code of conduct as paid employees of schools in the federation. Individuals responsible for induction within the federation will provide volunteers with appropriate induction and volunteers will have a 'job description' pertaining to the volunteering role they are to perform.

As noted above; all staff, including volunteers, will be inducted which will include the provision of schools policies and procedures, this will include temporary volunteering staff.

Physical Intervention and Safe Working Practice

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and any rewards and sanctions should follow those detailed in the federation's Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff should avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. As noted in the DfE guidance on Use of Reasonable Force Policy, force may be used to control or restrain children. Restraint or positive handling should only be used as a last resort. Where incidents occur that might otherwise be misconstrued or where it becomes necessary to physically restrain or use force to control a child this may be done so the following reasons:

1. for their own safety;
2. the safety of others, and/or
3. to prevent a criminal act or to maintain good order and discipline.

As per best practice advice, such incidents will be recorded and reported to the Executive Head Teacher and may be reported to parents as appropriate as per best practice advice. Our Use of Reasonable Force procedures are in line with prevailing DfE Guidance on the Use of Reasonable Force. Refer to our separate policy on positive handling/restraint and the reasonable use of force.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Refer to our guidance on One:One Working Safe Practice.

Federation staff should also be alert to the possible risks that might arise from contact with pupils outside of school, including contact when using digital technologies which should be for school

purposes only and through school equipment/numbers/digital addresses, not personal equipment/devices or personal numbers, email addresses or other such sites. It is expected that staff will always decline requests from a pupil to be 'friends' on social networking sites. The Executive Head Teacher must always be made aware of any such contact or approach from pupils.

First Aid should only administered by qualified first aiders including Paediatric First Aid trained staff in our early years phase and if it is necessary for the child to remove clothing for this treatment, there should be, wherever possible, another adult present. If a child needs help with toileting or washing after soiling themselves another adult may be present or within earshot whilst always recognising the child's right to privacy and dignity. When children are admitted to schools in the federation, parents/carers will be asked to give permission for changing their wet or soiled clothes in school.

Where a child may require regular, intimate care eg nappy or incontinence pad changing, parents/carers will be asked to sign a form giving their permission. Likewise, staff involved in the intimate care will be asked to sign a form indicating their willingness to be involved in the intimate care required. If a member of staff is providing any form of intimate care, another member of staff will, as far as possible, be present or nearby taking into account the child's right to privacy and dignity. As far as practically possible, children will be asked whether they would like an adult of the same sex to be present.

Changing for PE lessons

As our children get older, and at least from the age of 8 years onwards, they will be given the opportunity to change for PE in our single sex areas.

Handling Complaints and Dealing with Allegations Against Staff

Complaints and Allegations are different and are dealt with differently. Parents have the right to make a formal complaint against the action of the school and/or its employees and such complaints will be dealt with in line with the federation's Complaints Procedures. However where it is clear that the complaint fulfils the 'allegations test' the matter will be dealt with in line with the agreed Allegations Procedures and our complaints process will be suspended or even wholly replaced by the procedures for dealing with allegations against staff. These are set out in Part 4 of 'Keeping Children Safe in Education – 2016' and our separate 'Allegations Against Staff' Policy.

The Wyvern Federation takes all allegations made against members of staff seriously. Mechanisms are in place for pupils, parents/carers and staff to share any concerns that they might have about the actions of any member of our staff. All such allegations will be dealt with in line agreed procedures for managing allegations against staff and in our schools must be brought immediately to the attention of the Executive Head Teacher, **not** the Designated Senior Person for Child protection (unless that is the same person) in order that the appropriate procedures may be followed.

All allegations will be dealt with in line with Part 4 of 'Keeping Children Safe in Education'.

Parents should also be advised of their independent right to make a formal complaint to the Police.

If the allegation concerns alleged abuse by the Executive Head Teacher/Head Teacher this should **not** be brought to the attention of the Designated Safeguarding Lead, their Deputy nor the nominated CP Governor. Any allegation pertaining to the Executive Head teacher/Head Teacher **must only** be brought to the attention of the Chair of Governors who will consult with Lambeth's Education Services Lead Officer and/or Lambeth's Children's Social Care via the Local Authority Designated Officer (LADO).

Staff who are formally disciplined for any abuse of pupils (or who resign before disciplinary action can be instigated) will be notified to the Local Authority, if they are not already part of this process, and must be referred to the Disclosure and Barring Service, for their consideration of possible inclusion on their list of persons barred from working with children and young people.

Greater detail on the procedures for managing allegations against staff are to be found in our separate policy pertaining to this area as outlined above and the procedures set out in that policy should be followed in these circumstances

Records

Accurate written notes will be kept of all incidents or CP concerns relating to individual children. If a teacher or other members of staff have a child protection concern they should complete the school's incident and concern form and aim to hand to the Designated Safeguarding Lead (or deputy Designated Safeguarding Lead, in his/her absence) within 30 minutes to an hour of writing. These will be kept on the pupil's Child Protection file.

Child Protection records are not available to pupils or parents due to the confidential nature of the content. Child Protection records are kept by the Designated Safeguarding Lead separately from educational/pupil records, and can only be accessed by the Designated Safeguarding Lead or their Deputy, or the Executive Head Teacher. Other members of our school's Senior Management Team may have access to certain information on a need to know basis as appropriate.

Where a child moves from a school in the Federation any Child Protection records or files will be forwarded to any receiving school within five days of that new provision being confirmed. The CP file will be sent separately to the pupil file.

Retention and Destruction

Current timescales for the retention of Child Protection Records are D.o.B. +35 years after which they should be destroyed.

The general Pupil Record/Files is to be retained for D.o.B. +25 years after which they should be destroyed.

Policy Adoption, Monitoring and Review

This policy was considered and adopted by the Governing body in line with their overall duty to safeguard and promote the welfare of children as set out in DFE guidance 'Keeping Children Safe in Education'

Parents will be issued with a hard copy of this policy on request. This policy will also be made available to parents via the website of each school in the federation.

The Executive Head Teacher of the Wyvern Federation will actively evaluate the effectiveness of this policy by monitoring the staff group's understanding and application of the procedures within this policy as their overall duty to safeguard children. This may include monitoring the appropriateness of cases referred internally to the Designated Safeguarding Lead Person for Child Protection and whether those cases referred to Lambeth Social Care met their threshold and was taken forward.

Policy Adopted by Governors on: _____

Policy Last Reviewed on: February 2017

Policy Due for Review on: February 2018