

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.

The Wyvern Federation (Aurora House, Vauxhall Primary School and Children's Centre, 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 at 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.

The federation's Child Protection Policy also draws upon the guidance contained in "Working Together 2013", the "London Child Protection Procedures" and DfE Guidance "Safeguarding Children and Safer Recruitment in Education". 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 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 availability for consultation, Parent View website sessions, Family Support Worker to liaise with families.

In liaising with parents and carers we will ensure that they are reminded that the 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 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.

The Executive Head teacher will also ensure that a member of staff is appointed as a Designated Lead for Children Looked After (CLA). This person and/or other appropriate staff will contribute to the 'in care reviews' and/or case conferences of 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 The Wyvern Federation will develop effective links with relevant agencies and co-operate with their child protection enquiries as appropriate, this will include attendance at Child Protection Conferences and Reviews, Core Group Meetings, and CLA Reviews as necessary.

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 defined in Chapter 4 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:

- **Physical abuse** involves the hitting, shaking or other treatment of a child that can cause actual bodily harm.
- **Sexual abuse** involves forcing or enticing a child into sexual activities, whether or not the child is aware what is happening. This includes non-contact situations, such as showing children pornography.
- **Emotional abuse** is the persistent emotional ill-treatment of children, such as frightening them, or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless or unloved.
- **Neglect** Children are abused also if they are neglected. This could involve failure to provide proper food and warmth, but it might also be failure to see to the emotional well-being of the child.

Other forms of abuse which may affect children in the federation are:

Bullying

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

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.

We also recognise that other practices are defined as Domestic Violence, such as Forced Marriage and Female Genital Mutilation.

Forced Marriage

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.

Female Genital Mutilation

It is accepted that some female pupils in the federation may be at risk of being subject to Female Genital Mutilation (FGM).

If any member of staff receives a disclosure or is aware that a FGM is about to happen this must be disclosed to the Designated Lead 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.

Extremism and Radicalisation

Refer to our separate Preventing Extremism and radicalisation Safeguarding Policy for further information.

Responsibility and Immediate Action

All adults working in the federation (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead with responsibility for child protection. 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 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.

The Designated Safeguarding Lead at Aurora House is: Juanita Gittens

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

The Designated Lead for Looked After Children is: Juanita Gittens

The Designated Safeguarding Lead at Vauxhall School is: Carol El-Rasheed

The Deputy Safeguarding Lead at Vauxhall School is: Edison David

The Designated Lead for Looked After Children is: Carol El-Rasheed

The Designated Safeguarding Lead at Wyvil Primary School is: Juanita Gittens

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

The Designated Lead for Looked After Children is: Juanita Gittens

Where there are signs that a child is suffering significant harm or is likely to suffer significant harm or is being neglected, the Designated Lead for Child Protection may take advice before making a referral to Lambeth CYPS: Referral and Assessment (R&A) Duty Intake Team.

Where there are any doubts as to the seriousness of this concern or disagreement between the Designated 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 CYPS Duty Team and/or the Local Authority Designated Lead Officer for Education (Graham Griffin) or his 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 subject to a Child Protection Plan and any incidents or concerns involving these children will be reported immediately to Social Care (and confirmed in writing). 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 Social Care R&A Duty.

Role of the Designated Safeguarding Lead for Child Protection

The Designated Safeguarding Lead for Child Protection works in line with the responsibilities as set out at Appendix 3 of the DfE Guidance outlined above in respect of referrals, training and awareness raising. When an individual concern/incident is brought to the attention of the Designated Safeguarding Lead they will be responsible for obtaining advice from Lambeth CYPS Education Service's Lead Officer for Child Protection and/or consulting with Social Care as appropriate to decide whether or not this should be formally referred as a child protection case.

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

Role of Governing Body

In line with the provisions set out in the DfE guidance 'Safeguarding Children and Safer Recruitment in Education' 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 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. In cases of allegations against the Executive Head Teacher it will be the Chair of Governors who will carry out this statutory function.

In the Wyvern Federation we also have a governor responsible for championing child protection and safeguarding issues within the school and on the governing body. Please note this is not the role outlined 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.

Training

Whole school in-service training will be organised for staff and governors at least every three years and will comply with the prevailing arrangements agreed by the Local Authority and LSCB and will be in line with the training groups outlined in 'Working Together to Safeguard Children 2010'. The Designated Safeguarding Lead for Child Protection will attend Lambeth CYPS and other 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 Senior Person will also be given the opportunity to attend these courses.

Supply and other temporary staff will be given a copy of this, and other relevant policies on arrival, and the procedures for recording and reporting Child Protection concerns specifically at schools in the federation will be given to the temporary member of staff by **each school's Designated Safeguarding Lead**.

Recruitment

The arrangements for recruiting all staff to the Federation will follow the DfE guidance for safer recruitment best practice in education settings and the prevailing staffing regulations, and guidance from the Disclosure & Barring Service (DBS). Aurora House, Vauxhall Primary School and Children's Centre and Wyvil Primary School and Centre for Children with Speech and Language Impairment, are 'specified places' under the definition of Regulated Activity and therefore those that work in our school carry out work that is considered to be Regulated Activity. This means that all staff will be subject to stringent Safer Recruitment practice including a range of conditions such as satisfactory references and an Enhanced Disclosure and Barring Service (DBS) to include a Children's Barred List check. Volunteers will be subject an Enhanced DBS Check but without a Barred List Check as they will be suitably supervised in line with Government guidance.

A single central record (SCR) will be kept of all vetting checks, which will also include verification of the member of staff's identity, any relevant qualifications and permission to work for non-EU nationals. In 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. The single central record will include the date these checks were made.

All staff in Regulated Activity, including teaching and childcare/support staff, must by law be checked against the DBS's Children's 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 our schools on a permanent or temporary basis will be informed of the CP policy and the school's Safeguarding arrangements as part of induction.

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 Activity² and vetted accordingly, and all volunteers will be subject to the same code of conduct as paid employees of our school. Wyvil will provide volunteers with appropriate

induction and volunteers will have a 'job description' pertaining to the volunteering role they are to perform.

All staff, including volunteers, will be inducted, which will include the provision of schools policies and procedures, this will include temporary staff.

Physical Intervention and Safe Working Practice

Refer to DfE guidance on The Use of Force to Control or Restrain Pupils updated April 2012.

Complaints/Allegations made against Staff

Wyvil takes seriously all allegations made against members of staff. 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 school staff. All such allegations will be dealt with in line with our 'Allegations Against Staff Policy' and must be brought immediately to the attention of the Executive Head Teacher, **not** the Designated Safeguarding Lead 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 Chapter 5 of 'Safeguarding Children and Safer Recruitment in Education'.

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

If the complaint concerns alleged abuse by the Executive Head Teacher, this should **not** be brought to the attention of the Designated Safeguarding Lead or their Deputy nor the nominated CP Governor. Any allegation pertaining to the Headteacher **must only** be brought to the attention of the Chair of Governors who will consult with CYPS' Education Services Lead Officer and/or CYPS Social Care.

Staff who are formally disciplined for any abuse of pupils (or who resign before disciplinary action can be instigated) will be notified to the Children and Young People's Service, if they are not already part of this process, and must be notified 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 her absence) within 30 minutes to an hour of writing. These will be kept on the pupil's Child Protection file.

² *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.*

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 the 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 at Chapter 2 of the DFE guidance 'Safeguarding Children and Safer Recruitment 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 school's website.

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 for Child Protection and whether those cases referred to Lambeth CYPS Social Care met their threshold and were taken forward.

Policy Adopted by Governors on: _____

Policy Last Reviewed on: _____

Policy Due for Review on: _____