

Lewknor C of E Primary School

Safeguarding Policy

December 2015 – Review December 2016

Lewknor Church of England Primary School recognises its responsibility for Safeguarding and Child Protection.

This policy applies to all staff, including volunteers and focuses on the following elements:

- Staff recruitment and selection – ensuring that all staff and volunteers, (who have unsupervised access to children) have been safely recruited and appropriately checked through the DBS process
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe
- Implementing procedures for identifying and reporting suspected cases of abuse
- Supporting children who are the subject of a child protection plan
- Establishing a safe and nurturing environment where children feel safe and happy

We recognise that staff who work regularly with children are best placed to notice changes in behaviour and/or physical injuries. Staff in Lewknor Primary will therefore:

- Report any unusual / inappropriate behaviour to their designated staff member for child protection (Head Teacher - Mrs Deborah Cole)
- Ensure that children and young people know they can approach any of the adults in our establishment if they are worried about something and that they will receive a consistent, supportive response

Staff in our establishment will follow the Oxfordshire Safeguarding Children Board procedures in all cases of suspected abuse. These can be found at www.oscb.org.uk

We will therefore:

- Ensure we have a designated lead staff member for child protection. In our establishment that person is the Head Teacher, Mrs Deborah Cole
- Ensure that our lead staff member receives Specialist Safeguarding training, refreshed every two years
- Ensure that our whole staff receives Generalist Safeguarding training every three years
- Ensure that at least one person involved in any staff recruitment panel has had Safer Recruitment training in the last 5 years
- Ensure that our whole staff have read this safeguarding policy and know who the designated staff member is, in case they need to pass on concerns
- Keep accurate written records of concerns on children where a referral is not appropriate immediately
- Ensure that all staff, (including volunteers) are recruited safely and have had the appropriate checks, (e.g. DBS). Online safer recruitment training is available at: www.cwdcouncil.org.uk
- Ensure that all staff are aware that they must refer any allegations against a member of staff to the Local Authority Designated Officer (LADO) on 01865 815232
- Ensure that this policy is reviewed annually and is in line with county procedures

We recognise that children who have been abused or witness violence, may find it difficult to develop a sense of self worth. They can feel helplessness, humiliation and a sense of blame. Our school may provide the only stability in the lives of some children and we will endeavour to support them by:

- Liaising with other agencies that support children, (e.g. Social Care and Health) where appropriate
- Providing opportunities for children to discuss and explore issues around safety and ensuring children know who to talk to if they need help
- Promoting a positive ethos, giving children the sense of being safe, supported and valued

ALL STAFF have a responsibility for action in cases of suspected child abuse. The following procedure should be followed if you have concerns about the safety of a child or if a disclosure is made.

- If a child asks to speak to you about a problem, DO NOT promise confidentiality, but explain that it may be necessary to consult a senior colleague.
- RECEIVE – Stop and listen to if someone wants to tell you about suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief and take what is said seriously.
- REASSURE – Stay calm and give reassurance that only those people who need to know will be told about this. Explain to the child that they have done the right thing by telling you and that what has happened is not their fault.
- REACT – Establish the facts of what has happened but do not ask leading questions. Keep questioning open, e.g. 'Is there anything else you want to say?' or 'Can you tell me more about that?' 'Oh dear, how did that happen?' Use 'TED' – **Tell** me, **Explain** what you mean, **Describe** how you feel. Do not say: 'Did daddy/mummy hit you? Do not criticise the perpetrator. Explain to the child what you will do next, e.g. you will need to pass this information to your lead person for child protection.
- RECORD – If possible, make brief notes about what the child is telling you as they are speaking. If this is not appropriate, write down what was said, as soon as the child has left. Record the date, time, place, your name and role and what was said, (rather than your interpretation of it). Use the child's language wherever possible.
- REPORT – Report the incident to your lead person for child protection as soon as possible and do not tell any other adults or children about it. Ensure that this person has your notes of what was said so that they can keep them in a safe place.

If you cannot find your lead person for child protection please call the Assessment Team, (for the area in which the child lives) as soon as possible. Ask to speak to the duty social worker. For most cases at our School this would be the Southern Team.

North team 01865 816670
City team 01865 323048
South team 01865 897983

Out of hours number 0800 833408

Signed (Headteacher)

Date December 2014

Signed (Chair of Gvs)

Date December 2014