



CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

GOVERNORS' POLICY ON SAFEGUARDING

(This policy should be read in conjunction with P.S.H.E. ,Use of the Internet and e-safety ,Data protection and Acceptable use statement)

OUR MISSION STATEMENT

WE LIVE OUR LIVES LIKE JESUS

This means we will:

Share the Gospel values of love, forgiveness and peace on our journey of faith.

Promote relationships based on trust and mutual respect for all.

Strive for excellence in all that we do.

Establish strong partnerships with our Parents, our Parish and the wider community.

Promote a welcoming, safe and secure environment.

Jesus is at the heart of all that we are and do together at Corpus Christi.

**Ratified by FGB
Review dated**

**October 2017
October 2018**

At Corpus Christi Catholic Primary School we care for every child and treat them as special, unique individuals made and loved by God. We therefore do our utmost to be vigilant to signs of unhappiness and treat appropriately.

We endeavour to see every child through the eyes of Christ, and as such our community is committed to the fullest human, moral and spiritual development of all our pupils.

Corpus Christi fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe in the real and in the digital world.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

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 environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Ensure e-safety for staff and pupils by promoting safe practice

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.

- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations on the school website.
- Notify social services that day if there is an unexplained absence of a child on the protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately, in class Personal and Social files, which are kept in a locked cupboard.
- Weekly Professional Development Meetings will always include an agenda item referring to safeguarding, where any concerns are raised in order to keep all staff informed of potential situations.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Follow LSCB procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Ensure governors are kept informed of safeguarding considerations by ongoing updates, undertaking annual safeguarding self-assessment, and reporting annually on safeguarding processes in Corpus Christi.

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 and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

REVIEW: The policy and associated paperwork was reviewed in September 2012 and will be reviewed annually or sooner if legislation dictates.

Safeguarding Guidelines.

How staff should respond to a Disclosure.

- When a child confides in you be accessible and receptive, listen carefully, take it seriously, reassure the child if necessary and make careful notes of what was said with times and dates as soon as possible afterwards.
- Do not jump to conclusions, make comments, ask leading questions or try to get the child to disclose further. Do not try to ascertain if what the child says is true or not. Do not ask the child to name names.
- Remind children you cannot 'keep it secret.'
- Report information to the Head of School, (Miss Juliette Kelly) the Designated Officer for Safeguarding Children (DO SC) or Mrs O'Brien (SENCo) and Miss Thorne (EY Leader) Deputy Designated Officer for Safeguarding Children, or to the most senior member of staff present in their absence.
- Guidelines laid down by the Portsmouth Education Welfare Service (held in the file 'Safeguarding Children in Education' in the office), should be followed in detail for the sake of the child, the family and to prevent any prejudice of any investigation that might follow.
- Where a member of staff is alleged to be involved in the suspected abuse, key procedural steps as identified by Portsmouth Educational Welfare Service will be followed. If that member of staff is the headteacher, the Chair of Governors will take over .

What should be recorded by the school.

- The Headteacher will be asked to record information confidentially about children, where a concern about known or suspected abuse has been discussed by the social services. Any significant information should be shared with relevant staff on a 'need to know' basis.
- Social services should be informed of relevant matters about the child's health, welfare or development, or involvement by any other agencies such as Educational Welfare service.

- Any Child Protection information should be kept separate along with third party reports, from pupil records. This file is kept in the Head of Schools office.
- Physical signs may be recorded on body maps (Safeguarding file in office) and kept in the Child Protection file.
- Any referral made verbally must be followed by a written version within 5 working days and a copy sent to the principal Education welfare Officer.
- Any conversation with social services should be recorded on the school pro-forma and filed for reference.

The role of the Designated Officer for Safeguarding Children

- To ensure that all staff are alert to signs of abuse and neglect and know who they should report concerns to.
- To record any issues in the Child Protection file located in the Head / School Leader's office.
- To ensure safeguarding information is stored away from the child's main record, but that this record is marked with a small red dot on the file to indicate Child Protection.
- To liaise with Social Services as per procedures

Co-ordination of information.

- Maintain records of any child referred to the Social Service Department. Ensure all teaching staff, especially newly appointed staff, are aware of the procedure.
- Share information and expertise gained in training and advise staff on Portsmouth city Council guidelines, LSGB and school policy and procedures.
- Ensure appropriate staff are aware of pupils with a Child Protection Plan and that their progress is closely monitored
- A risk assessment will be carried out on all visitors working within the school, including volunteers, whilst awaiting DBS. This is kept in the general file of Risk Assessments
- A safeguarding self-review is carried out annually at the beginning of the year by the staff; the action points contained in this will be reported to governors at the end of the year as part of the Safeguarding Report to Governors..

The governor responsible for Safeguarding is the Chair of Governors

DESIGNATED OFFICER FOR SAFEGUARDING CHILDREN

NAME: Juliette Kelly (Head of School)

CONTACT NUMBER: 023 92661818

DEPUTY DESIGNATED OFFICER FOR SAFEGUARDING CHILDREN

NAME: Nicola O'Brien (SENCO) Maria Thorne (EY Leader)

CONTACT NUMBER: 023 92661818

NOMINATED GOVERNOR FOR CHILD PROTECTION

NAME: Natasha Lucas (Governor)

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

The **EDUCATION SAFEGUARDING SERVICE** is able to provide advice and consultancy.

CONTACT NUMBER: 02392 839111

E-MAIL: Sallie.Ridgley@portsmouthcc.gov.uk,

REFERRAL TO SOCIAL CARE SERVICES

Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone **02392 839111**

To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone **08456004555**

For all **NON – URGENT** referrals and enquiries: **02392 839111**

PROCEDURE 2: MANAGING ALLEGATIONS/CONCERNS AGAINST EDUCATION STAFF

