

# **Safeguarding & Child Protection Summary 2017-18**



**All school staff, including:**

- **Visiting sports coaches**
- **Volunteers**
- **Students**
- **Visitors**

At Sutton in Craven CE Primary School we are committed to Safeguarding and meeting the needs of all of our pupils. The School follows the guidance and protocols outlined by the North Yorkshire Safeguarding Board. A copy of our full Child Protection Policy is available on the school website:

[www.sutton-in-cravencofe.n-yorks.sch.uk](http://www.sutton-in-cravencofe.n-yorks.sch.uk)

# Key Staff with responsibility for Child Protection:

Designated Senior Person (DSP)  
Designated Safeguarding Lead

**Katy Herbert**  
Headteacher

Deputy DSP

**Alison Campbell**

Governor with responsibility for Child Protection

**Linda Henderson,**

**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

“**Everyone** who comes into contact with children and their families has a role to play in safeguarding children. School and college staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and colleges and their staff form part of the wider safeguarding system for children. This system is described in Working Together to Safeguard Children 2015. Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.”

**Keeping Children Safe in Education (KCSiE) DfE September 2016**

We all have duty to safeguard and promote the welfare of our pupils. Staff, volunteers, governors and visitors should act promptly if they witness any incident which could rise to concern. All incidents must be reported to **Katy Herbert** (DSP) or **Alison Campbell** (Deputy DSP).

## Criminal Record Checks (DBS)

All staff, including supply staff, visiting sports coaches, cleaning & catering staff, volunteers and governors are subject to a criminal record check through the Disclosure & Barring Service (DBS). This is help ensure that unsuitable people are prevented from working with children.

Other visitors will be accompanied at all times by a member of staff. They will not be allowed to work alone with our pupils at any time. This helps protect them as well as the children in our care.

## Signing in and out:

All visitors to Sutton in Craven CE Primary School must sign in at the main office and will be issued with a visitors badge.

## Safeguarding Polices:

- Child Protection Policy
- Safeguarding Policy
- E-safety Policy
- Anti- Bullying Policy
- Security policy

## All staff and volunteers should:

- Read at least part one of Keeping Children Safe in Education September 2016 and, in particular, will:
  1. Have due regard to the duty to prevent people from being drawn into terrorism; report known cases of female genital mutilation and follow procedures when a child goes missing from education.
  2. Where there are concerns about another staff member, refer these concerns to the Headteacher.
  3. Where there are concerns about the Headteacher, refer these concerns to the Chair of Governors.
  4. Raise concerns about poor or unsafe practices in the school via whistleblowing procedures.
- Be aware of systems within their school which support safeguarding and these should be explained to them as part of staff induction. This includes: the school's child protection policy; the school's staff behaviour policy (sometimes called a code of conduct); and the identity and role of the DSP.
- Receive appropriate child protection training which is regularly updated.
- Be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.
- Maintain an attitude of '**it could happen here**' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.
- Where there are concerns about a child, raise these with the DSP (Katy Herbert) or Deputy DSP (Alison Campbell)
- Understand that, whilst anyone can make a referral to Children and Families' Service, the correct school procedure is to report their concerns to the DSP in the first instance. They should, however, escalate their concerns for the child if they do not feel those concerns have been taken seriously and/or procedures have not been followed and/or the child's situation does not appear to be improving.  
Ref school escalation procedure and NYSCB procedure:  
<http://www.safeguardingchildren.co.uk/section-15-procedures.html>
- In exceptional circumstances, such as in an emergency or a genuine concern that action has not been taken, speak directly to Children and Families' Service.

**Concerns should always lead to help for the child at some point.**

## Definitions of Abuse & Neglect:

As in the Children Acts of 1989 and 2004, a **child** is anyone who has not reached his/her 18th birthday.

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Please refer to the full Sutton in Craven CE Primary School Child Protection Policy (pages 11&12) for further information regarding sign of abuse.

## What should I do if I am worried about a child?

It is **not** the responsibility of the school staff to investigate or determine the truth of any disclosure or allegation of abuse or neglect. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns indicating possible abuse or neglect will be recorded and discussed with the designated senior person with responsibility for child protection (or in his/her absence with the person who deputises) prior to any discussion with parents.

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. significant changes in behaviour, worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people
- any concerns regarding person(s) who may pose a risk to children (e.g. staff in school or person living in a household with children present) including inappropriate behaviour e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

# What should I do if a child discloses that he/she is being harmed?

Disclosures or information may be received from pupils, parents or other members of the public. Sutton in Craven CE Primary School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

Such information **cannot remain confidential** and staff will immediately communicate what they have been told to the designated senior person and make a contemporaneous record.

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated senior person in order that s/he can make an informed decision of what to do next.

## **In the event of a disclosure:**

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened ?' rather than 'Did x hit you?'
- not ask leading questions
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate and be informed of what action is to be taken

# What should I do if the allegation is made against a member of school staff?

Immediately inform the Designated Senior person (DSP) - Katy Herbert who is also the Headteacher.

If the allegation is against the Headteacher - inform Linda Henderson, our designated Safeguarding Person on the School's Governing Body

## Key Contact Details:

North Yorkshire Customer Contact Centre

**01609 780780**

Area Prevention Manager for Craven

**Caroline Porter**  
**01609 532412**

Emergency Duty Team

**01609 780780**

North Yorkshire Police

**101**

Local Authority Designated Officer (LADO)

**Susan Crawford**  
**01609 532152**  
**07813 005161**

Duty LADO

**01609 532477**

Safeguarding Manager

**Heather Pearson**  
**01609 532301**  
**07715540741**

Designated Senior Person (DSP)

**Katy Herbert**

Designated Safeguarding Lead

**Headteacher**

Deputy DSP

**Alison Campbell**

**January 2018**