

## **OUR LADY UMBRELLA TRUST**

### **CHILD PROTECTION (SAFEGUARDING) POLICY**

Our Lady Umbrella Trust fully recognises its responsibilities for child protection and the need for procedures to ensure that the welfare of the child is paramount.

We believe that everyone is unique and of equal value. We believe that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. No child or group of children will be treated any less favourably than others in being able to access services which meet their particular needs.

Our policy is reviewed, approved and endorsed annually (or when legislation changes) by:

- Our Lady Umbrella Trust, and then;
- The Governing Body of each Trust school.

Our policy applies to all governors, staff and volunteers working in the school.

Children and parents are informed of the policy and procedures through the Our Lady Umbrella Trust Policy Website, which can be accessed from each school website.

All concerns and allegations of abuse will be taken seriously by governors, staff and volunteers and responded to appropriately – this may require a referral to children's social care services, the independent Local Authority Designated Officer (LADO) for allegations against staff, governors and other volunteers, and in emergencies, the police.

#### **1. There are five main policy areas:**

- 1.1. Safe recruitment, selection and vetting;
- 1.2. Staff training and development;
- 1.3. Child protection procedures within school and across agencies;
- 1.4. Supporting identified pupils;
- 1.5. Creating a safe environment as part of the Every Child Matters Agenda.

The procedures adopted in school will follow the guidance set out in:

- Keeping Children Safe in Education (DfE 2015)
- Working Together to Safeguard Children (DfE 2015)
- What to do if you're worried a child is being abused (DfE 2015)

- Information sharing: advice for practitioners providing safeguarding services (DfE 2015)
- SSCB Child Protection and Safeguarding Procedures Manual
- Early Years Foundation Stage (DfE 2014)
- Disqualification under the Childcare Act (2006)

## **2. SAFE RECRUITMENT**

The schools will follow this procedure ensuring that staff are appropriately vetted including through the interview process, DBS (Disclosure and Barring Service) checks, induction and ongoing training. The Headteacher and other senior staff will be trained in this process.

## **3. STAFF TRAINING AND DEVELOPMENT**

- 3.1. The school will ensure that a senior member of staff has responsibility for child protection. This person is the Child Protection Liaison Teacher (CPLT).
- 3.2. A Deputy Child Protection Liaison Teacher will provide cover in their absence.
- 3.3. The CPLT will ensure that all staff in whatever capacity receives appropriate child protection training to be alert to signs of abuse and how to alert the CPLT. A training log will be updated annually.
- 3.4. The CPLT will ensure that child protection responsibilities are made clear to staff inviting volunteers into school; or where children take part in an appropriate approved school visit.
- 3.5. Staff involved in child protection issues will receive appropriate support and guidance from the CPLT or deputies.

## **4. CHILD PROTECTION PROCEDURES**

- 4.1. The school will maintain a detailed log of child protection concerns. These will include all relevant information which will be signed, dated and kept locked. These records will be separate from the main school file. The only persons with access to this information will be the Headteacher, the CPLT or deputy CPLT. The maintenance of this log will apply even if there is no immediate need to refer a child to another agency.
- 4.2. The school will adopt the appropriate working practices to:
  - 4.2.1. Refer a child where necessary to the Access and Assessment Team (Social Services);

- 4.2.2. Follow Local Authority procedures, such as the FCAF, as outlined in the Working Together Manual of Integrated Practice.
- 4.2.3. Provide written reports and attend Child in Need, Core Group Meetings and Child Protection Case Conferences as appropriate. The CPLT will act as lead professional in a multi-agency team, if school instigates an enquiry or it is felt appropriate by other agencies.
- 4.2.4. Parents will be made aware of the school's responsibilities for child protection through the prospectus and website.
- 4.2.5. School will notify Social Services if a child on the Child Protection Register is absent for more than 2 days.
- 4.2.6. School will follow appropriate procedures where an allegation is made against a member of staff.

## **5. SUPPORTING PUPILS**

We recognise that children who are abused or neglected may suffer from low self-esteem and be at risk of not making appropriate progress. Additional support may be necessary, particularly in supporting behaviour.

## **6. SUPPORT, IDENTIFICATION AND INTERVENTION WILL BE USED IN THE FOLLOWING WAY:**

- 6.1. The content of the curriculum.
- 6.2. The school ethos and Gospel values especially reconciliation.
- 6.3. The use of the school's behaviour policy.
- 6.4. All information will be passed onto any other educational establishment should the child move.

## **7. GOVERNING BODY RESPONSIBILITIES**

The governing body fully recognises its responsibilities in promoting and safeguarding the welfare of students.

It will:

- 7.1. Designate a governor for child protection who will oversee the school's child protection policy; and
- 7.2. Ensure an annual report is made to the Governing body advising them of any changes to procedure, and number of incidents/cases in the past year.

- 7.3. The CPLT will provide if necessary a termly update on interagency practice.
- 7.4. Governors will take any action they feel appropriate based on the information they receive.

## **8. ASSOCIATED POLICIES AND PROCEDURES**

Our school follows the Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures. These can be found at [www.safeguardingsheffieldchildren.org.uk](http://www.safeguardingsheffieldchildren.org.uk)

## **9. THE SAFEGUARDING CHILDREN TEAM IN OUR SETTING**

Our school website shows information on the following people, with their contact details:

- The Designated Safeguarding Lead
- The Designated Safeguarding Deputy
- The Safeguarding Children Team in our setting
- Safeguarding/Child Protection Governor

This information can also be found in the school office.