Child Protection Policy and Procedures
Parent Friendly Version

Key contact personnel in School

Designated Safeguarding Lead:
Lianne Jones Deputy Headteacher
Deputy Designated Safeguarding Leads:
Matthew Green Headteacher
Jamie Evans – Deputy Headteacher
Jo-Ann Wright Senior Leader / SENCo
Named Safeguarding Governor: Miriam Bouraki

Introduction and ethos

· Sandgate Primary School is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. Sandgate Primary School recognises our moral and statutory responsibility to safeguard and promote the welfare of all children.

· Sandgate Primary School recognises the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Our school core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of all children,
- All children (defined as those up to the age of 18) regardless of age, gender, ability,
  culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into
  account
- All staff understand safe professional practice and adhere to our code of conduct
  and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any
  concern in accordance with this guidance

"Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to pupil's welfare, health and safety." (Inspecting safeguarding in early years, education and skills, Ofsted, September 2016)

Definition of Child Abuse

Children may be abused by a parent, a sibling or other relative or carer, someone known to them or by a stranger, who may be an adult or a young person (including a child). The abuse may be the result of a deliberate act or of a failure on the part of a parent or carer to act or provide proper care, or both.
Abuse may include any or all of the following:

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Domestic Abuse

Abuse can be through direct contact or through other ways of communication such as online.

Sandgate Primary School's Safeguarding Procedures

1. A safeguarding concern is reported, or identified by member of staff within the school.
2. The person who identifies the safeguarding concern must complete a Green Concern Form.
3. The member of staff will give the Concern Form to the Designated Safeguarding Lead (Mrs L Jones) or the Deputy Designated Safeguarding Leads (Mr Green, Mr Evans or Ms Wright)
4. The Designated Safeguarding Lead (Mrs Jones) or the Deputy Designated Safeguarding Leads (Mr Green, Mr Evans or Ms Wright) will discuss the nature of the concern and decide on the most appropriate action.
5. In some cases, Wendy Hill, the school FLO and/or Lianne Jones DSL will contact you about Early Help intervention.
6. In some cases, no further action will be taken.
7. In other cases, a referral may be made to Children's Services and they will then lead any communication and next steps.

If the concern is that the child could be at risk of significant harm…

The Designated Safeguarding Lead or the Deputy Designated Safeguarding Leads will contact the Central Duty Team (the primary access point for new concerns) and seek advice or make a referral.

If the concern is that of a welfare concern…

The Designated Safeguarding Lead or the Deputy Designated Safeguarding Leads will advise the staff member or teacher to raise the parent's awareness to the issue or will speak to the parents themselves. If the concern is not addressed the Deputy Designated Safeguarding Lead/s will invite the parent into school to discuss additional support that could be offered or further action that could be taken.

If a child makes a disclosure to a teacher or any other member of staff which gives rise to concerns about possible significant harm it is our duty to safeguard that child and a call to the Central Duty Team will be made.

Recording and Reporting

Where a member of staff becomes aware of signs which cause concern, or where a pupil discloses information he/she will:

- Talk to the pupil.
- Listen carefully.
- Write down factual notes (When, where, who, what) and use the words the child used.
- Sign and date the record.
- Make concerns known to a member of the Child Protection Team.
- Ensure the pupils understand that confidentiality cannot be kept and that the concern must be shared with the designated person.
- The Designated Safeguarding Lead or Deputy Designated Safeguarding Leads will discuss the matter as a matter of urgency to plan a course of action, and ensure that a written record is made.
- The Designated Safeguarding Lead and/or Deputy Designated Safeguarding Leads will decide whether, in the best interests of the child, the matter needs to be referred to Kent Children's Safeguarding Board.

If there are concerns that the child may be at risk of significant harm:
The Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead will contact a Duty Social Worker at the Central Duty Team by telephone. This could be followed up with an Inter Agency Referral form (IAR) and sent to the service for further assessments.

Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.
A Copy of the IAR will be kept securely in the pupils file.

The Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead may also seek clarification or advice and consult with the Central Duty Team on matters of concern. No decision to make an Inter Agency Referral will be made without the fullest consideration and appropriate advice. **The safety of the child is our first priority.**

Online Safety

- Sandgate Primary School will ensure that appropriate filtering and monitoring systems are in place when pupils and staff access school systems and internet provision. This is provided and managed by EIS who specialise in filtering and monitoring in education settings. The school will be careful to ensure that these systems do not place unreasonable restrictions on internet access or

limit what children can be taught with regards to online teaching and safeguarding

- Sandgate Primary School acknowledges that whilst filtering and monitoring is an important part of schools online safety responsibilities, it is only one part of our role. Children and adults may have access to systems external to the school control such as mobile phones and other internet enabled devices and technology. This is covered in more depth within the school **online safety policy**.

Confidentiality

- We recognise all matters relating to Child Protection are confidential.
- The Designated Safeguarding Lead and the Deputy Designated Safeguarding Leads will only disclose information about a pupil to other members of staff on a need to know basis. Staff may need to share this information with other professionals in order to safeguard the child.
- All staff are aware they cannot promise confidentiality to a child.

Maintaining Records

- Any concerns that are raised about children, paperwork from referrals made to the Central Duty Team and Child Protection notes are kept securely and confidentially by the school. Only the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads have access to this.
- If a child changes school, the individual child's file will be passed on to the receiving school along with all notes and documentation to safeguard the child.

Should you have any concerns regarding the welfare of a child please do not hesitate to contact one of the names Safeguarding Leads at the School and via the Office on (01303) 257280.