



Our Lady of Victories Child Protection Policy

Date implemented: September 2008

Last reviewed: September 2022

Next review: September 2023

Led by Christ, we learn and grow together in God's family

Our Lady of Victories fully recognises its responsibilities for child protection and our duty of care for children and staff at the school.

This policy applies to all staff, governors, parents, carers, volunteers and others associated with our school.

There are five main elements to our policy:

- Ensuring we practise 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.
- 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.

What is abuse and neglect?

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family, institutional or community setting; by those known to them or, more rarely by a stranger.

Physical abuse means causing physical harm to a child

Emotional abuse means making a child always feel they are worthless, unloved or inadequate or always having inappropriate expectations of them

Sexual abuse means making a child or young person take part in sexual activities. The activities may involve physical contact or allowing them to see pornographic material, or inappropriate discussions about sex

Neglect means failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to a child's basic emotional needs

Specific Safeguarding Issues

Radicalisation

Child Sexual Exploitation

Gang affiliations and involvement in crime as perpetrator or victim

County Lines

Peer on Peer (now 'Child on Child')
Sexting
Emotional Well Being /Mental Health
Female Genital Mutilation
On Line Safety and Cyberbullying
Bullying
Domestic Abuse (added 2022)

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education (DFE).

Ensure we have a designated senior person for child protection who has received appropriate training and support for this role. In our school the **designated persons** are the **Deputy Head, Miss Morrison and Assistant Head, Miss Browne**

Ensure we have a nominated **governor responsible** for child protection. The governor responsible for safeguarding and child protection is **Mrs Melissa Thirsk**

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. The attached leaflet (appendix 2) is given to all visitors and volunteers for this purpose.

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, carers and others have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.

Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child 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.

Ensure all records are kept securely; separate from the main pupil file, and in locked locations.

Develop and then follow procedures where an allegation is made against a member of staff or volunteer.

Ensure safe recruitment practices are always followed. This involves careful vetting of all employees including enhanced DBS checks.

Some signs and symptoms

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 following is a list of warning signs which could come to your attention and **may** be an indicator that a child is being, or has been abused or neglected, or is at risk of abuse.

Everyone working with children needs to be aware of warning signs, but should be careful **not** to assume that abuse is the reason. Some signs can be present in children who are not abused or at risk at all.

- Unexplained or inconsistently explained physical injuries
- Repeat bruising; bruising of different colours; burn injuries
- Reluctance to talk about an injury
- Worrying changes in behaviour e.g. introverted, lacks confidence, aggressive, bullying
- Peer relationship problems
- Emotional dependence on adults other than parents
- Self harming
- Eating disorders
- Poor hygiene; dirty clothing
- Attention seeking beyond norm for age
- Sexualised play or sexualised language beyond norm for age
- Appears frightened of, or is abnormally attached to, parent/s or carer/s

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.

What to do if you have concerns about a child's welfare that you believe may be a child protection issue

- Treat the concern seriously and take all reasonable steps to protect the child
- Avoid leading questions
- Do not say that you will not tell anyone or keep any concerns they share confidential
- Reassure the child – they are right to tell
- Need to be alert to possible indicators of abuse (e.g. bruises, signs of neglect and distress)
- Know what action to take, and know who to share their concerns with. Report your concerns without delay to the Designated Safeguarding Lead . Remember to share little niggles as this information may be important as you do not know the whole picture
- Call an ambulance if urgent medical attention is needed

Some things to consider for your own protection when working with children and young people

- Remember that we are working in positions of trust with children and our conduct is rightly under scrutiny
- Always follow the school's safeguarding and child protection procedures
- Maintain professional boundaries – whilst we care about the children we are not their friends
- Maintain confidentiality and avoid gossip
- Be mindful of the information you post on Social Networking sites
- School contact details for parents/families must be the school's landline number or school email. Do not share your personal address, home phone number, personal mobile or email address
- Any gifts to individual children should be of insignificant value and be part of a transparent reward system. Consider carefully before giving a gift to an individual child as it could be seen as 'grooming'
- If a child touches you inappropriately, it may be innocent, but could indicate a problem that needs to be explored
- Always dress in an appropriate and professional manner
- Physical contact should be restricted to when it is necessary and appropriate. Avoid conduct which could be misinterpreted e.g. horseplay, tickling or fun fights
- Do not do anything personal for a child that they can do for themselves
- Report and record incidents involving a child, including injuries
- Do not make, or encourage others to make, comments which are inappropriate, demeaning or insensitive, or humiliating, or might be interpreted as such
- Be mindful of how you speak with children in terms of tone, volume and words you use . Avoid "street" or inappropriate language
- Do not use your personal mobile phone for any tasks associated with your work
- Do not take photographs of children as there is the potential for misinterpretation
- Do not socialise with children or take them to your home
- Report any concerns about a colleague's behaviour and/or attitude toward children to the Headteacher and Designated Safeguarding

Reporting cases, or suspected cases, of abuse.

If you think that a child may be being harmed, you must not keep it a secret even if a child asks you to. You have a duty to pass on the information to protect the child. In the first instance tell the designated persons, Miss Morrison or Miss Browne as soon as you can.

Use the record of concern (appendix 1) to write down the things that are worrying you, including the date and time the incident happened, the child's name (if you know it) or as good a description as you can give of the child. Try to write down exactly what the child said. **DO NOT ASK ANY LEADING QUESTIONS.** Sign and date the record of concern and give it to Miss Morrison or Miss Browne. You can email the record if it's quicker.

If an allegation is made about the Head Teacher, contact should be made with the governor responsible for child protection, Mrs Melissa Thirsk or the Chair of Governors, Mgr James Curry. If they are not available or if you need to contact someone urgently go to the **Local Authority designated person for child protection at: socialservices@rbkc.gov.uk or tel: 020 7361 3013**

Appendix 1 Record for Safeguarding Concerns

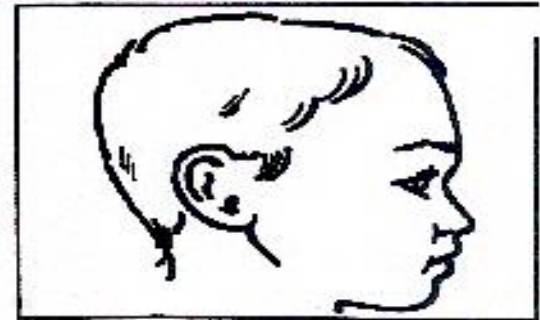
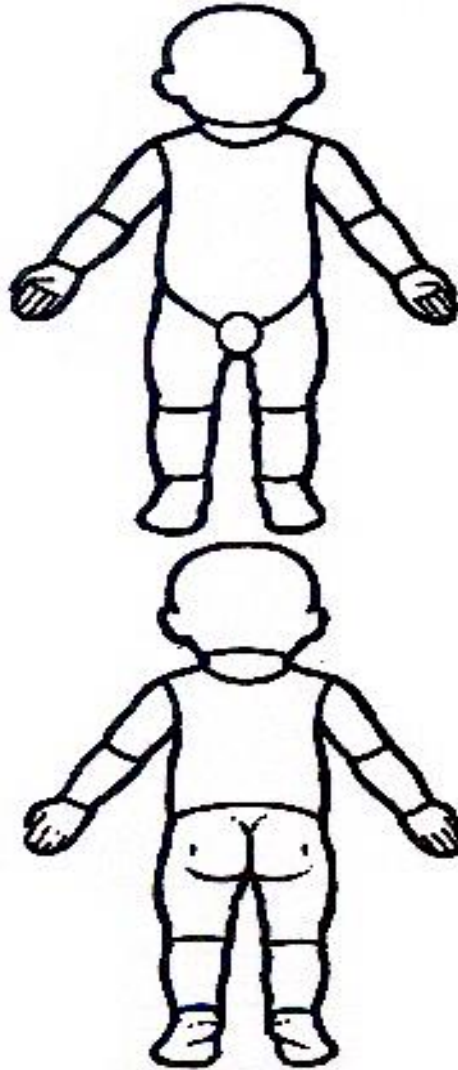
Staff, volunteers and regular visitors are required to complete this form and pass it to Geraldine Morrison or Claire Browne (or in their absence Mr McPhilemy) if they have a safeguarding concern about a child in our school.

Information Required	Enter Information Here
Full name of child	
Date of birth	
Class/tutor group/form group	
Your name and position in the school	
Nature of concern/disclosure <i>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.</i> <i>[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]</i> <i>[Make it clear if you have a raised a concern about a similar issue previously]</i>	
Time & date of incident:	
Name and position of the person you passing this information to?	
Your Signature	

Information Required	Enter Information Here
Time and date form completed	
Time form received by DSL	
Action Taken by DSL	
Referral made to Attendance Lead [yes/no, date and time]	
Referral made to police [yes/no, date and time]	
Referral Made to Other Agency [yes/no, date and time, name of organisation]	
Parents Informed [yes/no, date and time]	
Signature of DSL	
Date of Signature	

Body Map

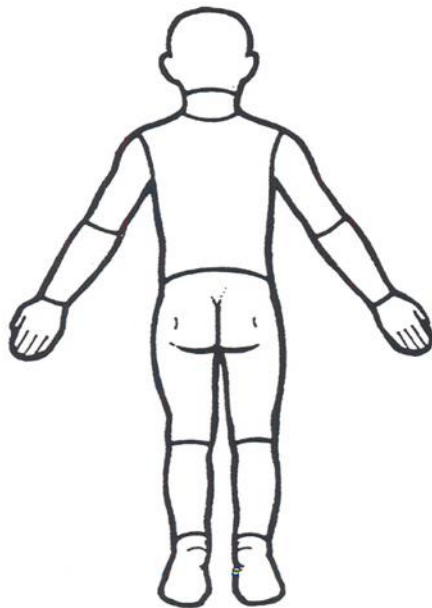
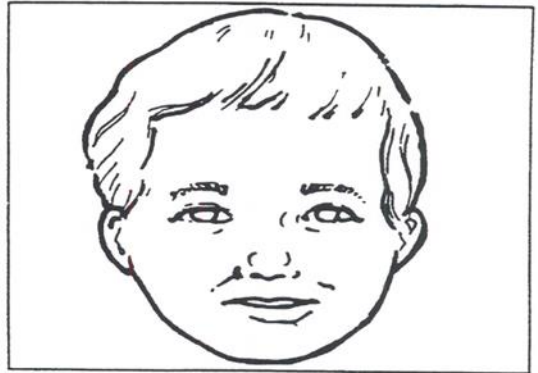
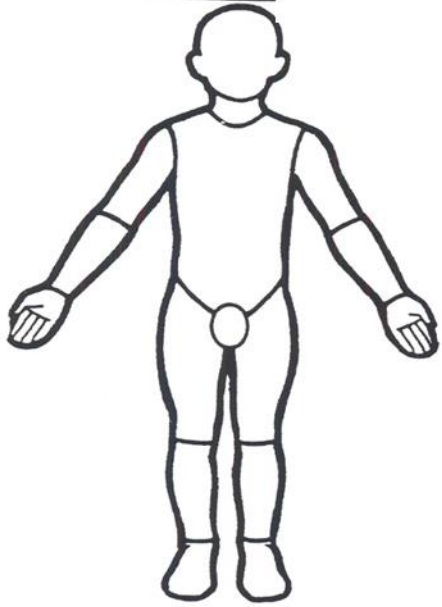
Young Child



Indicate clearly where the injury was seen and attach this to the referral form

Body Map

Older
Child



Indicate clearly where the injury was seen and attach this to the referral form.

Appendix 2

Visitors and volunteers- Safeguarding information

We value the visitors and volunteers who work at our school. It is our duty to ensure that whilst you are engaged in activities for the school that we care for you and ensure your safety. We also have a duty to ensure that our pupil's welfare is promoted, that they are cared for and safeguarded from harm.

To ensure that all adults and pupils are safe, please follow these guidelines:

- Remember to sign in and out at the reception desk. Please wear the visitor's badge you will be given while on the school premises.
- If you are working alone with a child, always ensure that the door is left open.
- If a child has an accident or becomes ill while in your care refer them to the class teacher or the school office.
- Conversations with staff (or overheard between staff) must be kept confidential. Please restrict conversations to the task you are engaged in.
- Keep your valuables with you at all times. These are brought onto the school premises at your own risk.
- Adults should only use the adult toilets in the staff area.
- Smoking is NOT allowed anywhere on the premises.
- Mobile phones must not be used in the school, except for the corridor in the staff area.
- If the fire alarm (a loud, continuous siren) goes off while you are in the building, exit by the nearest door and go to the assembly point in the main playground. Any children who you are working with should accompany you to the same place where they will join their class.
- If you are using any equipment during the session please ensure that you are aware of any health and safety guidelines.
- Hot drinks should not be carried around the school unless they are safely contained in a suitable container.

Any disclosure made by children or actions which concern you, must be reported immediately to the designated safeguarding leads, Miss Morrison or Miss Browne, or to the head-teacher, Mr McPhilemy. They will ask you to complete a written record. Do not question the child or promise to keep what they tell you secret. You should also report any actions by other adults which may give cause for concern.

Please do not enter into conversations with other parents about what you have heard or observed in school. Any queries should be referred to the class teacher.

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