



Canonbury Primary School - Child Protection Policy

September 2011 to September 2012

The Governing Body adopted additional amendments to this policy, on 1st December 2011. Staff training on the 2011-2012 policy took place on the 3rd October 2010; a briefing on the amendments will take place on Monday 12th December 2011.

It will be monitored and evaluated through the Governing Body's committee structure and visits system. Governors will use the school's Safeguarding Action Plan, which is produced following the presentation in November of the Annual Report to the Governing Body on Safeguarding Children, to assist them with their safeguarding responsibilities.

This policy will be reviewed at the first Governing Body meeting of 2012-13 when the Headteacher will report on its overall operation and effectiveness. There will be an interim report at the April 21st FGB to provide an update of progress on the actions identified in the Annual Report to the Governing Body on Safeguarding Children.

The Lead Governor for child protection is: Aline Littlejohn.

The Designated Member of Staff (DMS) for child protection is:
The Deputy Headteacher, Diane Thompson

The Deputy Designated Members of Staff (DDMS) for child protection are:

Matt Britt (Headteacher); Sara El-Janbey (Deputy Headteacher); Key Stage Two: Tracey Boanas (Senior Teacher); Key Stage One: Katie Hanley (Senior Teacher); Early Years and Foundation Stage: Jane Carrington (Senior Teacher)

The policy will be displayed in the staff room. It will also be posted on the school website.

Introduction

All children have the right to be safe from harm and abuse. At Canonbury we offer a positive, supportive and safe learning environment for our community, in which everyone has equal and individual recognition and respect.

Section 175 of the Education Act 2002 places a duty upon the school to safeguard and promote the welfare of children. 'Working Together to Safeguard Children' 2010 and the London Child Protection Procedures 2011 provide a framework for enabling us to fulfil our statutory duties effectively and efficiently in the best interests of our children.

The Governing Body holds responsibility for ensuring that the safety of the children at Canonbury is at all times of paramount importance and recognises the contribution the school makes in safeguarding and protecting children. The Governing Body takes seriously its statutory responsibility to do so and recognises that all staff working with children have a full and active part to play in protecting them from harm.

The Governing Body is responsible for ensuring that any deficiencies or weaknesses in the school's arrangements for safeguarding and promoting the welfare of children are addressed and remedied without delay. The Governing Body seeks advice from and works in partnership appropriately with Cambridge Education @ Islington in fulfilling its safeguarding and child protection responsibilities.

Whilst the Governing Body holds overall responsibility for the child protection and safeguarding functions of the school, the day-to-day operational responsibility rests with the Headteacher.

Canonbury is committed to providing an environment where children can play, learn, develop and achieve and where they are safeguarded and are enabled to tell or communicate if they are being harmed in some way. We are committed to ensuring that all staff are sensitive to issues of race, culture, gender and diversity but these issues will never be a barrier to sharing and reporting concerns about children.

All staff including teaching and non teaching staff, temporary and supply staff, clerical and domestic staff, volunteers and staff working on site employed by other services and agencies and those working with children and families in the community have a statutory responsibility to safeguard and promote the welfare of children and must be aware of and fully conversant with this policy. All staff must be given a copy of this policy in writing and follow the schools' procedures and guidance at all times.

All staff are also expected to conform to the September 2009 DfE 'Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings'. All staff and governors will be given a copy of this guidance, the Child Protection Policy and the E-Safety policy and will be expected to sign the form, attached as appendix A, confirming that they have read and understood these documents. All supply staff working for 5 days or less at the school will be given a copy of the leaflet "Safeguarding children at Canonbury Primary school – Information for short-term supply staff" (Appendix C) and will sign a form confirming they have read and understood it. The school business manager has responsibility for collecting signed forms and provides data to each meeting of the governors' personnel committee enabling it to monitor the application of this system.

For the purposes of this document, the term 'staff' will apply to those listed above.

Because of their day-to-day contact with children, staff in this school are well placed to observe possible signs of abuse in children.

It is neither the role nor responsibility of those working with children in the school to assess, diagnose or investigate whether a child is at risk of or suffering harm or abuse. It is the responsibility of all staff to be aware of the need to report any concerns about a child to the Designated Member of Staff as a matter of priority or to one of the deputy Designated Members of Staff in his/her absence.

Purpose

The purpose of our Child Protection Policy is to:

- Maintain an environment where children feel secure and are listened to;
- Ensure children know that there are adults in the school who they can approach if they are worried or in difficulty;
- Integrate into the curriculum issues about safety and safeguarding so that pupils have a strong understanding of how to keep themselves safe;
- Ensure that all adults working with children in the school community have undergone appropriate checks as to their suitability to work with children in line with Department for Education (DfE) and Cambridge Education @Islington Safer Recruitment Guidance;
- Ensure that the school site is secure and that the school follows Health and Safety guidance so that our pupils are kept safe physically as outlined in the school's Health and Safety policy.
- Enable and support good levels of communication between all staff on safeguarding and child protection issues;
- Raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying concerns and reporting them as a matter of priority;
- Provide a framework and procedures so that all staff:
 1. Identify concerns that a child may be suffering harm or abuse or is at risk of suffering harm or abuse.
 2. Report those concerns without delay to the designated members of school staff.
 3. Share information regarding children with child protection plans on a 'need to know' basis and are vigilant in monitoring these children and recording concerns.

- Ensure that the school has sufficient Designated Members of Staff for Child Protection to enable one of them to be available or contactable at all times during the school day;
- Develop and promote effective collaborative working relationships with partner agencies;
- Ensure that all Designated Members of Staff for child protection have undertaken suitable and appropriate training and that this training is updated at least every two years;
- Ensure that all staff receive child protection training annually;
- Ensure that there are quality assurance and risk assessment systems (e.g. for school visits), which are routinely informed by pupils' and parents' views, including those who may have barriers to communication (whether by disability or by language), and that these views are acted upon to make effective improvements.
- Ensure that at least one member of all appointment panels, whether staff or governors, undertake accredited Safer Recruitment Training, with Senior Leaders encouraged to undertake this training as part of their Continuing Professional Development;
- Ensure that all members of the Governing Body are offered Safeguarding training every year and undertake Safeguarding training at least every three years;
- Ensure that the Governing Body has a nominated member who is responsible for child protection and that as soon as possible after their appointment, the designated Child Protection Governor attends CE Safeguarding Children training and is aware of different types of child abuse;
- Ensure that procedures are followed where an allegation is made against a member of staff or volunteer in accordance with Chapter 5 of 'Safeguarding Children and Safer Recruitment' and with the involvement of the Local Authority Designated Officer (LADO) who is Ian Norman-Bruce, Head of Targeted Services, Education Welfare Service on 020 7527 5833 or his deputy Soola Georgiou, Senior Team Manager (Safeguarding) on 020 7527 5845/5833.

Procedures and Guidance

This Policy must be read in conjunction with the DfE Summary Booklet "What to do if you're Worried a Child is being Abused - Summary" downloadable at <https://www.education.gov.uk/publications/standard/publicationDetail/Page1/D FES-04319-2006>.

Our procedures are in line with the London Child Protection Procedures version 4 2011, a copy of which is kept in the Deputy Headteacher's office and is available on the London Safeguarding Board website: www.Londonscb.gov.uk

All school staff must be knowledgeable about what constitutes abuse.

Responsibilities of the Headteacher

The Headteacher is responsible for ensuring that the child protection policy and procedures adopted by the Governing Body are fully implemented and followed by all staff.

It is the Headteacher's responsibility to allocate sufficient resources and time to enable the responsibilities of the Designated Member of Staff for Child Protection to be discharged fully and to ensure that staff are able to attend strategy discussions and child protection conferences and other inter-agency meetings and to contribute fully to the assessment of children.

The Headteacher is responsible for ensuring that all staff feel able to raise concerns about poor or unsafe practice regarding children, and that concerns will be addressed sensitively and in a timely manner in accordance with the school's whistle blowing policy. We recognise that it is not the responsibility of children to raise concerns. It is the responsibility of all staff to share concerns about the actions or attitudes of colleagues with the Headteacher who will deal with the concerns appropriately.

The Headteacher is responsible for submitting the Annual Report to the governing body on Safeguarding children, forwarding a copy to Ian Norman-Bruce, LADO and Safeguarding Officer in the local authority and ensuring termly safer-recruitment reports are provided for the personnel committee.

The Role of the Designated Member of Staff for Child Protection

The Deputy Headteacher, Diane Thompson is the Designated Member of Staff for the School (DSM). Matt Britt (Headteacher) and Sara El-Janbey (Deputy Headteacher) are the Deputy Designated Members of Staff (DDMS) for the school.

It is the role of the DMS to act as a source of support and guidance on all matters of child protection and safeguarding within the school. The Headteacher retains overall responsibility for and oversight of child protection within the school. In the absence of the DMS, staff will report any concerns to one of the Deputy Designated Members of Staff who will act in accordance with this policy and the Safeguarding Children and Safer Recruitment in Education/London Child Protection Procedures and report back to the DMS.

The Designated Member of Staff is responsible for:

- Ensuring that all staff receive appropriate child protection training to ensure that they are up to date with current legislation, policy and practice and that all staff new to the school receive the child protection policy in their induction pack to enable them to adhere to the school's policy. Because children will often talk to non-teaching staff about their concerns and what is happening to them, it is important that **all** staff receive training to enable them to respond sensitively and appropriately to what children tell them;
- Ensuring that there is a robust system for sharing child protection procedures with all temporary and supply staff so that they receive a child protection induction on their first day of employment;
- Maintaining and up-dating child protection and safeguarding policies and procedures and ensuring that they disseminated and adhered to by all staff;
- Ensuring that there is a system for monitoring and recording concerns about children at an early stage which is implemented across the school and adhered to by all staff;
- Maintaining accurate child protection records which are held securely and confidentially;
- Ensuring that all staff are aware of the need to record concerns about children and enabling them to do this as part of a school-wide process;
- Ensuring that relevant information about children is shared with staff on a 'need to know basis';
- Monitoring the attendance and progress of children who are the subject of child protection plans and implementing the school's part of the plan;
- Informing Children's Social Care of any proposed change of school of a child who is subject to a protection plan and alerting them if a child who is subject to a protection plan is absent for more than two days;
- Managing child protection concerns and making referrals to Children's Social Care for the borough in which the child is resident when it is appropriate to do so and seeking advice and guidance on these matters when appropriate;
- Attending and providing reports to child protection conferences and core group meetings and contributing to child protection plans;
- Ensuring that complete and accurate records are forwarded to receiving schools whether that be at 11+ or for any other reason;

- Ensuring that parents and carers have access to the school's child protection policy and that it is made available on request, so that they are aware of the school's statutory duty to refer child protection concerns and that this is referred to in the school's brochure/prospectus/newsletters for parents and carers;
- Having a good working knowledge of the role and function of the Islington Safeguarding Children Board;
- Maintaining a regular dialogue with the lead governor for child protection. The DMS will meet with the CP governor on a termly basis to discuss safeguarding priorities and review progress.

The Role of the Child Protection Governor.

The Child Protection Governor is: Aline Littlejohn

The Child Protection Governor is responsible for:

- Ensuring that the Governing Body is aware of, and fulfils its safeguarding responsibilities under section 175 of the Education Act 2002.
- Liaising with the Designated Member of Staff for Child Protection within the school and then providing information and reports to the Governing Body. (The CP Governor will not be given any details of individual cases and will not know the identity of children for whom there are child protection concerns).
- Liaising with the Designated Member of Staff to ensure that the Annual Safeguarding Report to the Governing Body is completed.
- Ensuring that governors know where the statutory guidance regarding child protection is kept.
- Ensuring they are familiar with current guidelines on child protection and safer recruitment, and that they are aware of changes to the regulations.
- Liaising regularly with the Designated Member of Staff about procedures in the school.
- Ensuring that the school is keeping accurate records and that the Child Protection guidance is up to date.
- Ensuring that all staff and governors know what to do if they suspect that a child is being abused or is at risk of abuse.

Safer Recruitment

Safe recruitment and selection practice is vital in safeguarding and protecting children. The Canonbury Governing Body recognises and takes seriously its responsibility to adopt practice which minimises risk to the children in this school by ensuring that measures are in place through this practice to deter, reject or identify people who might abuse children or who are unsuitable to work with them. The Governing Body is committed to evidencing this practice in relation to all staff working with children in the school.

The safety and well being of children is borne in mind at all times throughout the recruitment and selection process. Canonbury follows guidance issued by Cambridge Education @ Islington Human Resources and that contained in the DfE guidance 'Safeguarding Children and Safer Recruitment in Education' 2010. The school has adopted the Cambridge Education @ Islington Model Recruitment Policy 2007. The headteacher and the governing body also follow the guidance set out in the LBI document 'Local Framework for Safer Recruitment in Islington Schools'.

In accordance with this, the school makes sure that appropriate checks are carried out on new staff, volunteers and parent helpers and bears in mind the safety of children when drawing up job descriptions and person specifications, advertising posts, calling for and scrutinising references and picking up on gaps in employment history through to the interview process and carrying out enhanced CRB and professional checks and verifications of qualifications and identity. The governing body monitors safe recruitment practice via termly written reports on employment procedures provided to the personnel committee and half-termly inspections of the single-central record by the chair of the personnel committee.

All staff, governors and volunteers are required to inform the head teacher or chair of governors if they receive a conviction, a bind over or a warning given by a local police force. Such information will be treated in confidence, so far as it consistent with the safety of children and compliant with the statutory child protection procedures.

Extended Services and Activities

The Canonbury Governing Body is responsible for controlling the use of school premises both during and outside school hours, except where a trust deed allows a person other than the Governing Body to control the use of the premises, or a transfer of control agreement has been made.

Where services are provided directly under the supervision and management of the school, the school's child protection policy and procedures will apply.

Where activities and services are provided separately, the Governing Body will seek assurances that the body concerned has appropriate safeguarding and child protection policies and procedures in place and that there are agreed arrangements to liaise with the school on these matters where

appropriate. Evidence of appropriate policies and procedures must be provided to the Governing Body.

Our Governing Body will only work with providers that can demonstrate that they have effective child protection policies and procedures in place, provide appropriate training and that the vetting arrangements for their staff are compatible with those of Cambridge Education @Islington and government guidance. The Governing Body will enter into a formal letting contract with the provider once these conditions are met but reserve the right to withdraw permission for any letting.

Services Provided by the Extended School

There will be at any one time, a number of professionals delivering services to children and families on behalf of the school in the community as well as on the school site. These professionals may be employed by partner agencies such as Children's Social Care, Health, or other agencies.

All staff providing services to children whether in school or in the community on behalf of the school must adhere to the school's child protection policy.

Staff from partner agencies working with children in the community will follow the referral procedures of their own agency and will inform the Designated Member of Staff that they have made a child protection referral as a matter of priority.

Shared Sites

Where children attend other school sites it is the responsibility of the DMS for that site to manage any concerns about those children appropriately, ensuring that there is good communication, liaison and information sharing with the DMS for the school on which the child is on roll or at which the child is based.

A concern about a child will be raised and discussed with the DMS for the child's school immediately. Should a child make a disclosure to a member of staff whilst not on their own school site, the DMS for the school site on which the disclosure is made will refer the matter to Children's Social Care but will inform the DMS for the child's 'parent' school that they are doing so and will copy them into the referral form and ensure that they are aware of any action to be taken by Children's Social Care so that they can play their part in the process and contribute appropriate and necessary information.

Supporting Children

We recognise that a child who is abused or neglected may find it difficult to develop and maintain a sense of self worth. We recognise that children may feel helpless and humiliated and may blame themselves for what has or is happening to them. Our school may provide a vital source of stability in the lives of children who have been abused or are at risk of harm. We recognise

that the behaviour of a child in these circumstances may range from that which is perceived to be 'normal' to aggressive or withdrawn.

We aim to support the children in our school by:

- Encouraging a sense of self worth and assertiveness whilst not condoning bullying and aggression. Bullying in itself may result in the threshold of significant harm being met and we take seriously our responsibility to challenge bullying behaviours in accordance with our anti-bullying policy;
- Promoting a caring and safe environment within the school and
- Providing opportunities through the Foundation Stage and PHSE curricula for children to learn strategies to protect themselves, ask for help and support and gain confidence in standing up for their rights and valuing and respecting others.
- Working in partnership with other services involved in safeguarding children and notifying Children's Social Care as soon as there are significant concerns about a child.

Confidentiality

Confidentiality is an issue which needs to be fully understood by all those working with children, particularly in the context of child protection.

All matters relating to child protection are strictly confidential. We respect the right of families to have information about them dealt with sensitively and confidentially in line with statute and guidance. Child Protection information regarding children in our school will be shared with staff on a strictly need to know basis. A member of staff will 'need to know' information when it is demonstrably to benefit the child. All staff are expected to conform to the school's standards of good professional practice and maintain confidentiality appropriately at all times.

All staff must be aware of their responsibility to share information with the Headteacher and with other agencies in order to protect and safeguard children. This must be done in accordance with 'What to do if you're Worried a Child is being Abused' Appendix 1 Information Sharing: Practitioners' Guide. Where there is uncertainty about the need to share information, the six points referred to in Appendix 1 will be considered. Advice will be sought on this issue where necessary from the Head of Targeted Services, Cambridge Education @Islington 020 7527 5833.

No one in the school may guarantee confidentiality to a parent or carer and must make it clear that information will be shared if there are concerns about the welfare of a child, even if they do not consent to the sharing of information.

No one in the school may guarantee to a child that they will keep a secret and must always make it clear to children in language that is appropriate to the age and understanding of the child, that any information which leads an adult to be concerned that a child is suffering or is at risk of suffering harm will be shared with the DMS in order to take measures to safeguard the child or other children at risk.

Supporting Staff

We recognise that child protection is a difficult and sometimes upsetting subject for those who work with children. Working with a child who has suffered harm or is at risk of harm may be stressful and distressing. We are committed to supporting such staff by providing opportunities for them to talk through their experiences and anxieties with the DMS or a Deputy DMS and to seek further support as appropriate. All staff and volunteers must feel able to raise concerns about poor or unsafe practice; such concerns will be addressed sensitively and effectively in accordance with agreed whistle blowing procedures. A copy of the summary version of 'What to do if you're Worried a Child is Being Abused' is made available to every member of staff.

We believe that working within a school that has clear child protection policies and procedures also helps to support staff in carrying out their duties and responsibilities effectively.

Children with Special Educational Needs or Disabilities

Research suggests that children with special educational needs or disabilities are more vulnerable to abuse. The risks to disabled children may be increased in some instances by their need for practical assistance and physical dependency including intimate care which may be delivered by a number of different carers, by possible communication difficulties and lack of access to strategies to keep themselves safe or by the increased risk that they may be socially isolated.

Staff who work with children in any capacity must be particularly aware of and sensitive to how the effects of abuse or harm may present and be able to pick up on any changes in behaviour or presentation that might indicate a concern. Concerns will be shared immediately with the DMS or in her absence one of the Deputy DMS.

The staff in this school will have important information about individual children's presentation, their levels of understanding and how best to communicate with them.

All staff working with children with special educational needs or disabilities will receive appropriate training to enable them to meet the needs of these children appropriately and to recognise and report any concerns.

This must be read in conjunction with our separate policy on Intimate Care and Toileting and the administering of medication.

Working in Partnership with Parents and Carers

The Governing Body and staff at Canonbury are committed to creating and maintaining a culture of openness and honesty and strive at all times to work in partnership with parents and carers. We believe that this is in the best interests of children and their families. Only by developing co-operative working relationships within which parents and carers feel respected will we be able to work holistically with children.

All parents and carers will be given access to our child protection policy in the following ways:

- A copy of the child protection policy will be given to all new parents
- The child protection policy can be viewed on the school website
- The first newsletter of the academic year will provide parents with the details of the designated members of staff and governor for child protection

We believe it is important that parents and carers are aware of our statutory duty to safeguard and promote the welfare of children and that we will where necessary share concerns about children with Children's Social Care.

Wherever possible we will aim to discuss concerns about children with their parents or carers and inform them if we intend to make a referral to Children's Social Services.

There may be rare instances however, when we judge that it is not appropriate to speak to a parent or carer before contacting Children's Social Services. This would happen when the DMS or a Deputy DMS in her absence, judges that a child's well being will be imperilled if the parent or carer is aware that a referral to Children's Social Services is to be made.

Restraint and Reasonable Force

Section 93 of the Education and Inspections Act 2006 enables school staff (including support staff, non-teaching staff and voluntary staff) to use such force as is reasonable in the circumstances to prevent a pupil from:

1. Committing an offence, or if a child is under the age of 10, what would be deemed an offence in law if they were older than aged 10.
2. Causing personal injury to any person (including themselves) or damage to any property.
3. Prejudicing the maintenance of good order and discipline at the school or any pupils at the school either during a lesson or otherwise.

This includes occasions when the pupil is not on school premises e.g. on school visits.

Section 45 of the Violent Crime Reduction Act 2006 gives Headteachers and authorised staff the right to search pupils for weapons without their consent, where they have reasonable cause to suspect they are carrying a weapon. If resistance is expected schools MUST call the Police. Further information can be obtained from the DfE guidance “Screening, Searching and Confiscation - Advice for head teachers, staff and governing bodies”

<http://media.education.gov.uk/assets/files/pdf/s/screening%20searching%20and%20confiscation%20%20%20advice%20for%20headteachers%20and%20governors.pdf>

Guidance will be given to staff on appropriate behaviour including the use of physical restraint. Further guidance to staff can be found in the school’s Behaviour Management and Physical Intervention policies and the DfE guidance “The use of reasonable force”

<http://www.education.gov.uk/aboutdfe/advice/f0077153/use-of-reasonable-force-advice-for-school-leaders-staff-and-governing-bodies>.

There will be a rigorous recording and reporting system, using the Incident Form included in the Physical Intervention policy and procedures in school for reporting to the Local Authority. Parents/carers will be informed when restraint has been used and protocols will be agreed in advance with parents/carers if use of restraint is thought likely as outlined in the Physical Intervention policy. The member of staff with responsibility for child protection will check the record and will give the member of staff involved in the incident a copy. The governors’ Pastoral and Community Committee will receive reports of any use of physical restraint.

Pupils displaying extreme behaviour in relation to a learning disability, autistic spectrum disorders, behavioural, emotional and social difficulties or pupils with severe behavioural difficulties will be handled according to the DfE SEN physical intervention guidance:

<http://www.education.gov.uk/childrenandyoungpeople/sen/sen/types/spneeds/a0013142/sen-physical-intervention-guidance>

The DMS will ensure that staff working with such children are familiar with this guidance.

S548 Education Act 1996 states that the use of force as a punishment is unlawful.

The Equality Act 2010 states that schools cannot unlawfully discriminate against pupils because of their sex, race, disability, religion or belief and sexual orientation. Schools must also eliminate discrimination and advance equality of opportunity.

Recording

Recording is a tool of professional accountability and is central to safeguarding and protecting children. The school keeps a record of staff child protection training, which is reported to the personnel committee.

It is not always possible to know whether a small or vague concern held today may increase as the days or weeks pass and later form the substance of a child protection referral. For this reason it is vital that concerns are recorded accurately so that they can be monitored and emerging patterns noticed.

Concerns about children will be recorded on the school's concern tracking sheet (see attached) which will detail the concerns about a child, discussion with the DMS or Deputy DMS and parents or carers and any agreed actions and outcomes. Tracking sheets/referrals to Children's Social Care and Child Protection meeting minutes will be held confidentially, separately from a child's main school/education records. Records will be signed and dated and kept in chronological order. The DMS will ensure that school actions minuted in child protection conferences/strategy meetings are implemented.

Referrals

Child Protection referrals will be made by the DMS to Children's Social Care in the child's home borough. Referrals will be made by telephone in the first instance to the Referral and Assessment Team on 020 7527 7400 with the Children's Social Care Referral Form completed and sent in the post or by e mail csreferrals@islington.gov.uk within 24 hours. A copy of the referral will be kept confidentially by the school.

Where a pupil is transferring to another school, the DMS will liaise with the school the pupil is transferring to and copy and forward records to the other school.

Allegations against school staff and volunteers

Allegations made against school staff and volunteers will be dealt with according to the process laid out in Safeguarding Children and Safer Recruitment in Education 2007. The Headteacher or the Chair of the Governing Body (if it is an allegation about the Headteacher) will work with the Local Authority Designated Officer (020 7527 5845/5833) to confirm the details of individual cases and to reach a decision on the way forward in each case, in conjunction with Children's Social Care and the Police Child Abuse Investigation Team.

School staff will not investigate cases of suspected abuse themselves. The school will cooperate fully with the Police and Children's Social Care. Please see Allegations Against School Staff Guidance for Schools at the back of this policy for further information.

Promoting the Well-being of Pupils

The School will promote the well being of all its pupils as per the Education and Inspections Act 2006. Well-being is defined in the Children Act 2004 in terms of:-

- Physical and mental health and emotional well-being;
- Protection from harm and neglect;
- Education, training and recreation;
- The contribution children make to society;
- Social and economic well-being.

The School will promote the five 'Every Child Matters' outcomes and keep under review the contribution the school is making to each of them:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well-being.

Attendance, the School Roll and Missing Pupils

At agreed intervals, the Governing Body will give the LA the name and address of every pupil who does not go to school regularly and inform the LA if:

- A pupil has been continuously absent without authorisation for not less than 10 school days, specifying the cause if known;
- A pupil has been permanently excluded;
- A pupil is moving away from the area and is not known to have registered at another school;
- A pupil has a custodial sentence of more than four months and has been taken off the roll;
- A pupil has run away from home;

- Any pupils of compulsory school age have been taken off the roll because the parents have informed the school in writing that the child will be taught at home

The transfer process is carefully managed to minimise the risk of a child going missing from education. A school transfer form (Appendix E) must be completed for all children who leave the school and if records are not requested by the new school, the senior admin officer (SAO) will contact the new school within five days of the start date at the new school. A child's name cannot be deleted from the school roll until the senior admin officer has had confirmation of the first day of the pupil's attendance at the new school. If a pupil has not started at the new school, or if a pupil leaves the school without notice being given by the parent or without the school being advised of the new address and/or school the pupil is to attend, the SAO will notify the Education Welfare Service as soon as possible according to the EWO guidance outlined in Appendix F, Off-rolling/missing children. If after four weeks enquiries have failed to locate the pupil, the school will remove the pupil's name from the school roll, after having given the parent written notice of the date of removal. The school will enter details of the child on the DfE S2S Lost Pupils' Database. If there are child protection concerns, the appropriate referral will be made to Children's Social Care or the Police Child Abuse Investigation Team.

A common transfer file will be uploaded on to the S2S database (<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/data/transfers/s2s/a0064650/school-to-school-s2s>) each time a pupil's name is taken off the school roll, unless it is for secondary transfer reasons. This will also apply to pupils joining the school without a common transfer file.

The Governing Body will receive termly attendance reports via the Pastoral and Community committee with figures for:

Class attendance (targets and actual)

Persistent absenteeism

Penalty notices issued

Persistent Late attendance

Persistent late collection

Missing children

Private Fostering

Privately fostered children are cared for by someone other than a parent or close relative (e.g. step-parents, siblings, siblings of a parent and grandparents) for 28 days or more. School staff will inform the DMS who will in turn make a referral to Children's Social Care 020 7527 7400 and the police if:

- They become aware of a private fostering arrangement which is not likely to be notified to the local authority.

- They have doubts about whether a child's carers are actually their parents, and there is evidence to support these doubts, including concerns about the child's welfare.

Further information about private fostering arrangements can be found at www.baaf.org

Trafficked and Exploited Children

A trafficked child is coerced or deceived by the adult who brings them into the country. Trafficked children are denied their human rights and are forced into exploitation e.g. domestic servitude, forced marriage, criminal activity, begging, benefit fraud, acting as a drug mule, sweatshop or restaurant work. Children may appear to submit willingly through fear for themselves or their family, because their parents have agreed to the situation or because of bribes. Recognition of trafficked and exploited children will normally rely on a combination of general signs of abuse and neglect and issues concerned with the child's immigration status. These children may not be in possession of their own travel documents, be excessively afraid of being deported, be in possession of false papers, being cared for by an adult who is not their parent, presenting with a history of missing links and unexplained moves. School staff will inform the DMS who will in turn make a referral to Children's Social Care if they suspect a child has been trafficked.

Forced Marriage/Honour Violence/Killings

A 'forced' marriage is distinct from a consensual 'arranged' marriage because it is without the valid consent of both parties and where duress is a factor. A child who is forced into marriage is at risk of significant harm through physical, sexual and emotional abuse. Information about a forced marriage may come from the child themselves, the child's peer group, a relative or member of the child's local community or from another professional. Forced marriage may also become apparent when other family issues are addressed, e.g. domestic violence, self harm, child abuse or neglect, family/young person conflict, a child absent from school or a missing child/runaway. Forced marriage may involve the child being taken out of the country for the ceremony, is likely to involve non-consensual/under-age sex and refusal to go through with a forced marriage has sometimes been linked to 'honour killing'.

"Honour Based Violence" is a fundamental abuse of Human Rights. Honour based violence may also be referred to by other agencies as "honour crime". The actions associated with the preservation of this "honour" include a variety of violent crimes carried out predominantly, but not exclusively, against women (men usually become victims when they are accused or suspected of bringing a woman's reputation into disrepute). They can include assault, imprisonment and murder. The victim is being punished for allegedly undermining what the family or community believes is the correct code of behaviour. In purportedly transgressing this code of behaviour, the victim illustrates that they will not be controlled or conform to their family or

community's wishes and this is to the "shame" or "dishonour" of the family or community.

School staff will respond to suspicions of a forced marriage or honour based violence by informing the DMS who will in turn make a referral to Children's Social Care 0207 527 7400 and if the risk is acute, to the Police Child Abuse Investigation Team 020 7527 8102 . School staff will not treat any allegations of forced marriage or honour based violence as a domestic issue and send the child back to the family home. It is not unusual for families to deny that forced marriage is intended, and once aware of professional concern, they may move the child and bring forward both travel arrangements and the marriage. **For this reason, staff will not approach the family or family friends, or attempt to mediate between the child and family, as this will alert them to agency involvement.**

Further information and advice can be obtained from the Forced Marriage Unit www.fco.gov.uk/forcedmarriage or 020 70080151 and the Honour Based Violence Helpline 0800 599 9247

Female Genital Mutilation

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it normal to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is 10 to 12 years.

School staff will be alert to number of indicators.

Indicators of a child potentially at risk of FGM

- The family comes from a community that is known to practise FGM
- A child may talk about a long holiday to a country where the practice is prevalent.
- A child may confide that she is to have a 'special procedure' or to attend a special occasion
- A child may request help from a teacher or another adult
- Any female child born to a woman or who has a sister who has been subjected to FGM must be considered to be at risk, as must other female children in the extended family

Any information or concern that a child is at immediate risk of or has undergone FGM will be passed to the DMS and will result in a child protection referral to Children's Social Care 020 7527 7400. Staff will be alert to the need to act quickly.

Domestic Violence

Domestic violence is any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partner or family members, regardless of gender or sexuality. The harm caused to children can be significant – through emotional and physical abuse and/or neglect. From 2006 the definition of significant harm was amended to include “the harm that children suffer by seeing or hearing the ill-treatment of another, particularly in the home”. Therefore if staff are aware that a child is witnessing or hearing domestic violence, they will inform the designated member of staff, who will in turn refer the matter to Children’s Social Care 020 7527 7400.

Young Carers

In many families, children contribute to family care and well-being as part of normal family life. A young carer is a child who is responsible for caring on a regular basis for an adult or a sibling who has an illness or disability. Caring responsibilities can significantly impact upon a child’s health and development. The school, via the DMS, will refer to Children’s Social Care 020 7527 7400 where a young carer is:

- Unlikely to achieve or maintain a reasonable standard of health or development because of their caring responsibilities
- At serious risk of harm through abuse or neglect
- Providing intimate body care.

Young Runaways

Some young people are pushed away from their home by factors that make an environment difficult to live in, such as problems at home, difficult relationships, family breakdown and maltreatment or abuse, problems at school including bullying and personal problems including mental health issues. Other young people are pulled away to be near friends and family or following grooming by adults for sexual exploitation or trafficking.

School must educate young people about the dangers of running away and encourage them to seek support rather than run away; some children run because they feel there is no other option. Children and young people need to know where they can access help if they are thinking of running away and what alternatives are open to them. As a school, we are well placed to advise young people about the dangers of running away and to point them to available support.

If school staff become aware of a young runaway, they will ensure they inform our Police Liaison Officer and our Education Welfare Officer.

Adopted on: 1st December 2011

Review date: September 2012

This policy must be read in conjunction with the school's policies on:

- Behaviour Management
- Health & Safety
- Whistle Blowing
- Anti-bullying
- Racial Equality
- Physical Intervention
- Gender Equality
- Allegations of Abuse Against Staff
- Sex Education Policy
- Special Educational Needs Policy
- Intimate Care, Toileting and Administering Medication
- E- Safety Policy
- Policy for the Planning and Organisation of Off-site Activities

USEFUL CONTACT NUMBERS

Police	999 / 101
Islington Children's Social Care	020 7527 7400
Islington Child Protection Advisors	020 7527 8102
Islington Police Child Abuse Investigation Team	020 7421 0291

Islington Women's Aid	020 8269 2121
Domestic Violence National Helpline	0808 200247
Forced Marriage Unit	020 7008 0151
Honour Violence Helpline	0800 599 9247
NSPCC	0800 800 500
Childline	0800 1111

LIST OF ATTACHMENTS:

Appendix A – Signature form

Appendix B – Guidance for Staff – Dealing with Disclosures

Appendix C – Short-term supply staff leaflet and signing form

Appendix D – Child Protection Concern Form and tracking sheet

Appendix E – School Transfer form

Appendix F – EWO guidance on Off-rolling/missing children

Note:

The following policies and guidelines were given to all Canonbury staff members, including teaching, non-teaching staff and temporary staff, clerical and domestic staff and volunteers in November 2011. These documents are also displayed in the staff room.

- Canonbury Child Protection Policy (2011-2012)
- September 09 DfE 'Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings'.
- Summary version of 'What to do if you're Worried a Child is Being Abused'
- Whistleblowing Policy



APPENDIX A

SAFEGUARDING AND CHILD PROTECTION

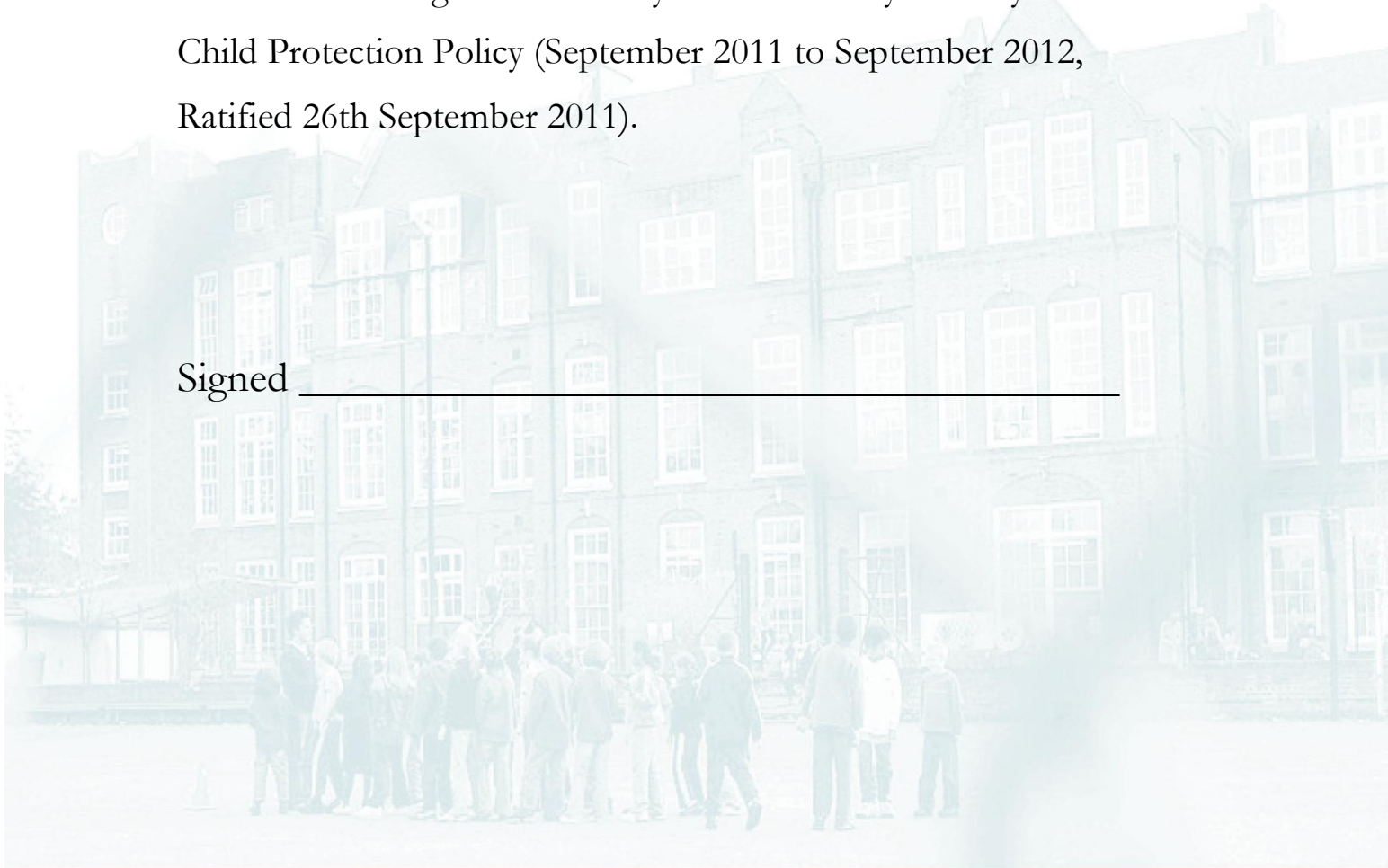
Name:

Position:

Date:

I have read and agree to abide by the Canonbury Primary School
Child Protection Policy (September 2011 to September 2012,
Ratified 26th September 2011).

Signed _____



APPENDIX B

GUIDANCE FOR STAFF - DEALING WITH DISCLOSURES

(Receive, Reassure, React, Record, Remember)

RECEIVE

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Make a note of what has been said as soon as practicable.

REASSURE

- Reassure the pupil, but only so far as is honest and reliable. For example, don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now'.
- Do reassure and alleviate guilt, if the pupil refers to it. For example, you could say:

I believe you.

I am glad you came to me.

I am sorry this has happened.

You're not to blame. You are not alone; you are not the only one this sort of thing has happened to.

We are going to do something together to get help.

Do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child and then break it, you confirm to the child yet again that adults are not to be trusted.

REACT

- React to the pupil only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.
- Do not ask 'leading' questions, for example 'what did he do next?' (This assumes he did!), or 'did he touch your private parts?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court.

- Do not criticise the alleged perpetrator; the pupil may care about him/her, and reconciliation may be possible.
- Do not ask the pupil to repeat it all for another member of staff. Explain what you have to do next and whom you have to talk to. Reassure the pupil that it will be a senior member of staff (e.g. the head teacher). Try to see the matter through yourself and keep in contact with the pupil. Ensure that if a Social Services interview is to follow, that the pupil has a support person present if the pupil wishes it (possibly yourself).

RECORD

- Make some very brief notes at the time on any paper which comes to hand, and write them up as soon as possible.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, persons present and noticeable non-verbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words.
- Draw a diagram or complete a body map to indicate the position of any bruising.
- Record statements and observable things, rather than your 'interpretations' or 'assumptions'.

REMEMBER

- To follow the school's Child Protection Policy and procedures and share your concerns with the Designated Member of Staff for Child Protection or her deputies. Consult with your Designated Child Protection members of staff as appropriate.
- Refer to Children's Social Care and/or Police if relevant.
- Support the child: listen, comfort, and be available.

REMEMBER: Complete confidentiality is essential. *Share your knowledge only with appropriate professional colleagues.*

Canonbury Primary School

Try to get some support for yourself if you need it.



'Create, Discover and Succeed Together'

**Canonbury Road, Islington, London
N1 2UT**

Tel No: 0207 226 5020

Fax No: 0207 359 8198

APPENDIX C – Short-term Supply Staff form

SAFEGUARDING AND CHILD PROTECTION

Name:

Position:

Start Date:

End Date:

(Note: if supply staff remain in school for more than 5 days, they should be given a copy of the full Child Protection Policy by their 5th day at school and asked to sign for it on arrival on the following day.)

I have read and agree to abide by the leaflet “Safeguarding children at Canonbury Primary School - Information for supply staff 2011-2012”.

Signed _____

SAFEGUARDING CHILDREN

at
CANONBURY

No child should suffer from harm, at home or at school. Everyone who works at our school has a responsibility to ensure that all of our children are safe.

We take this responsibility very seriously and as such, will ensure that supply staff are given a child protection induction by a senior member of staff on their first day at Canonbury. In addition, this leaflet has been given to you to make sure you understand what is expected of you. Please ask a member of staff if you are not clear about anything and keep the leaflet in a safe place so that you can read it again if you need to.

All short-term supply staff are expected to sign a form to confirm that they have read and understood this leaflet.

If you are working at Canonbury for an extended period of time (longer than 1 week), you will be given a copy of the full child protection policy and will be required to confirm that you have read and understood the policy.

REMEMBER:

All children have the right to be safe from harm and abuse.

If you are worried about the safety of any child in this school, or have any concerns regarding our safeguarding practices and procedures, you must report this to a Designated Member of Staff for Child Protection.

Canonbury Primary School

The Designated Member of Staff (DMS) for Child Protection is:

Diane Thompson - Deputy Headteacher, Inclusion & Access

The Deputy Designated Members of Staff (DDMS) for Child Protection are:

Matt Britt - Headteacher

Sara El-Janbey - Deputy Headteacher, Extended School and Senior Teacher Yr. 3/4

Tracey Boanas -Senior Teacher, Yr. 5/6

Katie Hanley - Senior Teacher, Yr. 1/2

Jane Carrington - Senior Teacher, EYFS

The Chair of Governors is: Julie Horten

Mobile number : 07500 554577

The Lead Governor for Child Protection is:

Aline Littlejohn.



Safeguarding & Child Protection & Information for Short-term Supply Staff



Canonbury Primary School

Canonbury Road

London N1 2UT

Tel: 020 7226 5020

Email : admin@canonbury.islington.sch.uk

Canonbury Primary School

London N1 2UT

Tel: 020 7226 5020

Email : admin@canonbury.islington.sch.uk

What are your responsibilities?

All staff including teaching and non teaching staff, temporary and supply staff, clerical, catering and cleaning staff, volunteers and staff working on site employed by other services and agencies and those working with children and families in the community have a statutory responsibility to safeguard and promote the welfare of children.

Copies of our Child Protection Policy, Child Protection Concern Form, Whistleblowing Policy and DfE Guidance documents are all located in the staffroom and may be consulted there. All supply staff are expected to adhere to the DfE and school's procedures and guidance at all times and in accepting work at Canonbury you are agreeing to this.

What should you do if you are worried about a child?

You may become aware whilst working with a child that there are problems at home, school or elsewhere that give you cause for concern. Even in the short period of time for which a supply teacher is in school, abused children can show a change in their behaviour and demeanour. You may notice unexplained marks or bruising, or sometimes a child can display aggressive behaviour, become withdrawn, uncommunicative or unable to concentrate.

If you are worried about the safety of any young person in this school, you must report this to a

Designated Member of Staff for Child Protection in the school. Photos of Designated Member of Staff for Child Protection are displayed around the school and the school office will provide you with details of how to call them on the internal phone system .

What should you do if a child makes a disclosure or you have a concern?

- Listen to the child without displaying shock, disbelief or making judgements.
- Take what the child tells you seriously, as children rarely lie about such matters.
- Reassure the child, but only so far as is honest and reliable.
- Don't interrogate the child, ask leading questions, or criticise the alleged perpetrator.
- Never guarantee confidentiality - explain that you must pass the information on to a Designated Member of Staff for Child Protection.
- Make some notes immediately, e.g. record the date, time, place, facts, your observations and the child's verbatim speech. Do not interpret what is seen or heard; simply record the facts. Write the set up on a Child Protection Concern Form as soon as possible, before the end of the school day.

- Follow the school's Child Protection Policy and procedures. Report your concerns and give a copy of the Child Protection Concern Form to a Designated Member of Staff for Child Protection on the same day.

REMEMBER:

Complete confidentiality is essential.

Share your knowledge only with appropriate professional colleagues.

Ask for some support for yourself if you need it.

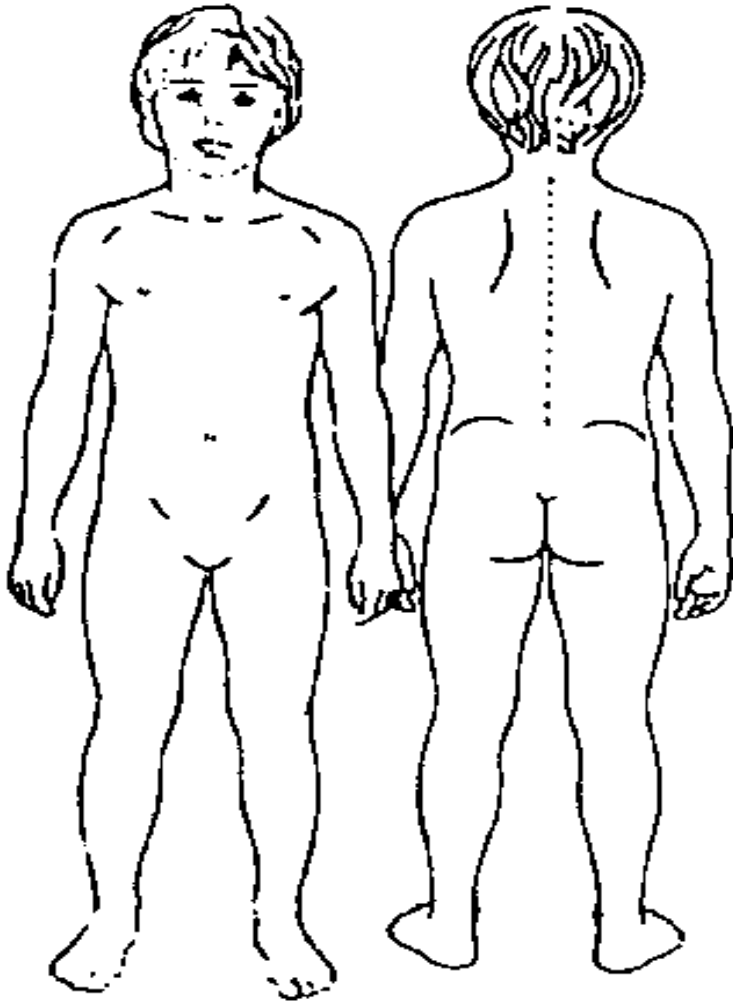
What should you do if the alleged perpetrator is a member of the school staff?

Follow the school's Whistleblowing Policy and report such allegations to the Headteacher. If the allegation is about the Headteacher contact the Chair of Governors.

How do you ensure that your behaviour is always appropriate and professional?

- Adhere to the DfE and school's procedures and guidance at all times.
- Read the DfE Guidance for Safer Working Practice for Adults working with Children and Young People in Education settings located in the staffroom.
- Avoid physical contact and over familiarity with children, as this can be misinterpreted by others.
- Avoid being alone with a child in confined and secluded areas.
- Always ensure that doors are left open or that you can be visible to others.
- Never make arrangements to meet a child on their own outside school hours.
- Do not photograph pupils, exchange e-mails or text messages, or give out your own personal details.

Skin Map:



Signed (reporting adult):

Date:

Handed to:

For: Designated Child Protection Officer use

Name:

Date:

Time:

Action Taken	By whom	Outcome
Discuss with child Ensure the child's wishes and feelings are ascertained where appropriate.		
Monitoring sheet		
Contact parents Please tick: Telephone Call ____ Meeting: ____		
Refer to Islington Social Care		
Other (Please specify)		

Summary of Procedures

What you need to do if you have a concern about a child:

1. Make some notes immediately, e.g. record the date, time, place, facts, your observations and the child's verbatim speech. Do not interpret what is seen or heard; simply record the facts. Write these up on a Child Protection Concern Form as soon as possible, before the end of the school day (Copies can be found in the staffroom, in the general documents folder on the school server and in the office).
2. Report your concerns to a Designated Member of Staff for Child Protection as soon as possible, before the end of the school day and give them a copy of the completed Child Protection Concern Form:
Diane Thompson
Matt Britt
Sara El-Janbey
3. The Child Protection Concern Form will be considered immediately and appropriate action will be taken. If appropriate, a referral will be made to Social Care by one of the named members of staff. Referrals will be sent electronically following an initial phone call.
4. It is natural to be concerned for the child and you will be advised on the same day of reporting the concern once action has been taken. If you do not get this feedback, you must request it from the DMS who received the concern form or if that's not possible, from one of the other DMS. As the adult who reported the concern, you have a duty of care to ensure that the matter is being handled. The DMS will also keep you informed of progress as appropriate.
5. All child protection notes and referrals will be kept in a locked cabinet in the lead DMS Diane Thompson's office.

APPENDIX E

Primary School – Child School Transfer Form

Child Name	UPN
Date of Birth	Date of Arrival

Parent/Carer Name	Parent/Carer Name
Address	Address
Telephone number[s]	Telephone number[s]
Forwarding Address	Forwarding Address

Destination School	Telephone
Reason for leaving	
Date of last day at School	Start Date at New School

HT/DHT/EWO Informed?	Date	Notes
Destination School contacted?	Date	Notes
Folder Sent?	Date	Notes

SEN or Health Concerns	Yes/No	Is the Child known to CSC	Yes/No
------------------------	--------	---------------------------	--------

EWO Guidance
Off-Rolling and Missing Children
Autumn 2011

- If a child is suspected as missing, has not been in school for a week with no response from parents/home, a letter from the Head Teacher is sent to the child's parents stating that by the end of 2nd week the child will be referred to the Education Welfare Service (EWS) to make investigations. Following the EWS investigating for a further 2 weeks, i.e. a total of 4 weeks since the child's first absence, if the child is either not found (and therefore classed as missing) or has been found and has moved to another area/attending another school, a letter will be sent from the Education Welfare Officer (EWO) to the school and the LA Admissions team, confirming that the child will be removed from the school roll.
- All Staff need to be aware that it is a high priority and the School's responsibility to ascertain the whereabouts of the child and where possible details of new a school destination. Until this has been verified and checked by the EWS then the school cannot remove the child from their roll. Sometimes class teachers hear from parents/children that they might be or are moving. It is vital that teachers and all staff relay this to the appropriate person in the school, e.g. senior admin officer, so that the parents can be approached and the information required gained. Obviously this is much more easily achieved when the child is still in school.
- Parents need to be made aware by school that they are required to give to school the forwarding address of home and the new destination school. If they have not found a school then they need to contact School Admissions in the new borough giving their new address prior to their child leaving Canonbury.
- Schools cannot remove children after the 4 weeks if the child is not categorised as Missing. The child would be categorised as a Persistent Absence (P.A.) if the family are not sending their children into school even if they have moved or are about to move. The EWO would liaise with the new EWS and Admissions in the area where they have moved to or will be moving to.
- All sections of the school transfer form need to be completed. If they are not, then reasons must be provided to the EWO why this information has not been obtained.
- For any queries in relation to school transfer/off-rolling/missing children, the EWO should be contacted in the first instance and not LA Admissions. If there are CP concerns and the child does not come in to school then refer to CSC and the EWO.
- When the EWO has verified a child's new address, if they do not have a new school, the EWO will refer them to the new borough EWS. After this the EWO

will inform the departing school so that it can now off-roll that child.