



St. Mary's RC Primary School, Clive Road, Failsworth, Manchester. M35 0NW

Tel: 0161 681 6663

Head Teacher: Ms M Garvey

Email: [info@st-marys.oldham.sch.uk](mailto:info@st-marys.oldham.sch.uk)

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# Safeguarding and Child Protection Policy September 2021

*Version 7*

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## Amendments to policy

Version	Date	Amended by	Recipients	Purpose
1	Sept 16	S.Jacobs	All staff	Review
2	Sept 17	S.Jacobs	All staff	update
3	March '18	S. Jacobs	All staff, governors, St Mary's Web page	Mobile phones CPOM's
4	Sept 19	S. Jacobs	All staff, governors, St Mary's Web page	KCSIE UPDATES
5	Autumn 1	S. Jacobs	All staff, governors, St Mary's Web page	KCSIE UPDATES COVID Procedures
6	Spring 1	S Jacobs	All staff, governors, St Mary's Web page	COVID Procedures
7	Sept 2021	S Jacobs	All staff, governors, St Mary's Web page	KCSIE updates

This document requires approval by governors

Name	Position	Date Approved	Version
	Curriculum committee	Oct 16	1
Mike Aston	Safeguarding Governor	Oct 16	1
	PCS Committee	Sept 17	2
Mike Aston	Safeguarding Governor	Sept 17	2
Mike Aston	Safeguarding Governor	March 2018	3
Mike Aston	Safeguarding Governor	September 2019	4
Mike Aston	Safeguarding Governor	Autumn 1	5
Mike Aston	Safeguarding Governor	Spring 1 2021	6
Mike Aston	Safeguarding Governor	September 2021	7

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## Distribution

This document has been distributed to:

Name	Date	Version
All Teaching Staff	March 2018	3
All Support Staff	March 2018	3
Governors	March 2018	3
All Staff & Governors	September 2019	4
All Staff & Governors	Autumn 1	5
All staff and Governors	Spring 1 (2021)	6
All staff and Governors	September 2021	7

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### **Key Contacts for Safeguarding and Child Protection**

**Headteacher:** Ms M Garvey

Contact email: [mary.garvey@st-marys.oldham.sch.uk](mailto:mary.garvey@st-marys.oldham.sch.uk)

Telephone 0161 681 6663

**Designated safeguarding lead:** Ms M Garvey

**Deputy safeguarding lead:** Ms L Clerkin

Contact email: [l.clerkin@st-marys.oldham.sch.uk](mailto:l.clerkin@st-marys.oldham.sch.uk)

Telephone: 0161 681 6663

**Attendance & Family Liaison Officer:** Mrs S Jacobs

Contact email: [sue.jacobs@st-marys.oldham.sch.uk](mailto:sue.jacobs@st-marys.oldham.sch.uk)

Telephone: 0161 681 6663 or 07527 729 829

**Safeguarding Governor:** Mr M Aston

Contact email: [info@st-marys.oldham.sch.uk](mailto:info@st-marys.oldham.sch.uk)

Telephone: 0161 681 6663

**Safeguarding Lead for Schools & Educational Establishments:** David Devane

Contact email: [David.devane@oldham.gov.uk](mailto:David.devane@oldham.gov.uk)

Telephone: 0161 770 8868

**Local Authority Designated Officer (LADO):** Collette Morris

Contact email: [LADO@oldham.gov.uk](mailto:LADO@oldham.gov.uk)

Telephone: 0161 770 8870

**Multi-agency Safeguarding Hub:** MASH

Contact email: [child.mash@oldham.gov.uk](mailto:child.mash@oldham.gov.uk)

Telephone: 0161 770 7777

### **Early Help**

Contact email: [EarlyHelp.team@oldham.gov.uk](mailto:EarlyHelp.team@oldham.gov.uk)

Telephone: 0161 770 6672

**Local Police Prevent Officer:** David Bull

Contact email: [david.bull@gmp.police.uk](mailto:david.bull@gmp.police.uk)

Telephone: 0161 856 8912

**Oldham Prevent Lead:** Bruce Penhale

Contact email: [bruce.penhale@oldham.gov.uk](mailto:bruce.penhale@oldham.gov.uk)

Telephone: 0161 770 4196

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## **Statement of Intent**

At St. Mary's, we believe that the protection of our children is an integral part of the ethos of the school. We seek to create an atmosphere in which children are recognised as unique and precious children of God. We seek to create a culture of openness and security where children are confident to talk to adults and are confident that they will be listened to.

The school will follow the procedures as laid down by the Oldham Local Safeguarding Children Board (OLSCB), will respect issues of confidentiality and will give priority to working together with other agencies to protect children in our care particularly those, who have been identified as being at risk of child abuse.

Safeguarding and promoting the welfare of children is everyone's responsibility who works or volunteers at St Mary's RC Primary. Consequently, everyone who comes into contact with our children has a role to play in safeguarding and child protection. In doing so, all staff and volunteers should make sure their approach is child-centred. This means that they should consider what is in the best interests of the child.

We recognise that because of the day to day contact with children, staff and volunteers are well placed to observe signs of harm, abuse, neglect, victimisation and/ or exploitation. St Mary's RC Primary will therefore ensure arrangements are in place to safeguard and promote the welfare of children by:

- Providing a safe environment where all children feel safe and secure,
- All children can approach any member of staff if they have a worry, The Child's Voice being paramount
- Teaching students to keep themselves safe from all forms of abuse
- Provide opportunities for effective, ongoing training and development for all staff
- Proactive referrals to other agencies to address safeguarding concerns

## **The Role of the Head Teacher and Governors**

The Head Teacher and the Governors will seek to fully support the role and responsibilities of the designated persons for child protection through ensuring that:

- Staff are aware of the designated persons, the procedures and have their full support.
- Inter-agency procedures are known and followed.
- Time is available for training.
- Time and adequate resources are available for the designated teacher to carry out their roles and responsibilities.
- An annual report to governors is provided which details the training undertaken during the year and monitors and reviews the school policy and in-school procedures.
- The appointed child protection governor is aware of the procedures and practices of the school and is able to challenge and support the school in ensuring good practice
- Key Governors and Staff have attended Safer Recruitment Training

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### **The Role and Responsibilities of the Designated Persons**

The Designated Child Protection Officer for the school is Ms Garvey who will be the first point of reference for any issues to do with child protection. In her absence, staff should report to the Deputy Head Teacher, Mrs Clerkin or a member of the Senior Leadership Team.

Alternatively, concerns and advice can be sought from Mrs. Jacobs (Family Liaison Officer) or Mrs Bushi Assistant Head Teacher.

The designated person is not expected to be an expert. Once the school has reported concerns it is for the police and social services to carry out necessary investigations.

In this school the designated persons endeavour to:

- Co-ordinate action in cases of child abuse both within the school and with outside agencies.
- Act as consultant for school staff and outside agencies about particular children.
- Ensure that appropriate staff within school has sufficient knowledge about the child at risk to protect him/her.
- Keep information about those pupils on a Child Protection plan, Child in Need Plan, Early Help, Children Looked After, Child who has a Special Guardianship Order, or are in a private fostering arrangement
- Pass on information to the receiving designated person when the child changes school.
- Liaise with other agencies of the LSCB, Local Safeguarding Children Board.
- Arrange ongoing whole school awareness, raising staff development (including support staff), with regard to child protection.
- To attend training provided by the LSCB and designated person's network meeting.

Oldham Safeguarding Children's Partnership have recently agreed an Escalation and Resolution Pathway Protocol Policy to promote effective partnership working, which depends on transparency, openness and a willingness to understand and respect individual and agency views. There may be occasions where individuals and/or agencies disagree on the best way to keep children safe. This updated policy will support school to challenge respectfully with the aim of resolving professional disagreements at the earliest possible stage.

### **Recording, Storing and Sharing Information**

All confidential information relating to pupils is stored using the web based CPOM's programme. This system is password and authenticator protected; safeguarding incidents can only be accessed by the designated Child Protection Officer, Ms Garvey, Deputy Ms Clerkin, Mrs Bushi and the Family Liaison Officer Mrs Jacobs. The designated person reserves the right to confidentiality of any pupil. Relevant information will be shared on a need to know basis with appropriate staff.

When a pupil transfers to another school contact will be made, either by telephone or by meeting, with the designated person from the receiving school, thus ensuring that all relevant information is transferred this will include any information held on CPOM's. Receipts for transfer of information will be obtained. Where a child has a child's plan the child's social worker will be informed.

All children's records on transfer to St. Mary's will be passed on to the designated person. Class teachers are aware of any child who is currently accessing support from external agencies via a list kept in class welfare files. The list also identifies children who have previously received support. They are aware that any sensitive information concerning these children should be reported to the designated person.

If a pupil accesses alternative provision, St Mary's will continue to be responsible for the safeguarding of the pupil and should be satisfied that the provider can meet the needs of the pupil. Written confirmation will be sought from the alternative provider ensuring appropriate safeguarding checks have taken place.

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On the disclosure of an incident, or in the event of a teacher having emerging concerns, the member of staff will complete a cause for concern referral (via CPOM's), collating all the necessary information about the child/family, which is then passed onto the designated person. A chronology will be started showing the date, the action taken and the lead person/agency referred or spoken to; it should be a clear and comprehensive summary of concern, how this was followed up and resolved, actions taken, decisions reached and include the outcome. This log will be continued and monitored as further concerns arise. An electronic record is used which is password protected. This enables good communication in the case of different members of staff receiving information at different times. School will endeavour to contextualise all assessments and recordings taking in to account social spheres, not just educational information.

At St. Mary's, we are proactive in developing effective links with relevant agencies and are committed to taking an active role in multi-agency meetings. Key staff will attend all core group meetings, including when these are held outside of the school term; child protection conferences, CLA reviews and Early Help meetings.

School has a procedure for the early identification of concerns about a child's welfare, in an attempt to avoid reaching threshold of Children's Social Care. These concerns are shared with parents who are offered an Early Help Assessment. School complete the assessment with the family and transfer the information to the Early Help Team.

The designated person will continue to work closely with the parents, Early Help Team, Key Worker and other significant professionals/agencies.

#### **If a member of staff has concerns about a child or a child has disclosed abuse:**

Staff will follow the guidance given for individuals at Appendix 1, and the school will then follow the in-school protection procedures, as shown at Appendix 2.

Referrals to relevant agencies will be made by school, this will be

#### **The Role and Responsibilities of every member of staff will be to:**

- know who the designated teacher is;
- know and follow the in-school procedures;
- ensure new guidance is read and signed when disseminated to whole school
- understand the role of the designated teacher;
- attend any in-school meetings when appropriate;
- monitor any vulnerable child, who is in their local authority care, or on a child protection plan, child in need plan or under the Early Help Offer
- have a general awareness of the possible indicators of abuse; and
- keep confidential any sensitive information which has been shared with them
- Ensure the child's wishes and feelings are taken in to account when determining what action needs to be taken and what services to provide for support
- Recording concerns on CPOM's in a timely manner

***All staff should be aware that behaviours linked to issues such as drug taking or alcohol misuse, deliberately missing education, consensual and non-consensual sharing of nude and semi-nude images or videos can be signs that children are at risk.***

#### **Working together to Safeguard Children Statutory Guidance**

<https://www.go.uk/government/uploads/system/uploads/attachment>

#### **Keeping Children Safe in Education Statutory Guidance**

A copy of this is available to every member of staff, this is held in class Welfare Files

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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A copy of this is available to every member of staff, this is held in class Welfare File. All staff are also required to read Annex A, these are again held in class Welfare Files.

### **Information for Parents/Guardians**

Any referrals being made will be discussed with parents/carers, unless it is a sexual or Fabricated Illness abuse allegation. The school upholds the policy laid out by the LEA guidelines.

<http://www.oldham.gov.uk/lscb/>

Parent/Guardians are required to complete a Child Contact and Collection from School Form every academic year, these must include additional emergency contact numbers for other significant adults. It is a parent/guardian responsibility to provide school with any changes of information immediately.

### **Children Looked After**

All staff should have awareness of issues around safeguarding looked after children. Designated Safeguarding Lead should ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe.

Staff need to be aware of the legal status of a looked after child's care arrangements. In particular, they should ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The designated safeguarding lead should have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

The Designated Safeguarding Lead must appoint a designated teacher to promote the educational achievement of children who are looked after and to ensure that this person has appropriate training. Personal Educational Plans will be completed and reviewed, via Welfare Call, each term. New goals and targets will be set to ensure that the child's education is supported to encourage achievement and attainment.

The designated person is Mrs Clerkin.

School follows the Local Authority Policy on Looked After Children

<https://www.gov.uk/topic/schools-colleges-childrens-services/looked-after-children/latest>

### **Preventive Work in School/Emotional Well Being and Mental Health**

The school will make use of resources available in the authority to encourage the development of the school as a 'listening' school.

The PSHE curriculum and sex education curriculum will be examined to identify any areas in which direct teaching might be appropriate to support children in protecting themselves and in recognising the need to protect others.

All staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Where children have suffered abuse and neglect or other potentially traumatic childhood experiences this can have a lasting effect throughout their life, staff need to be aware of the impact this can have on a child's mental health, behaviour and education. Staff need to follow school policy on reporting a safe guarding concern.

All children have access to emotional wellbeing and mental health support in school, with key staff who have accessed relevant training. School will support children and families with referrals to specialised mental health external agencies; only appropriately trained professionals can make a diagnosis of mental health. School have bought in to the Caritas Service where children can access specific 1:1

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support. From November 2020 school have also secured interventions provided by Mental Health Support Team Oldham, this will offer 1:1 intervention to children who require specific mental health and well-being support. More information can be found in the [mental health and behaviour in school's guidance](#).

### **Relationship Education, Relationship and Sex Education and Health Education**

School recently purchased the "Life To The Full" programme to replace and update the existing scheme "In the Beginning". This was due to be implemented in September 2020. However, due to COVID 19, the training was postponed until the Spring 2021. School will consult with parents before implementation in Summer 2021.

### **Protecting Children from Female Genital Mutilation**

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM.

All teachers have a mandatory responsibility to report FGM if they discover it (through disclosure not physical examination) to the police and informing the Designated Safeguarding Lead.

Multi-agency statutory guidance on female genital mutilation can be found here:

<https://www.gov.uk/government/collections/female-genital-mutilation>

Further information sheet to raise awareness can be found at:

[http://www.oldham.gov.uk/lscb/downloads/file/116/female\\_genital\\_mutilation](http://www.oldham.gov.uk/lscb/downloads/file/116/female_genital_mutilation)

### **Forced Marriage and Honour Based Abuse**

This is an entirely separate issue from arranged marriage. It is a human rights abuse.

A signal of FM is the removal of the students from school and lengthy absence which is often unexplained. Other indicators may be detected by changes in behaviours. Whistleblowing may come from younger siblings.

Any member of staff with any concerns should report this immediately to the Designated Safeguarding Lead who should raise the concern with the Local Police Safeguarding Unit, you should never attempt to intervene directly or through a third party.

Caroline McKenna, Local Area Safeguarding Board Lead Officer/s

Email: [caroline.mckenna@oldham.gov.uk](mailto:caroline.mckenna@oldham.gov.uk)

Telephone: 0161 770 8096 / 5068

Additional information can be found by following the links below:

<https://www.gov.uk/guidance/forced-marriage>

[http://www.cps.gov.uk/legal/h\\_to\\_k/honour\\_based\\_violence\\_and\\_forced\\_marriage](http://www.cps.gov.uk/legal/h_to_k/honour_based_violence_and_forced_marriage)

[http://greatermanchesterscb.proceduresonline.com/chapters/p\\_force\\_marriage.html](http://greatermanchesterscb.proceduresonline.com/chapters/p_force_marriage.html)

### **Child Sexual Exploitation and Child Criminal Exploitation (CCE)**

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other

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resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

The experience of girls who are criminally exploited can be different to that of boys, the indicators may not be the same. Both boys and girls who are being criminally exploited may be at higher risk of sexual exploitation.

### **Phoenix Oldham Partnership**

The overarching strategic objective of the Phoenix Oldham initiative is to support the work of the Oldham Local Safeguarding Children Board in ensuring that all agencies work together to safeguard and promote the welfare of children and young people. Phoenix Oldham is a strategic partnership between Oldham Council, Greater Manchester Police (Oldham Division), the CCG Positive Steps and Barnardos.

School follow the local authority policy which can be found on the following link:

[http://www.oldham.gov.uk/lscb/downloads/file/86/messenger\\_cse\\_multi\\_agency\\_procedure](http://www.oldham.gov.uk/lscb/downloads/file/86/messenger_cse_multi_agency_procedure)

### **Children Missing Education (CME)**

At St Mary's RC Primary, we believe all students, regardless of their circumstances or background are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs.

Pupil absence will be followed up on a daily basis as a matter of priority. Every child who has a continuous period of absence of three days or more will be required to provide proof of absence; home visits will also be undertaken.

School will follow the Education Attendance Service and the recently written Oldham Safeguarding Children Partnership Educational Neglect Protocol. When a child has been absent for three or more days without reason, contact will initially be via telephone, followed by a home visit and a letter. If after 10 school days no contact has been made, school will complete the Child Missing Education (CME) form and forward the school's investigation to the Local Authority, who will then follow their procedures. After a period of 20 days and on completion of all safeguarding checks, a child will be removed from school roll.

School follow Department for Education Statutory guidance, which can be found on the link below:

<https://www.gov.uk/government/publications/children-missing-education>

### **Channel - Prevent**

Channel is an early intervention strategy aimed at identifying and supporting those individuals vulnerable to radicalisation into violent extremism. Channel is designed to establish an effective multi-agency referral and intervention processes to identify vulnerable individuals and provide them with diversionary intervention to support them and reduce their vulnerability.

There is an identified strategic lead for Prevent within the school, Ms M Garvey, Headteacher. The strategic lead has a good awareness and understanding of the Prevent Strategy, Prevent Duty, the school's responsibilities in relation to this, and local partnership arrangements for Prevent safeguarding.

All staff and governors have been trained so that they understand that Prevent is a safeguarding issue, and know how to recognise and refer students who may be vulnerable to radicalisation (the on-line

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Channel training package at [http://course.ncalt.com/Channel\\_General\\_Awareness](http://course.ncalt.com/Channel_General_Awareness) is a useful resource for this. It takes around 25 minutes to complete and staff can print a certificate of completion)

Referrals or advice regarding Channel/Prevent concerns can be accessed in the following ways:

Email – [Channel.project@gmp.police.uk](mailto:Channel.project@gmp.police.uk)

Local Co-ordinator – DC David Bull – 0161 856 8912 or [david.bull@gmp.police.uk](mailto:david.bull@gmp.police.uk)

Oldham Prevent Lead – Bruce Penhale – 0161 770 4196 or [bruce.penhale@oldham.gov.uk](mailto:bruce.penhale@oldham.gov.uk)

Referral and assessment forms can be found in the Safeguarding File held in the school office. If you need any advice or support about submitting a Channel referral please contact Angela Quinn, the Channel Co-ordinator for Oldham: tel: 0161 227 3545 e-mail: [angela.quinn@manchester.gov.uk](mailto:angela.quinn@manchester.gov.uk)

### **County Lines**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more areas (within the UK). Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move, store drugs and money. Further information can be found in the guidance by the Home Office.

### **Domestic Abuse**

School have registered with Operation Encompass and are notified if Domestic Abuse incidents occur when children are present. This helps police, school and Children's Services work together to provide emotional and practical help to children and families.

Refuge runs the National Domestic Abuse Helpline which can be called free of charge 24 hours per day [0808 2000 247](tel:08082000247)

Additional advice on identifying children who are or may be affected by domestic abuse and how they can be helped is available at

- [NSPCC – UK domestic abuse Signs Symptoms Effects](#)
- [Refuge – What is domestic violence/effects of domestic violence on children](#)
- [Safelives: young people and domestic abuse](#)

### **Children with disabilities and Special Educational Needs**

The available UK evidence on the extent of abuse amongst disabled children suggests that disabled children are at increased risk of abuse and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect.

Staff need to be aware that additional barriers can exist when recognising abuse and neglect in this group of children.

Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration

Students with SEN and disabilities can be disproportionately impacted by things like bullying - without outwardly showing any signs. Communication difficulties may be barriers to relating any concerns they may wish to disclose.

Additional guidance can be sought on the DFE website: Safeguarding Disabled Children: Practice Guidance (July 2009).

<https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>

### **Children who harm other children (Peer on Peer Abuse)**

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School will work with children whose behaviour cause significant harm to other children. Examples of this may include when children are violent, verbally aggressive/abusive or cause danger towards other children. Peer on Peer abuse is most likely to include; bullying, discriminatory bullying, cyberbullying, physical abuse – hitting, kicking, shaking etc., the list is exhaustive and staff should be confident in challenging inappropriate behaviours. By downplaying or minimising certain behaviours or incidents can lead to a culture of unacceptable behaviours, an unsafe environment or worst case scenario a culture that normalises abuse, resulting in children accepting these behaviours and then not reporting such.

Peer on peer abuse can manifest itself in many ways. This could for example include children being subject to initiation/hazing type violence. It could be through 'sexting' using online communications, text or image messaging. Further guidance on sexting can be found via Child Exploitation Online Protection Centre (CEOP) <http://www.ceop.police.uk/>

Where a pupil's behaviour causes significant harm to other pupils, staff should follow the child protection procedures for the School.

When necessary the School Governing Body will be notified and kept fully informed of any situation that may occur, they will have full access to the recording of the incident, the investigation and outcomes.

### **Child on child sexual violence and sexual harassment**

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

School acknowledge that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.

School will investigate all allegations promptly and thoroughly, recording all outcomes.

Further information can be found at:

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

Reassurance will be given to all children who disclose/report any form of abuse, sexual abuse or sexual harassment; they will know that their disclosure has been taken seriously and they will be supported and kept safe. They will not be made to feel that they have created a problem or be ashamed to have disclosed the abuse.

### **Restraining/Use of Reasonable Force**

The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

Key members of staff at St Mary's have accessed 'Team Teach Training' and were possible these members of staff will be sought in the first instance. However, all members of school staff have a legal power to use reasonable force. This power applies to any member of staff at the school. It can also apply to people whom the headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

Further information can be found at:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

### **E-Safety**

St. Mary's RC Primary School, Clive Road, Failsworth, Manchester. M35 0NW

Tel: 0161 681 6663

Head Teacher: Ms M Garvey

Email: [info@st-marys.oldham.sch.uk](mailto:info@st-marys.oldham.sch.uk)

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The school's internet access is designed expressly for pupils use and includes filtering appropriate to the age of the pupils. The children are taught about the dangers of using the internet and social media platforms including the use of Facebook, Twitter, Instagram, SnapChat, Tik Tok and Bebo. The school works in partnership with parents, children and the ICT provider 'Oldham Council' to ensure that children at St. Mary's are unable to access social network sites within the school. This will also be monitored and evaluated by School Governors.

School hold an 'E-Safety' event each year promoting the work done by the NSPCC and provide every parent with a copy of *Digital Parenting Magazine*.

A useful link used by school is [nspcc.org.uk/onlinesafety](https://nspcc.org.uk/onlinesafety) or by calling 0808 800 5002

School buy in the services of Foresight ICT Consultants to ensure that regular screening of on-line materials is completed and appropriate software security systems are in place

Children who walk home alone may bring mobile phones into school. These must be handed in to class teachers first thing in the morning and collected as they leave the building.

Staff must have their mobile phones on 'silent' during teaching times. Phones must be kept in classroom stock cupboards or teacher's desks, away from children. In line with EYFS guidance March 2018, all Early Years Staff must switch their phones off and ensure they are kept in the Early Years storeroom. Staff must not check or answer calls or texts during teaching times, staff can access their phones when children are not in the classroom.

Staff should ensure that contacts who may need to contact them urgently during the school day, (e.g. family or schools attended by their own children) phone the school office in the case of an immediate emergency. The sending of abusive or inappropriate text messages by staff is strictly forbidden as is the use of mobile phones to take pictures or videos of children, either in the building or on school trips.

Visitors to the school will be asked to switch their mobile phones off and not use whilst in the school building.

### **Staff Training**

Any new member of staff will be asked to undertake a short training session with the designated teacher on this policy and procedure. All staff teaching and non-teaching staff will have received updated and relevant training from the Oldham Child Protection team which is renewed every three years. (see training record)

All staff will complete the on-line Prevent Training

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

All staff will complete the safeguarding e-learning module

<https://docs.google.com/forms/d/e/1FAIpQLSc6yGVd7nkvoG8sOp1eq3Ow2h3mfwxZioM61WS-HYGobutNDA/viewform>

All staff should have received or have access to a copy of *A Quick Guide to Making A Child Referral* (Oldham ACPC) and have been made aware that they can access further information at [www.oldham.gov.uk/lscb](http://www.oldham.gov.uk/lscb)

Designated persons will receive refresher child protection training every year approved by OLSCB in line with DCSF requirements.

### **Confidentiality**

All staff will follow the procedure below:

- In cases of disclosure or abuse, by either children or adults, we have a professional responsibility to share the information with the designated person who will make referrals to children's social care (MASH) without delay, after speaking to the parents when it is necessary.
- Monitor and record all concerns

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- Liaise with other agencies
- Attend relevant training

All referrals are confidential; staff will agree to keep all referrals confidential and will not discuss them with any other person.

School also follow the guidance on Understanding and dealing with issues relating to parental responsibility, which can be found at:

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility>

### **Staff Allegations**

All staff have a duty to raise concerns where they feel individuals, schools or colleges are failing to safeguard and promote the welfare of children and young people.

All allegations about the behaviour of the adults in our school will be referred without delay to the designated person who will contact relevant agencies, according to ACAP (LSCB) procedures. School follow; Whistleblowing to Ofsted about safeguarding in local authority children's services policy and guidance.

In cases 'where there is no evidence or proper basis which supports the allegation being made' this will be recorded as 'Unfounded'.

If a member of staff or parent/carer has a cause for concern, there is a Local Authority policy (Greater Manchester Safeguarding procedure) for safeguarding allegations made against staff.

<http://greatermanchesterscb.proceduresonline.com/chapters/contents.html>

In the first instance, issues of concerns should be reported to the Head Teacher or the next most senior member of staff who should contact the Local Authority Designated Officer (LADO) TEL: 0161 770 8870. In the event of an allegation of abuse being made against the Head Teacher, allegations should be reported directly to the local authority.

### **Health and Safety**

The Site Manager and the School Business Manager will ensure that there is a robust health and safety policy to meet the statutory responsibility for the safety of students and staff at the school. The Headteacher, alongside the Site Manager will identify and manage risk through the use of risk assessments.

Visitors and contractors will be expected to sign in and wear ID badges at all times. Contractors used by school have all been DBS checked by our Property Management Company.

David Beaumont, Site Manager

Email: [d.beaumont@st-marys.oldham.sch.uk](mailto:d.beaumont@st-marys.oldham.sch.uk)

Gail Leigh, School Business Manager

Email: [g.leigh@st-marys.oldham.sch.uk](mailto:g.leigh@st-marys.oldham.sch.uk)

School have an up to date Health and Safety Policy.

### **Central Safeguarding Record Keeping (DBS)**

All adults (including visitors and volunteers) who have unsupervised access to children in school will have had the required List 99 or an Enhanced DBS check undertaken. Schools should undertake a Risk Assessment when deciding whether a DBS may need to be required for a volunteer not engaging in regulated activity, details of which should be recorded. The information concerning checks will be kept on a single central record held on the main office computer which is maintained by Mrs Gail Leigh, School Business Manager and overseen by the Headteacher Ms M Garvey.

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Policy and Practice within the school in the aspect of child protection will be reviewed annually, using the LCSB online audit tool. The results of this audit will be reported annually to the safeguarding governor.

#### Continued aspects of development

- Review record keeping; Systems updated and meet LCSB guidance, Ofsted September 2018
- Audit of practice is rigorous and was last audited in September 2018 by Ofsted
- Safeguarding Audit to be completed February 2021 and was submitted to the LCSB
- Lead Safeguarding Governor to audit processes termly
- Safer Recruitment Training has been undertaken by all relevant staff
- Whole school safeguarding training completed yearly
- Designated Safeguarding Leads will continue to attend LCSB training annually
- LCSB Network meetings to be attended every term
- School use the on line CPOM's a system for monitoring and recording, all staff are now able to access the system
- Whole school E-Safety Training for staff use of social media
- Class Welfare files to be updated each September and handover given to new class teacher
- Child Information and Collection from school's form to be completed annually (September)
- KCSIE – Part One available to all staff within Welfare Files and Safeguarding Board, this is also available on school website. Full version can be found on line <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>. Copies of this are kept in the Headteachers office and on school website
- New staff inductions to include; using CPOM's, Prevent Training and On Line Safeguarding Training
- Recording of behaviour incidents to include; comprehensive summary of incident, child's wishes and feelings, consequence, outcome and details of information shared with third party i.e. parent/carers – pro-forma to be designed. Staff to have full access to incidents
- Child's SEN records to be kept on CPOM's, staff to have full access to the information and all reports and recommendations
- Prevent and Safeguarding Training to be completed by all Midday Supervisors