

Safeguarding and Child Protection Policy

Key Contacts

Headteacher

Mrs Jo-Anne Hoarty
Contact details: 01908 669735 ex 108

Senior designated safeguarding lead:

Mr Graeme Roach
Contact details: 01908 669735 ex 222

Deputy designated safeguarding lead:

Mrs Anne Hoskins
Contact details: 01908 669735 ex 119

Members of safeguarding team:

Year 7: Sharon Robinson
Contact details: 01908 669735 ex 107
Year 8: Yommy Adeyemi
Contact details: 01908 669735 ex 245
Year 9: Kay Klymyszyn
Contact details: 01908 669735 ex 151
Year 10: Sandy Thomas
Contact details: 01908 669735 ex 114
Year 11: Arianne McIntyre
Contact details: 01908 669735 ex 117
Year 12: Jennie Williams
Contact details: 01908 669735 ex 115
Year 13: Andrew Beckett
Contact details: 01908 669735 ex 109

Designated e-safety lead:

Name: Graeme Roach
Contact details: 01908 669735 ex 222

Designated Prevent lead:

Graeme Roach
Contact details: 01908 669735 ex 222

Designated CSE lead:

Mrs Anne Hoskins
Contact details: 01908669735 ex 119

Designated LAC (Looked After Children) lead:

Graeme Roach
Contact details: 01908669735 ex 222

Chair of governing board:

Name: Mr Paul Herbert
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Designated governor for safeguarding:

Name: Mr Tola Adesina
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Safeguarding Statement

Philosophy

'Management in the school must reflect its Christian nature by putting the welfare and development of pupils and staff first and so putting Christ's example into practice'.

(A Vision for St Paul's)

'At St. Paul's we recognise the right of every individual to feel safe at all times and accept the responsibility of ensuring that we never cause a person to feel unsafe by our actions or by our failure to act'.

(St Paul's Pupil's Code of Conduct)

Safeguarding is the concern of everybody at St. Paul's Catholic School and we are committed to ensuring that all pupils and students are not only safe but also feel safe. We aim to provide an environment that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of, harm.

In any case where an adult is concerned that a child is, or may be at risk of significant harm, a referral must be made directly to Milton Keynes Council Multi-Agency Safeguarding Hub (MASH) - *contact details can be found at the end of this document*. If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.

This policy applies to all adults, including volunteers, working in or on behalf of St. Paul's Catholic School.

St. Paul's Catholic School ensures that there is a child centred and coordinated approach to Safeguarding. Appropriate systems are in place for seeking and taking into account the child's wishes and feelings when making decisions, taking action and deciding what services to provide in order to protect individual children. In line with the Education Act 2002, Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2019, the school ensures that arrangements are in place to safeguard and promote the welfare of its students and staff by:

- maintaining a safe environment in which children can learn and develop; where they feel valued, secure, encouraged to talk and feel that they are listened to;
- providing children with opportunities and confidence to discuss issues and report problems that affect their safety and welfare;

- effectively using the pastoral system in school to identify children and their families who may benefit from early intervention and support;
- safeguarding their welfare, particularly those who are most disadvantaged and/or most at risk;
- including opportunities across the curriculum for children to develop the skills they need to recognise potential harm and stay safe;
- ensuring safer recruitment practices are in place;
- having robust procedures for recognition and referral where there are welfare or child protection concerns; ensuring that a child-centred approach is maintained and considers what is in the best interests of any child;
- raising awareness among staff and pupils of child protection issues and ensuring that they are equipped to deal with concerns and keep themselves safe;
- monitoring and supporting children and young people who are in care or subject to child protection plans and contributing to the implementation of their plan;
- promoting partnership working with parents and professionals, recognising the part the school has in the wider safeguarding system for children.

Definitions

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes

(Working Together to Safeguard Children 2018)

Child protection is seen as part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

(Working Together to Safeguard Children 2018)

Legislation and Guidance

St. Paul's Catholic School works within the key statutory guidance Keeping Children Safe in Education published by the Department for Education in September 2019. This guidance incorporates:

- a child centred approach to safeguarding;
- identifying those most at risk and the importance of early intervention and what staff should know, look out for and do in response to any concerns;

- the role of the designated lead and the school in general;
- raising awareness of types of abuse and neglect including new and emerging threats;
- identifying specific safeguarding issues;
- managing allegations and concerns about teachers and other staff;
- further information on child Sexual Exploitation (CSE), Modern Day Slavery, Female Genital Mutilation (FGM), Domestic Violence, Honour Based Violence, Peer Abuse, Up skirting, County Lines, Money Mules and Preventing Radicalisation.

Peer on peer abuse

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.”

John 13:34-35

Jesus taught us to ‘Love one another’ regardless of race, religion or gender. While St Paul’s openly promotes the attributes of equality, respect and tolerance. We recognise that children and young people are capable of abusing their peers. While such behaviour is most likely to be initially addressed through the Pastoral system and dealt with by a Year Leader; where such behaviour is seen to be potentially abusive the matter will be referred to the Designated Safeguarding Lead. Examples of such behaviour could include bullying, sexual violence and harassment, causing physical harm, initiating/hazing type violence and rituals, misuse of social media and Youth Produced Sexual Imagery. More detailed discussions with the Designated Safeguarding Lead will be held on how the ‘victim’ and ‘perpetrator’ as well as any other child affected, will be supported. Parents will always be notified and appropriate strategies put in place to prevent further occurrences and ensure the safety of those involved.

While the school seeks to develop pupils in the area of ‘care and concern’ and ‘love of one another’, it will not tolerate any form of abuse and pupils are expected to accept responsibility for their actions.

Supported Work Experience Extended Placements (SWEEP)

It is the duty of St Paul’s to ensure that all pupils are safe when involved in any form of off-site activity. Prior to any pupil taking up a work experience placement, a risk assessment will have taken place prior to the placement commencing. Such risk assessments are undertaken through the work experience provider DEVELOP. Contact arrangements are put in place and it is the aim of the school to ensure that each child is visited by a member of staff at least once during the duration of the

placement. Work prior to the period of work experience is undertaken with more vulnerable pupils with additional checks made in the early days of a placement to ensure the success of this experience for them. Pupils are fully equipped with the necessary strategies to manage contact with school if there are any concerns while on placement and School will have no hesitation in terminating a placement where concerns are not addressed by an employer.

Pupils educated off site

Pupils are dual rolled when their education is redirected to an alternative educational provider or while they are undergoing a Managed Move to another school. As such we maintain responsibility for the Safeguarding of these pupils although their day to day educational provision would be elsewhere. School will ensure any provision meets the needs of its pupils and that appropriate Safeguarding checks have been carried out on individuals working in the establishments of alternative providers.

Visits by staff to other establishments

Staff who work in other educational establishments are expected to make themselves familiar with the Safeguarding procedures of that school. Where staff have concerns while on the site of another school, these should be raised through the procedures in place at that school. Under no circumstances should staff delay making their concerns known in order to inform the Designated Safeguarding Lead at St Paul's. At the earliest opportunity staff should inform the Designated Safeguarding Lead at St Paul's who will contact the other school to ensure that the concerns raised have been acknowledged and acted upon appropriately.

Inspection Framework

St Paul's Catholic School notes the guidance on standards and expectations for safeguarding children published by Ofsted and aims to achieve these. This includes The Education Inspection Framework updated in September 2019 as well as the Ofsted School Inspection Handbook also updated in September 2019.

Local Child Protection Procedures

St. Paul's Catholic School is aware of and compliant with multi-agency child protection procedures that have been agreed locally through MK Together/ Milton Keynes Safeguarding Children Board (MKSCB). St Paul's recognises that while it is parents and carers who have primary care for their children, local authorities working with partner organisations and agencies have specific duties to safeguard and promote the

welfare of all children in the area. All organisations, of which St Paul's is one, working with children and young people are bound by the overarching statutory inter-agency guidance 'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children 2018' St. Paul's Catholic School realises the importance of multi-agency working and ensures that all relevant staff are able to attend or appropriately contribute to all relevant meetings including Family Support (Child in Need) Meetings; Child Protection Conferences; Core Groups and Strategy Meetings.

MK Together/ MKSCB procedures include detailed information on what to do if you have a concern and how to make a referral; safer recruitment guidance; and managing allegations against staff (LADO guidance). They also include a range of other guidance regarding more specialist safeguarding topics. All designated teaching staff and governors of St. Paul's Catholic School are expected to be aware of this guidance and its implications.

We recognise that it is not the place of schools to be an investigating agency and that it is essential that child protection issues are referred speedily and addressed through the agreed procedures. The school accepts that it continues to play a role after referral and has developed strong links with partner agencies, particularly Children's Social Care, via the MASH.

Roles and Responsibilities

All staff and volunteers within St. Paul's Catholic School have a responsibility to protect its students. There are, however, key people in the school and the Local Authority who have specific responsibilities under child protection procedures.

The names of those carrying out these responsibilities in school for the current year are listed at the front of this document.

The Governing Body and the School Leadership Team ensure that the Designated Leads for Safeguarding receive the necessary training, have access to the resources needed to enable them to carry out their responsibilities and have regular professional supervision to support them in this role. They are given time to effectively fulfil the duties that their role demands. The school leadership team not only ensure that the Designated Lead for Safeguarding attends the required training but also that training is refreshed every two years. Governors and the School Leadership Team receive regular reports on Safeguarding issues.

All other staff (teaching and non-teaching) undertake child protection training annually with a given focus on a particular area of Safeguarding usually identifying a specific concern or to provide information on emerging threats. Staff are encouraged to make known their smallest concerns and recognise that the information they provide may

well be contributing to a broader picture developing with the Designated Safeguarding Lead. It is emphasised that it is not acceptable to do nothing where there is a concern and staff should never assume a colleague will take action and share information regarding an incident both have witnessed. It is critical in keeping children safe that all staff demonstrate individual responsibility for reporting incidents and it is highlighted that early information sharing is vital in ensuring the safety and welfare of pupils. Training emphasises to staff that through the nature of their day-to-day contact with pupils and students that they are well placed to observe the outward signs of abuse and pick up on the changes of behaviour of the pupils and students in their care.

While all staff should speak to the Designated Safeguarding Lead (or Deputy) with regard to any concerns about female genital mutilation (FGM) it is emphasised that if a member of staff becomes aware that an act of female genital mutilation appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

It is expected that all staff and governors read the first section (Part One) of Keeping Children Safe in Education September 2019: Statutory advice for schools and colleges and are able to demonstrate that they have understood its contents. All staff will acknowledge that this has been undertaken at the start of each academic year with the School keeping a record that this has taken place.

It is the role of the Designated Lead for Safeguarding to ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in this guidance.

It is also part of the Designated Lead remit to make when necessary timely referrals to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) in accordance with MK Together/ MKSCB multi-agency safeguarding procedures.

The Designated Lead for Safeguarding will monitor and review all referrals. After a referral has been made and a child's situation does not appear to be improving, the Designated Lead for Safeguarding will request a reconsideration of the referral to ensure all concerns have been addressed and, most importantly, that the child's situation improves. The school will always look to challenge those who appear either not be taking action in response to a concern it may raise or it is deemed that a course of action is not in the best interests of the child or young person.

The role of the Nominated Governor for Safeguarding is to ensure that the school has effective child protection policy and procedures in place and that the policy and structures supporting safeguarding children are reviewed annually. Governors are not given details relating to individual child protection cases or situations, in order to ensure confidentiality is not breached.

Parents can obtain a copy of the school Child Protection Policy on request or via the school website.

Safer Recruitment

The governing body and school leadership team are responsible for ensuring that the school follows the safer recruitment processes in accordance with government requirements and MK Together/ MKSCB procedures, including:

- ensuring the Head Teacher, other staff responsible for recruitment and at least one member of the governing body, completes safer recruitment training;
- ensuring the upkeep of a Single Central Record of all staff and regular volunteers;
- ensuring written recruitment and selection policies and procedures are in place;
- adhering to statutory responsibilities to check staff who work with children;
- taking proportionate decisions on whether to ask for any checks beyond what is required;
- ensuring that volunteers and other visitors to school are appropriately supervised.

St. Paul's Catholic School is compliant with the guidance of Keeping Children Safe in Education September 2019 and in local procedures for managing safer recruitment processes, which are set out in MK Together/ MKSCB procedures.

Safe Working Practice

St Paul's Catholic School has developed a clear Code of Practice that staff understand and have agreed to. The Code of Practice is highlighted in annual training sessions and offers guidance to staff on the way they should behave when working with children. This guidance draws upon the content of *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, 2019* and Safer Working Practices 2019.

Information Sharing and Confidentiality

St. Paul's Catholic School is guided by MK Together/ MKSCB procedures for information sharing and confidentiality. While the school aims to remain compliant with the Data Protection Act 2018 and General Data Protection Regulation (GDPR) this will not stand in the way of the school to promote the welfare, and protect the safety of a child or young person. Local authorities, with the help of other organisations as appropriate, have a duty to make enquiries under section 47 of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. To this end school will cooperate fully with external agencies to ensure the safety of a child or young person.

Record Keeping

Child Protection records are kept centrally and securely with the Designated Safeguarding Lead. Staff are aware that they must make a record of child protection issues and events as soon as possible and that these records must be signed and dated. Child protection records are kept separate of a child's academic file with restricted access.

If anyone other than the designated safeguarding lead makes the referral they should inform the designated safeguarding lead, as soon as possible. All information and records should be forwarded so that these are stored centrally.

Where pupils leave St Paul's, the designated safeguarding lead will ensure their child protection file is transferred to the new school or college (separately from their main pupil file) as soon as possible, ensuring secure transit with confirmation of receipt obtained. The designated Safeguarding Lead will also take responsibility for receiving such files from other establishments when pupils move to St Paul's, sharing information with relevant staff where appropriate. The Designated Safeguarding Lead may also choose to share information with a new school or college in advance of a child leaving in order to allow the new school or college to continue supporting a child and have support in place for when the child arrives.

Allegations Against Members of Staff and Volunteers (LADO procedures)

St. Paul's Catholic School recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

St. Paul's Catholic School is guided 'Managing Allegations against persons who work with Children; Practice, guidance for cases involving Local Authority Designated Officer (LADO) 2019' provided by MK Working Together and MKSCB.

Where staff members have concerns about another staff member then this should be referred to either the Designated Lead for Safeguarding or the Headteacher. Concerns relating to the Designated Lead for Safeguarding should be made to the Headteacher. Where there are concerns about the Headteacher these should be referred to the Chair of Governors.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime and that such concerns will be taken seriously by the senior leadership team. Appropriate whistleblowing procedures are in place for such concerns to be raised with the school senior leadership team. But where a staff member feels unable to raise an issue or feels that their genuine concerns are not being addressed general advice can be sought at

www.gov.uk/whistleblowing while the NSPCC whistleblowing helpline is also available. (Tel 0800 028 0285 or Email: help@nspcc.org.uk) Advice can also be sought through 'Public Concern At Work', an independent charity who will give confidential advice about how to raise a concern about malpractice at work.

The Use of School Premises by Other Organisations

Where services or activities are provided separately by another body using the school premises, the governing body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection. All hirers working with young people below the age of 18 are required to be registered or undergoing registration with the Milton Keynes Council Youth Registration Scheme for safeguarding and good practice on an annual basis. A copy of the certificate will be required each year.

Education

It is important to make pupils recognise behaviour towards them that is not acceptable and how they can keep themselves safe. Personal Social and Health Education and SRE provides opportunities for students to learn about keeping safe and identifies who to ask for help if their safety is threatened. Pupils receive a wide variety of presentations via assemblies and through tutor time on a wide range of aspects of safeguarding.

Information such as national children's helplines (ChildLine, NSPCC) and peer support schemes for children and young people is displayed by Pastoral teams outside of year group offices and social spaces. This also includes a full list of Chaplaincy/ Pastoral assistants for each year group and where they can be found. This information is also highlighted in Safeguarding assemblies.

Cross Reference to Other School Policies

St. Paul's Catholic School recognises that a number of other school policies and procedures form part of the wider safeguarding and child welfare agenda and therefore this Safeguarding Policy should be read in conjunction with the policies within the shared drive internally or the Governor Adopted Policy folder and Master Schedule.

Policy Review

The Governing Body is responsible for reviewing this policy annually and ensuring that it is compliant with current legislation and good practice. It also ensures that the school

maintains an up to date list of key contacts and related policy and procedures are kept up to date.

Review: 2020-21 by Leadership Team for Presentation to the Governors' Admissions and Safeguarding Committee

Contacts and Further Information

To make a referral or consult Children's Services regarding concerns about a child:

Multi-Agency Safeguarding Hub (MASH):

Tel: 01908 253169 or 253170 during office hours or
Emergency Social Work Team 01908 265545 out of office hours
email: children@milton-keynes.gov.uk

For allegations about people who work with children:

Contact the MASH as above

Or:

Local Authority Designated Officer (LADO)
Tel: 01908 254306
email: lado@milton-keynes.gov.uk



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