Safeguarding Policy

Overview

This Policy is set within the context of the School Mission Statement:

"I come that they may have life and have life to the full"

John 10:10

Holy Rosary will do all that is possible and reasonable to safeguard the children attending it. We will put into place clear policies and strategies to ensure the safeguarding and welfare of children especially those relating to child protection, behaviour, bullying, safe recruitment of staff, health and safety, harassment and discrimination.

At Holy Rosary, children are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum.

We will meet all our statutory duties to the highest standard. The governing body and all those who work here will put the safeguarding of children as their highest priority to ensure that all children are free to learn without worry or fear of harm.

This policy is a statement of the aims, principles and strategies for implementing Safeguarding throughout the whole of Holy Rosary School. Through this we will nurture children's spiritual, moral and social development within our Catholic ethos. The policy will be reviewed in line with the priorities set in the school development plan.

Objectives

1. To keep learners safe and healthy
2. To care for and protect learners from harm and to identify concerns at the earliest possible stage.
3. To establish clear management strategies in relation to child protection
4. To have all statutory policies and additional policies in place to ensure that safeguarding needs are met efficiently and effectively.
5. To ensure staff are up-to-date with relevant guidance and legislation (See Appendix B)
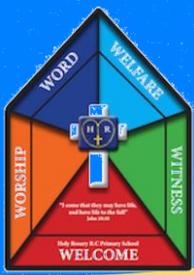
6. To ensure that all adults in school are appropriately recruited and vetted in line with DCSF guidelines.
7. To ensure that all governors and those working with children are properly trained for safeguarding children.
8. To make all children aware of the procedures that they must use to report any concerns or complaints concerning their health and safety.
9. To work in effective partnership with relevant agencies to promote the health and safety of learners.
10. To prevent bullying of any kind.

Strategies

1. We will have in place all relevant designated staff and governors to meet our responsibilities for child protection. DSL - Tracy Cavanagh, Steph Warsap, Shan Potts, Jane Finch (See DSL Responsibility – APPENDIX A)
2. We will monitor evaluate and review all policies on a regular basis to ensure that they are up to date and that they meet all statutory requirements for safeguarding.
3. We will use and apply the Safer Recruitment Policy for the appointment and recruitment of all adults working with children in this school.
4. We will provide supervision, guidance and opportunities for regular, up-to-date training for all adults in this school. (See guidance in APPENDIX B)
5. We will give all children easy access to an appropriate adult who will listen to any concerns or complaints that they might have about their health and safety – Learning Mentor – Janet Lomas
6. We will take reasonable action make the school site safe and secure by checking and monitoring visitors and anyone else using the premises or grounds.
7. We will liaise and work closely with the LA/LSCB, social care, police, Area Child Protection Agency and any other relevant support agency at all times and especially when a child's health or safety are at risk.
8. We will keep records and information relevant to safeguarding concerns clearly and accurately and share it with relevant agencies. This will be recorded and stored on CPOMS. Steps taken can be seen in Referral Flowchart. (APPENDIX C)
9. We will teach children how to keep themselves safe and show them how to deal sensibly with risk when using equipment, in outdoor activities, on visits and in sport and physical activities,
10. We will teach home safety, road safety, railway safety, safety when with adults and safe use of the internet.
11. When children use the school's network to access the internet, they are protected from inappropriate content by our filtering and monitoring systems. However, many children are able to access the internet using their own data plan. To minimise inappropriate use, as a school we:

- Employ external support from Foresight ICT consultants to monitor and ensure screening of online materials and ensure security systems are in place
- Ask children and parents to sign Acceptable use policy
- Celebrate e-safety weeks and educate children on safe use
- Never leave children unattended when using the Internet

12. Any cyber bullying of staff or children, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate.

Outcomes

At Holy Rosary, children will learn how to keep themselves safe and healthy. The education and support that we provide will give children the self-confidence they need to ensure that they can look after themselves and keep themselves safe and healthy. It will be a safe place where risks are kept to a minimum. We will give children space and room to grow and develop with a balanced perspective of the importance of their health and safety without making them fearful and concerned. In life there is always an element of risk, and whilst accepting that, we will do all that is reasonable and possible to keep children safe.

Holy Rosary Governing Body will determine, support, monitor and review the school policies on Safeguarding. In particular, they will monitor the effectiveness of the school's policy through the school self-review processes and assess its impact.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

| Data Audit For This Policy					
What?	**Probable Content**	**Why?**	**Who?**	**Where?**	**When?**
Registration / Admissions Data CPOMS	Name D.O.B. Telephone Parental Details SEN SC agencies	Sharing of Assessments with staff and parents Communication Safeguarding Contributing to Case conference/reviews	SLT / DSL Safeguarding designated staff	CPOMS	Held on File Throughout Child's Time at School Passed onto New School When Moving Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		

Revised and adopted by the Governing Body on: December 2020

Signed : P.Devine (Chair)

Date to be reviewed : December 2021
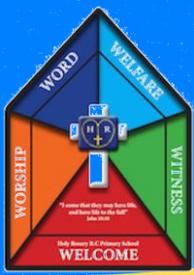
Safeguarding Policy

The Designated Safeguarding Lead is responsible for safeguarding and child protection at Holy Rosary RC Primary.

The key role of the Designated Safeguarding Lead is to:

- manage referrals from school staff or any others from outside the school;
- work with external agencies and professionals on matter of safety and safeguarding;
- undertake training;
- raise awareness of safeguarding and child protection amongst the staff and parents; and
- ensure that child protection information is transferred to the children's new school

The procedure for making referrals and the role of the DSL can be seen in the Referral Flow chart. This also includes procedures in the absence of the DSL and also makes reference to Governor and external safeguarding contacts.

Reporting Concerns

- When adults in the school have a concern about a child or young person they should:
- Make an entry in CPOMS *promptly (within ten minutes of ascertaining information)*
- The DSL should be informed that a concern has been raised directly asap.

If the DSL is not available, staff should speak to a member of the SLT and/or take advice from local children's social care (KCSIE (2019), paragraph 35) – follow referral flow chart

Concerns about conduct of adults

At Holy Rosary, we recognise the possibility that adults working in the school may harm children. Any concerns about the conduct of other adults in the school should be taken to the headteacher without delay, any concerns about the headteacher should go to the Chair of Governors who can be contacted:

| Paul Devine | Paul.Devine@holyrosary.oldham.sch.uk | 07770 346356 |

Whistleblowing

Where there are concerns about the way that safeguarding is carried out in the school, staff should refer to the Whistle-blowing Policy.

A whistleblowing disclosure must be about something that affects the general public such as:

- a criminal offence has been committed, is being committed or is likely to be committed
- a legal obligation has been breached
- there has been a miscarriage of justice
- the health or safety of any individual has been endangered
- the environment has been damaged
- information about any of the above has been concealed.

The NSPCC runs a whistleblowing helpline on behalf of the government, the number is 0808 800 5000.

Training

The key training elements are:

Induction Training will include

- the Child Protection Policy;
- the Behaviour Policy;
- Code of Conduct
- the safeguarding response to children who go missing from education; and
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies). (see KCSIE (2019)

Safeguarding training can be seen on the Safeguarding Matrix with supporting certification

DSLs – attend training every two years; and in addition to formal training, their knowledge and skills should be refreshed at regular intervals, at least annually.

Training will be sourced in the need of contextual issues related to the school.

All other staff – will receive regular safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

Safer Recruitment training is available to all relevant staff and governors who are involved in the recruitment process.

Documentation
Staff must be familiar with:

- Keeping Children Safe in Education (2019) [Part One]; and school leaders and staff that work directly with children should also read Annex A
- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- School's Behaviour Policy
- School Policy for Children Missing Education
- Prevent Duty

Safeguarding Policy

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD

Designated Safeguarding Lead(s):
Tracy Cavanagh (Head)
head@holyrosary.oldham.sch.uk
0161 624 3035
Steph Warsap (Deputy)
swarsap@holyrosary.oldham.sch.uk
0161 624 3035
Shan Potts (Family and Children Support)
Shan.potts@holyrosary.oldham.sch.uk
0161 624 3035
In absence :
Jane Finch
0161 624 3035
Link Governor:
Paul Devine
Paul.Devine@holyrosary.oldham.sch.uk
07770 346356

The local authority Designated Officer for concerns about adults is:

Jim Stewart

LSCBGroup@oldham.gov.uk

0161 770 7777

Concern put in writing on CPOMS
↓
Discuss Concern with DSL's detailed
↓
Designated Safeguarding Lead reviews concern form and makes a decision about next steps

Decision made to monitor the concern.

Monitor

Class teacher asked to monitor child and feedback to the Designated Safeguarding Lead within an agreed timescale – **Recorded on CPOMS**

Decision made to discuss the concern informally with the parents/carers

Discuss

Once discussed with parents Designated Safeguarding Lead decides to discuss further with parents, monitor or refer to social care

Monitor   **Refer**

Decision made to refer the concern to social care

Refer

Designated Safeguarding Lead discusses decision with a senior teacher or the head and agree to refer to social care

In exceptional circumstances, anyone may report concerns directly to children's social care.

NSPCC Whistleblowing Helpline 0800 028 0285

Concerns recorded in CPOMS and monitored by DSL in line with policy

Contact Details
Social Care Referrals:
Oldham MASH
Child.mash@oldham.gov.uk
0161 770 7777
Prevent/Channel Referrals:
David Bull
david.bull@gmp.police.uk
0161 856 8912
Oldham Prevent Lead
Bruce Penhale
Bruce.penhale@oldham.gov.uk
0161 770 4196
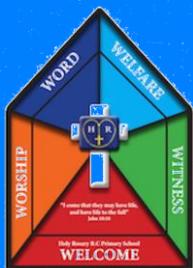
Safeguarding During the Coronavirus (COVID-19) Outbreak

Statement of intent

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to the school community. This appendix includes provisions which the school will have due regard for during the coronavirus pandemic. The information in this section is under constant review and is updated to reflect changes to government guidance as it is released.

1. Key definitions

1.1   For **the purpose of this policy, the following definitions will be utilised:**

- **Education hub:** a cluster of schools and colleges collaborating and sharing resources, staff and children in a local area.
- **Children of keyworkers:** children of parents who work in the following industries:
  - Health and social care, e.g. doctors and nurses
  - Education and childcare, e.g. teachers and DSLs
  - Local and national government, e.g. administrative occupations
  - Food and essential goods retail, e.g. supermarket workers and grocers
  - Public safety and national security, e.g. police and ministry of defence workers
  - Transport, e.g. freight transport workers and train drivers
  - Utilities, communication and financial services, e.g. bankers, oil workers, and telecommunications (999 and 111 critical services)
- **Vulnerable children:** those who have a social worker and those with EHC plans. Those who have a social worker include children who have a child protection plan and those who are looked after by the LA. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

2. The role of the DSL and their deputies

2.1   In light of the current crisis, the school has additional measures in place to ensure the safety and wellbeing of its children – this approach is led by the SLT and Children and Family Support officer.

2.2   During partial school closure, the SLT and Children and Family Support officer are responsible for:

- Ensuring that a member of SLT or/and Children and Family Support officer. are available at all times, either in school or via telephone or online communication.
- Sharing their time and resources with other schools, where necessary.
- Being responsible for amending Appendix A (this section) in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
- Identifying vulnerable children and communicating additional safeguarding provisions to children and their families.
- Ensuring the school's children that are attending another school (as part of the hub approach) have the required support and communicating the children's additional needs with the other school's DSL.
- Working with the LSCB and wider LA to protect vulnerable children.
- Ensuring staff are aware of reporting channels for safeguarding concerns.
- Sharing their contact information with the school community.
- Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.
- Providing children and families with clear communication channels so they can report any concerns they have, including reports of peer-on-peer abuse.

- Ensuring any child who is not formally considered as vulnerable, but who may still be vulnerable, has access to school where required.
- Identifying a suitable member of the SLT to assume the role of temporary DSL should both themselves and their deputies become unable to work.
- Adhering to safer recruitment procedures and carrying out risk assessments on volunteers where required.
- Seeking assurances from employers of volunteer staff, to ensure they have up-to-date safeguarding training and are safe to work with children.

2.3   The DSL will report back to the governing board on all relevant safeguarding concerns experienced during partial school closure.

2.4   The DSL will work with the local safeguarding partners to ensure children remain safe during partial school closure.

3.   Attendance

3.1   The school will no longer use its regular attendance register to record attendance during partial school closure.

3.2   The school will report to the DfE the number of children in school and whether they remain partially closed using the online form. This form will be submitted by 12:00pm each weekday.

3.3   The school will record and investigate any absences where it expected a child to attend school and did not or where parents have arranged care for their child who subsequently did not attend.

3.4   Parents are required to complete an attendance and welfare check via the parent app. If contact has not been made for 3 days then Pupil and Family support officer will contact parents via phone.

3.5   Childen who are classed as Vulnerable will be contacted by phone every other day, unless it is assessed as needing greater contact.

3.6   Measures are in place, in line with 2.2 of this appendix, to ensure children attending a different school are in a safe environment.

3.7   In the event of a child accessing alternative provision, the DSL will make a child's temporary school aware of the reason why they are vulnerable (where relevant) and ensure the temporary school has access to the children's EHC plan and other supporting documents – this will be provided before the children is moved or as soon as possible.

3.8   The school will not prevent the transfer of safeguarding data to a children's temporary school, yet, it will always have due regard for data protection legislation during the transfer of information.

4.   Staff training and safeguarding induction

4.1   The school will ensure that all existing school staff have read part one of 'Keeping children safe in education' (KCSIE) and are suitably trained in this policy and any local safeguarding arrangements.

4.2   The DSL will ensure any volunteer staff from other schools are suitably trained in safeguarding and ensure that they have read KCSIE and are aware of the school's safeguarding policy and procedures and any additional local safeguarding arrangements.

4.3   The school will follow safer recruitment processes, in line with the relevant policy, when acquiring new staff.

4.4   Anyone who has not undergone suitable DBS checks will not be left unattended with children.

4.5   The school will report anyone to the TRA who they consider a safeguarding risk by emailing Misconduct.Teacher@education.gov.uk – all referrals received by the TRA will continue to be considered.

4.6   The school will have a rota system which allows the headteacher to be aware of who will be in school at any one given time. Staff will continue to sign in and wear appropriate identification.

4.7   The school will keep a record of each record of attendance for staff and childrens within school and any additional risk assessments made on staff in a secure file, e.g. the SCR.
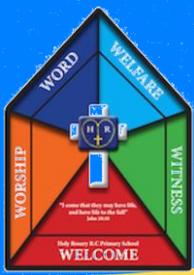
Online safety and security

4.8 All online programmes used will be checked by the school's DSL to ensure they are reputable and GDPR compliant.

4.9 Any online queries which require the <u>ICT technician</u> will be addressed via First Class communication or by remote access – face-to-face contact is kept to a minimum.

4.10 The DSL and SLT will report back to the governing board how they are ensuring children remain safe online during partial school closure.

4.11 Children will report any suspicious online activity they encounter to the DSL or <u>headteacher</u>.

4.12 Staff will adhere to the <u>Staff Code of Conduct</u> at all times when delivering education online.

4.13 Staff will report concerns over a children's safety online to the DSL.

4.14 The school will collaborate with parents and carers to reinforce the importance of online safety.

5. Mental health

5.1 The school understands how the coronavirus pandemic can cause children and staff to feel anxious and concerned and will offer any essential support required to those in need.

5.2 The headteacher will encourage Well-being leads to liase and check in with their staff over the phone or via a video call to ensure they feel supported during this stressful time.

5.3 Children will be provided with different resources they can access to help them cope with their mental health, including ChildLine and other online services.

5.4 Face-to-face support will only be provided where necessary or unavoidable.

6. Supporting children at home

6.1 The DSL will ensure every family has their contact information so they know how they can talk to them about any safeguarding concern.

6.2 Children are provided with online safety information by their teacher.

6.3 Children will be directed to practical online support, such as ChildLine, where they feel unsafe and require support outside of school.

6.4 Parents are given a list of websites their child will be accessing and any information of online sessions with staff their child will be participating in during partial school closure.

6.5 Parents are provided with the contact details of the DSL and SLT so they can report any concerns they have.

7. Peer-on-peer abuse

7.1 The DSL will implement robust reporting procedures for peer-on-peer abuse during partial school closure and communicate these to all staff, childrens and parents.

7.2 Reports made regarding peer-on-peer abuse will be risk assessed by the DSL on a case-by-case basis and, where required, investigated immediately and reported to the relevant authority, e.g. the police or CSCS where required.

7.3 Both the alleged perpetrator and victim will be provided with support whilst the report is being investigated.

7.4 Children will be provided with the contact details of relevant bodies who can provide support to them during this time, e.g. ChildLine.

7.5 The DSL will keep the victim, the alleged perpetrator and their families up-to-date where necessary with details of the investigation, including the conclusion and how appeals can be made.

7.6 Individuals will be given a copy of the school's amended <u>Complaints Procedures Policy</u> to assist them with the appeals process.

7.7 Communications will be made online or by telephone, unless face-to-face contact is unavoidable.

8. Monitoring and review

8.1 The DSL is responsible for continually monitoring DfE updates and updating this appendix in line with any government changes and guidance from the local safeguarding partners.

8.2 Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.