

# DIGGLE SCHOOL

Sam Road, Diggle, Saddleworth  
Tel: 0161 770 5246 Fax: 01457 872114  
Email: info@diggle.oldham.sch.uk

## Safeguarding Children Policy

The welfare of all pupils at Diggle School is of paramount importance. Safeguarding Children is the action taken to protect children from harm.

### Purpose

This policy is to ensure that every child who is a registered pupil at our school is safe and protected. This policy gives clear direction to staff, volunteers, visitors and parents about the expected behaviour and responsibility when managing safeguarding concerns.

### Introduction

Diggle School fully recognises the contribution it can make to protect children from harm. The elements of our policy are prevention, protection and support. Our policy applies to all staff, parents, governors, volunteers, visitors and pupils.

The staff and governors of Diggle School are committed to protecting and safeguarding all their pupils to ensure, as far as possible, that they are free from harm. We recognise that children sometimes suffer abuse from those who should be caring for and protecting them. Abuse can take place within any socio-economic group and can occur at home or in institutions such as schools.

The statutory responsibilities of the school in relation to the protection of pupils at the school are highlighted in the school prospectus.

### Oldham Local Safeguarding Children Board (LSCB)

Oldham Local Safeguarding Children Board was established in April 2006. It consists of a multi-agency group of senior managers from agencies, organisations and professional groups responsible for safeguarding and promoting the welfare of children in Oldham.

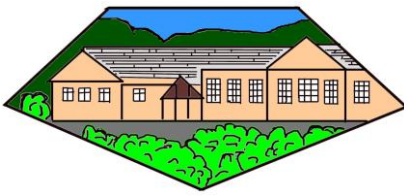
### Responsible People within Diggle School

<b>Designated Person for Child Protection</b>	Mrs Sarah Newton
<b>Alternate Designated Person for Child Protection</b>	Mrs Kate Mellor
<b>Child Protection Governor</b>	Mrs Ruth Topham
<b>Designated Teacher for Looked After Children</b>	Mrs Sarah Newton

### Role of the Designated Person for Child Protection

- Knowledge of safeguarding procedure
- Multi agency (Level 2) training
- Responsibility for making referrals
- Liaison with other pre-school, secondary and transition schools
- Monitoring cases where there are initial concerns
- Report writing for referrals , conferences and core groups
- Attend child protection conferences
- Raising staff awareness and ensure Level 1 training maintained by all staff
- Ensure safe recruitment practice





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- Informing school and curriculum policies

## Staff training

Diggle School is committed to ensuring staff receive the appropriate level of training in child protection in accordance with DCSF guidance. Designated persons receive OLSCB approved multi-agency training every 2 years, other staff receive child protection training every 3 years. New staff and governors receive training when first appointed.

Staff read and sign to say they have read and understood this policy and the document **Keeping Children Safe in education 2018**.

## Classifications of abuse

### **Sexual abuse or sexual exploitation**

You may suspect this because you have observed behaviour such as

- sexual knowledge which is not age appropriate
- sexualised or provocative behaviour
- hinting at sexual activity through words, play, drawings etc
- young person is receiving gifts from older boyfriend/girlfriend/friend which could indicate sexual exploitation

### **Physical abuse**

You may suspect this because

- a reasonable explanation for an injury is not provided
- the explanation is not consistent with the site or nature of the injury or with the development age of the child
- different people give different explanation for the injury
- you suspect deliberate harm

### **Emotional abuse**

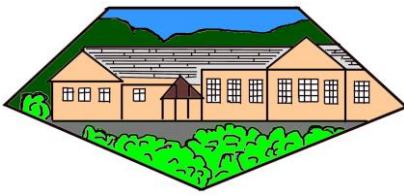
This occurs when a child's basic need for love, security, praise and recognition go unmet either through deliberate negative actions or by a failure to act positively. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

### **Neglect**

This is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care and treatment. It may also include neglect of, or unresponsive to, a child's basic emotional needs.

This is purely a guide and not an exhaustive list. Please refer to "**Working Together to Safeguard Children**", DfES, 2006, which gives further detail. Staff should always report anything that makes them feel uncomfortable to the designated person.





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## Peer on Peer Abuse

This is when children are the perpetrators as well as the victims. The response to reports of peer-on-peer sexual violence and sexual harassment will be decided on a case-by-case basis with the designated safeguarding lead (DSL) taking a lead role, supported by other agencies as required. It will always be taken seriously and investigated fully.

It can be any one of the following scenario's.

- Sexual violence and sexual harassment
- Physical abuse
- Sexting (the policy should include the school's approach to this)
- Initiation/hazing-type violence and rituals

## Procedures for recording concerns

All adults must pass on any child protection concern direct to Mrs Newton or Mrs Mellor. In cases of disclosure, by either children or parents, it is important to remember the following:

- keep calm
- reassure the person making the disclosure
- consider who else can hear
- listen carefully
- ask open questions "What do you mean?" "How did that happen?"
- leave the child in a safe 'isolated' place (meeting room/staff room)
- record all you can remember
- inform the designated person immediately

## DO NOT

- × **promise to keep a secret**
- × **ask leading questions**
- × **attempt to investigate the problem**

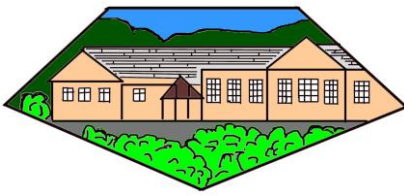
## Recording evidence

If a member of school staff has any suspicions of abuse through observations, an incident or if a child makes a disclosure, they should immediately record the evidence on the school's recording sheet (appendix 1) and hand to designated person. I

- Spellings/grammar are not important, but it is essential to record FACTS - that is what you have seen and / or what you have been told
- If physical injury has been observed, record the injury on the child outline that is available from the office (appendix 2). Record the colour of the injury, particularly if it is a bruise
- Sign, date and time the written evidence
- Take the evidence and report it to the designated person immediately

## Making referrals to Social Care Services

Information on how to make a referral can be found on the back of all staff and visitors lanyard badges. Parents/carers will normally be informed of a referral by the designated person unless such



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action would place the child at greater risk. An inability to inform parents should not prevent a referral from being made. If sexual abuse is suspected then the designated person will contact the Children Assessment Team or the Police before contacting parents.

## Child Protection conferences

Following a referral to Social care Services if there is reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm, a strategy discussion involving Social Services, the police and any other agencies as appropriate, will take place. As a result of this discussion a Child Protection Conference may be called. The designated person is likely to be the adult from the school attending the conference. If another senior member of staff knows the child well, it could be appropriate for that person to attend as well. It is important that school representatives attend, even during school holidays, as it is often teachers who know the child better than other agencies.

## School Safe procedures

See procedures attached in appendix 3.

## Confidentiality

Each member of staff is expected to keep confidential any information about individual children that relate to child protection issues. A child has the same rights as an adult in relation to confidential, sensitive details about his/her personal life and circumstances. Threats to a child's welfare can set aside normal principles of confidentiality. A child's welfare is always the paramount concern.

Information shared at a conference is confidential. All records including conference minutes and notes will be kept secure, separate from other school records. Only Mrs Newton and Mrs Mellor will have access to these files. Information is shared on a 'need to know' basis.

## Transfer of records

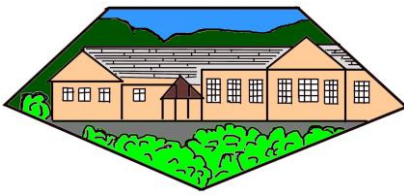
When a child with a Child Protection Plan leaves Diggle School the designated person will inform the relevant Social Worker and send the child protection records to the receiving school immediately. If the name of the receiving school is not known, the designated person will notify the child's Social Worker as a matter of urgency as soon as the child leaves or appears to be missing. In these circumstances the records will remain at Diggle School until the child is known to have registered elsewhere.

## Staff recruitment

The Headteacher has undertaken safer recruitment training in line with government requirement.

Before confirmation of appointment, all staff (teaching and support) and volunteers who apply to work at Diggle School will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children. References will be taken up and candidates will be required to give evidence of their qualifications and details of previous experience and work history.

As part of the recruitment process, all potential staff and volunteers will be required to declare any criminal record. Those likely to have unsupervised access to children require an enhanced Criminal Record Bureau check and will not be employed if they are considered unsuitable to work with children.



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## Allegations against members of staff

Sometimes allegations are made against adults who come into contact with children. Specific guidance on teachers and child protection, and teachers facing allegations of abuse, is contained in chapter 5 of *“Safeguarding Children and Safer Recruitment in Education”* (Nov 2006).

There is a local authority procedure for investigating allegations or professional abuse. Issues of concern can be discussed with/reported to the Local Authority Designated Officer (LADO) at the Safeguarding Children Team.

All staff should be aware of the DCSF guidance *“Safe Working Practice For Adults Who Work With Children And Young People”*

## Attendance

Regular school attendance has a very important part to play in safeguarding children. A child whose parents/carers repeatedly fail to provide adequate reasons for absence, or whose absence is on-going without medical evidence will be referred to the School Attendance Officer. Such absences will not be authorised by the school (see Attendance Policy).

## The curriculum

Diggle School strives to create a safe environment for the children. The curriculum is instrumental in preparing children for their future responsibilities as adults. Through the curriculum children will be helped to understand what is and is not acceptable behaviour towards them. They will be taught about staying safe from harm and the importance of speaking to a member of staff if they have worries or concerns. This includes e-safety when using the internet and other forms of electronic communication.

## Safe working practice

It is the responsibility of all adults who work in the school to consider the welfare of the pupils at all times, but especially in sensitive situations, e.g. changing for PE, administering first aid, changing a child into clean, dry clothes etc.

Further information may be found on:

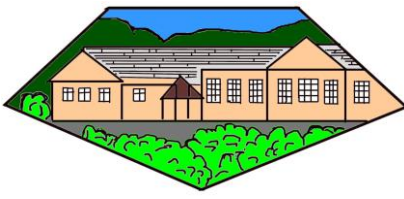
[www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/usefulinformation](http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/usefulinformation)

[www.oldham.gov.uk/lscb-home](http://www.oldham.gov.uk/lscb-home)

This policy was reviewed in: September 2019

Review date: September 2020





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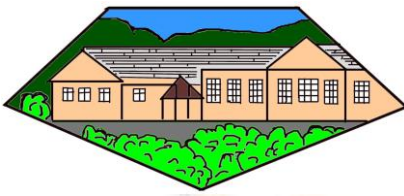
APPENDIX 1

## Diggle School Personal and Social Record

Name of child:	Year:
Date of birth:	Date of incident:
Record of Incident:	
Next Steps	
Outcome	
Form completed by:	Date:







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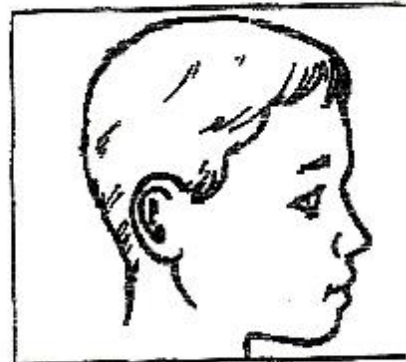
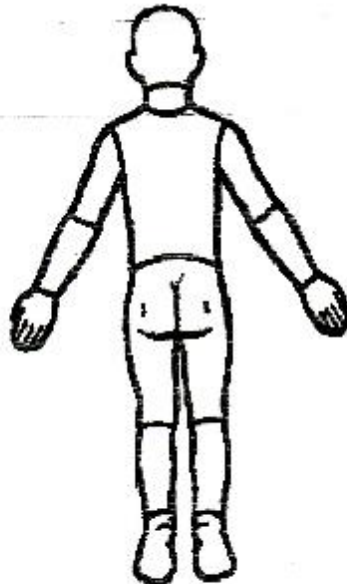
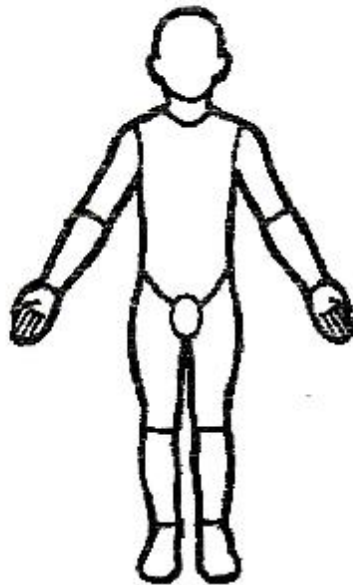
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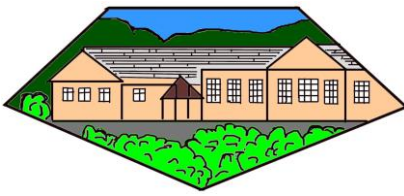
## Appendix 2 (older child)

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Recorded by: \_\_\_\_\_





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## Appendix 2 (younger child)

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Recorded by: \_\_\_\_\_

