

St. Mary of the Angels Catholic Primary School

Procedure for Safeguarding/Protecting Children; 2016-17.

Mr R Hughes, Headteacher, is responsible for Safeguarding Children.
The school gained Grade 1 Outstanding, Safeguarding, Ofsted 2013.

VISITORS TO SCHOOL - PLEASE READ BEFORE ENTERING SCHOOL

Rationale; This school gives the highest importance to the safeguarding and welfare of children. The governors, headteacher and staff will carry out their responsibilities efficiently and diligently to ensure that this school is a safe learning environment for children.

Aims

1. To create a safe learning environment & promote the welfare of children.
2. To use recruitment procedures that safeguard/promote welfare of children.
3. To make watertight arrangements for checks on new staff and volunteers.
4. To ensure that third parties have efficient arrangements for checks on staff.
5. To verify authenticity of the qualifications of staff; and check and verify the identity of staff

Broad Guidelines

1. All staff and volunteers will as appropriate, be checked with the Disclosure & Barring Service. All staff and volunteers will as appropriate, will be checked with lists maintained by the Department for Education e.g List 99 and its successors.
2. Candidates must confirm identity through official documents.
3. When employing supply teachers or teachers from abroad, they must have been checked - we use reputable supply agencies such as Hays, Connex; which guarantees this.
4. We record the date/timing/reference of the check in a systematic way.
5. Mrs M Lavelle is the Safeguarding/Child Protection governor. Mr Kwateng is the governor Champion for Children in LA care. Mrs Lavelle has termly safeguarding assemblies with pupils.
6. Once staff are in place we will keep simple records that:
 - o Note against the name of each staff member whether they are who they say they are,
 - o Whether they have the qualifications that they say they do.
 - o Whether they have a criminal record, and when these things were last checked and by whom.
 - o know that the local authority has carried out those checks and record the date, timing or reference of the check in an orderly and accessible way

Procedure for child protection

All action regarding child protection procedures will be completed in accordance with the CWAC/school's Manual of Procedures. This '**Red Book**' is situated in the Head Teachers room. **Contact and referral team (i-ART) ; 0300-123-7047**

Out of hours – call; 01244 977 277 (usual office hours; 8.30 am – 5pm).

Email; childreferralandduty@cheshirewestandchester.gov.uk

Prevent Channel lead practitioner; Emma Hart; prevent@cheshire.pnn.police.uk

**Normally, refer to the Headteacher who will make the referral call.
Next, in his absence, the deputy head will make a referral.
If they were both absent, the reporting member of staff will make the referral.**

Contact Addresses.

Children's LSCB, Second floor, 4 Civic Way E Port CH65 0BE	0151 356 6614
Police	0845 458 000
Child Protection Register	01244 603216
Ref:	
Child Protection school's 'Manual of Procedures'	(Head's Room)
Shrewsbury Diocese 'Child Protection Policy'	(Head's Room)
Safeguarding File	(Head's Room)

There are four categories of child abuse:-

1. Neglect.
2. Physical Injury.
3. Sexual abuse.
4. Emotional abuse.

If above is suspected, it is the duty of the class teacher to inform the Head Teacher.
DO NOT QUIZ THE CHILD – LET THE EXPERTS DEAL WITH THE SITUATION.

In-service training.

All school staff attended in service training on Child Protection in the summer term 2015, or later (for new staff) with the Local Safeguarding Children Board for a Level 1 Qualification. Mr Hughes attended a Level 2 (intermediate) course in April 2015 and Mrs Atkinson attended Level 2 (intermediate) on 15/16th April 2016. Any subsequent employees have attended accredited training – Mrs Mills has a record. Training for staff and governors on WRAP3 on July 4 2016.

Mrs A Davies and Mr R Hughes have twice completed the National College for School Leadership/DFE "Safer Recruitment Online" course, certificated (2012).

Information for parents, governors and stakeholders on *female genital mutilation, child sexual exploitation, domestic violence, gender equality & violence, forced marriage, substance misuse and fabricated illness* can be found here. Stakeholders have been signposted to it; http://www.stmaryoftheangels.co.uk/serve_file/71579. We provide advice but will report instances to appropriate contacts in the teams above.

Internet e-safety has a very high profile at our school and can be referenced in all our safeguarding policies, such as Acceptable Internet Use, Anti-bullying and Behaviour. Please ask to see our complete Safeguarding Policy File.

A Safeguarding Children file is in the Head's cupboard, clearly labelled. It contains;

1. All CRB/DBS information
2. All qualifications of staff/identity checks
3. Safeguarding /Child Protection policy.
4. Guidance and contacts.

Conclusion

This policy puts into place all of the recommendations of '**Safeguarding Children**' June 2006 and all subsequent related reports. Ref HMI 2467. Next review of policy; summer 2017 or sooner if necessary.