

# St. Mary of the Angels Catholic Primary School

## Procedure for Safeguarding/Protecting Children; 2018-19.

Designated safeguarding lead –

Mr R Hughes, headteacher, 0151 338 2430 [head@stmaryoftheangels.cheshire.sch.uk](mailto:head@stmaryoftheangels.cheshire.sch.uk)

Deputy safeguarding lead -

Mrs K Thwaite, acting deputy headteacher, 0151 338 2430 [kthwaite@smota.co.uk](mailto:kthwaite@smota.co.uk)

Local safeguarding board <http://www.cheshirewestlscb.org.uk/>

Chair of governors, Colette Winterburn, 0151 338 2430 [cwinterburn@smota.co.uk](mailto:cwinterburn@smota.co.uk)

### **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 of '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](mailto:childreferralandduty@cheshirewestandchester.gov.uk)

**Prevent Channel** lead practitioner; contact Emma on [prevent@cheshire.pnn.police.uk](mailto: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.**

**ALL WHISTLEBLOWING ENQUIRIES TO THE CHAIR OF GOVERNORS (contact details above).**

### Contact Addresses.

Children's LSCB, Second floor,  
4 Civic Way E Port CH65 0BE  
Police  
Child Protection Register

0151 356 6614  
0845 458 000  
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.

This would also include 'peer on peer' abuse, which should be reported in the same way.

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 2018, or later (for new staff) with the Local Safeguarding Children Board for a Level 1 Qualification. This included a briefing on updates to 'Safeguarding Children In Education' from September 2018. Mr Hughes attended a Level 2 (intermediate) course in May 2017. Any subsequent employees have attended accredited training – Mrs Mills has a record. Training for staff and governors on WRAP3 on July 4 2016, with a 'mop up' on September 12<sup>th</sup> 2017.

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](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 all contacts for CWAC/police support.

### **Conclusion**

This policy puts into place all of the recommendations of '**Safeguarding Children**' and all subsequent related reports. Ref HMI 2467. Next review of policy; autumn 2019 or sooner if necessary.