



Safeguarding and Child Protection Policy and Procedures for St Mary's CEP School, Hawkshaw

Endorsed:

June 2012

Updated:

September 2017

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September 2018

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September 2019

Safeguarding and Child Protection Policy and Procedures

Policy statement

Staff and Governors at St Mary's CE Primary School recognise that all children and young people deserve the best possible start in life. They have the right to be protected, be safe from harm and well cared for. St Mary's CE Primary School has a responsibility to ensure the welfare of children is always paramount regardless of their age, gender, disability, language, racial origin, religious beliefs or sexual orientation.

A **child**, as defined by the Children Act 1989, is a person under 18 years of age.

All staff and volunteers have a responsibility to report any concerns which come to their attention to the Head Teacher, such as disclosures of abuse or observing children who are at risk. Such concerns will be responded to swiftly and appropriately. We will pay attention carefully to what children say and feel.

The key objectives of this policy are:

To explain the responsibilities St Mary's CE Primary School and its staff and volunteers have in respect of child protection;

To provide staff with an overview of child protection legislation and definitions;

To provide clear procedures that will be implemented where child protection issues arise.

We are also committed to protecting children through a careful recruitment and selection process, a whistle blowing policy, ongoing supervision and guidance on appropriate behaviour.

All involved in St Mary's CE Primary School will be made aware of this policy and what to do if they have any concerns. The policy will be published on the website. **This policy will be reviewed every 12 months.**

Signed: _____ (***Title***) Head Teacher

Date _____

Signed: _____ (***Title***) Link Governor

Date: _____

Legal Context

St Mary's CE Primary School policy and the following procedures reflect the principles contained within United Nations Convention on the Rights of the Child (UNCRC) ratified by the United Kingdom in 1991 and the Human Rights Act 1998.

The Children Act 1989 sets out the legislative framework for safeguarding and promoting the welfare of children. It states that the welfare of the child is paramount in all situations and that children have the right to be involved in decisions that may affect them.

The act also introduced the concept of '**significant harm**' as the threshold that justifies compulsory intervention into family life by the local authority. Children who have suffered and/or are likely to suffer abuse or significant harm are often considered to be **children in need**, as well as children in need of protection. Under the act, children in need are children whose health and development is likely to be impaired without the provision of appropriate services.

The Children Act 2004 underpins the Every Child Matters, Change for Children programme and builds on the principles established in the 1989 act.

Working Together to Safeguard Children (2018) is key government guidance which sets out how all organisations should work together to promote children's welfare and protect them from abuse and neglect. It states that every organisation should have clear procedures in place for dealing with concerns or suspicions of abuse and that these should be in line with the Local Safeguarding Children Board procedures.

In addition to;

Safeguarding Children and Safer Recruitment in Education 2007

Safer Working Guidance DfE 2014

Keeping Children Safe in Education 2018

The Prevent Duty Advice June 2015

What is abuse?

Recognising child abuse or maltreatment is not easy and **it is not your responsibility to decide whether or not a child has been abused**. However it is your responsibility to pass on concerns you may have.

All school staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection

The Department of Education provides additional advice via the leaflet "What to do if you are worried a child is being abused- Advice for practitioners"

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused—2>

Staff Understanding

- All school staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.
- All members of staff will be made aware of the school's whistle blowing policy and are encouraged to raise any concerns relating to practice in school in line with the policy.
- All staff are made aware that children with a parent in prison are at risk of poor outcomes including poverty, stigma, isolation and poor mental health.
- Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children
- All staff will disclose any relationships or associations they may have that may place a child at risk.
- New staff have a thorough safeguarding induction that includes the Behaviour Policy, Online safety, the role of the DSL and school procedures for how to manage missing children in education.
- All staff will have access to appropriate training within statutory timescales
- Staff will teach children about E Safety.
- Staff will consider the context within which such incidents/behaviours occur. This information is essential when completing a referral to social care. Further information regarding Contextual Safeguarding can be found on P15 Paragraph 52 of Keeping Children Safe in Education 2018.

Safe Caring

All members of staff are made aware of the school's safeguarding procedures and are committed to working in accordance to the principles of safe caring. Further guidance is set out in *Safer Working Guidance DfE 2018 and Keeping Children Safe Document 2018*.

- Every effort will be made to avoid or minimise the time when members of staff are left alone with a child. If it is necessary for a member of staff to be alone with a child then the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical or verbal contact with a member of staff or another child the incident must be reported to the senior designated person and recorded following procedures.
- Members of staff will never carry out a personal task for a child that they can do for themselves. If such contact is essential, a member of staff will assist the child as required but will always be accompanied by another member of staff whilst doing so.
- Unless a child has a specific need staff should not accompany children into the toilet.
- All members of staff will be mindful of how they approach children both physically and verbally. All contact should be appropriate to the child's age and emotional understanding and unnecessary or potentially inappropriate contact will be avoided.

- Members of staff are aware that their actions, however well intentioned, may be misconstrued and therefore they must ensure that they consider, and are aware of, the implications of their actions at all times.

The Department of Education provides additional advice via the leaflet “What to do if you are worried a child is being abused – Advice for practitioners ”*Working Together to Safeguard Children 2018* defines abuse and neglect and gives four clear categories of abuse as:

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults, or another child or children.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Example of warning signs

Unexplained or unconvincing explanation of recent injuries

Bruises which have a distinct shape or pattern, like handprints, grasp or finger marks

Lingering illnesses

Unusual aggressive or passive behaviour

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. 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 include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Examples of warning signs

A child who is constantly blamed for things that go wrong

A child who is made to carry out tasks inappropriate to their age

A child in a household where there are arguments and violence

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing or touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Examples of warning signs

A child who displays sexual knowledge or behaviour inappropriate for their age

Injuries or unusual appearance to private areas of the body

A child who is being encouraged into a secretive relationship with an adult

A child who hints at sexual activity through words, play or drawings

Neglect

Neglect 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Examples of warning signs

A child with illnesses that have not been treated

A child who is constantly hungry or tired

A child who lacks needed medical care

Additional Information and Guidance

The following Safeguarding issues are all considered to be Child Protection issues and should be referred immediately to the most relevant agency.

Some members of our communities hold beliefs that may be common within particular cultures but which are against the laws of England. St Mary's School does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

Forced Marriage

St Mary's School does not support the idea of forcing someone to marry without their consent.

Underage marriage

In England, a young person cannot legally marry until they are 16 years old (without the consent of their parents or carers) nor have sexual relationships.

Genital Mutilation/Female Circumcision

This is against the law yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention of St Mary's School we will report these concerns to the appropriate agency in order to prevent this form of abuse taking place.

If, a child is in immediate danger or is at risk of harm a referral will be made to children's social care and/or the police immediately.

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Ritualistic Abuse

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

Children Missing Education

Children are best protected by regularly attending school where they will be safe from harm and where there are professionals to monitor their well-being. At St Mary's School we will encourage the full attendance of all of our children at school. Where we have concerns that a child is missing education because of suspected abuse, we will liaise with the appropriate agency including our Attendance Office to effectively manage the risks and to prevent abuse from taking place. We will ensure we have at least 2 emergency contacts for each child in case there are welfare concerns at home.

Sexually Active under Eighteen years old

It is acknowledged by those working with young people that most young people under the age of 18 will have an interest in sex and sexual relationships. The protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services. At St Mary's School we will ensure our policy for managing this issue links to the available protocol.

Sexting

Once a teacher has been made aware of inappropriate images of a child or young person, they should inform the lead for the child protection in the school as the protection of the child or young person is paramount. The school's police liaison officer should also be informed at this stage and they will be able to give more specific advice about the legalities of the situation and removal of the image. The image should not be forwarded to or saved on another device. However, the image should not be deleted until local police have agreed to it.

Peer on Peer abuse

At St Mary's we continue to ensure that any form of abuse or harmful behaviour is dealt with immediately and consistently to reduce the extent of harm to the young person, with full consideration to impact on that individual child's emotional and mental health and well-being. At St Mary's we are aware that all children are capable of abusing their peers. We recognise that some children are more vulnerable than others and that gender, family circumstances and history are taken into consideration.

Safeguarding children with SEN and Disabilities

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children. Disabled children do however, require additional action. This is because they experience greater risks and '*created vulnerability*' as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/or communication impairment (*Safeguarding Children, DCSF, July 2009*).

St Mary's School will ensure that our disabled children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

Looked after children and previously looked after children

The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing bodies and proprietors will ensure that staff have the skills, knowledge and understanding to keep looked after children safe. In particular, they will ensure that appropriate staff have the information they need in relation to a child's looked after legal status

(whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They will also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. At St Mary's we will make sure that the designated safeguarding lead will have details of the child's social worker and the name of the virtual school head in the authority that looks after the child. A previously looked after child potentially remains vulnerable and all staff will have the skills, knowledge and understanding to keep previously looked after children safe. At St Mary's we will collaborate with all parties to safeguard any LAC or previously Looked after Children.

Honour Based Violence

Honour based violence 'is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. It is important to be alert for signs of distress and indications such as self-harm, absence from school and truancy, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in school activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk from Honour based violence St Mary's School will report these concerns to the appropriate agency in order to prevent this form of abuse taking place.

Trafficked Children

Child trafficking involves moving children across or within national or international borders (Country Lines) for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/sweatshop, drug dealing, shoplifting and benefit fraud. Where St Mary's School is made aware of a child is suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

Domestic Abuse

The cross-government defines domestic abuse as **"Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality."**

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People's Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At St Mary's School we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

St Mary's is part of Encompass, the documents will be stored securely, access only made by the Key People who are Geraldine Woodward and Claire Clark.

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A private fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent
- A person who is not a parent but has parental responsibility
- A close relative
- A Local Authority

For more than 28 days and where the care is intended to continue. It is a statutory duty for us at St Mary's School to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

Child Exploitation and E-Safety

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children and young people St Mary's School will ensure we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our E Safety Policy.

We will ensure that all members of staff are aware of how not to compromise their position of trust in or outside of the school and are aware of the dangers associated with social networking sites.

Our E Safety Policy will clearly state that mobile phone or electronic communications with a student at our school is not acceptable other than for approved school business e.g. coursework, mentoring. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

At St Mary's we categorise online safety into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

Anti-Radicalisation and Extremism (The Prevent Duty)

At St Mary's School we recognise our duty to have "due regard to the need to prevent people from being drawn into terrorism". This is our duty under Section 26 of the Counter-Terrorism and Security Act 2015 and the statutory guidance in The Prevent Duty DfE document June 2015 *Radicalisation* – refers to process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Extremism – is defined by HM Government as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.

In this school we recognise that safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability.

Our curriculum promotes respect, tolerance and diversity. Children are encouraged to share their views and to understand that they are entitled to have their own different beliefs which should not be used to influence others.

Citizenship helps to provide pupils with the knowledge, skills and understanding to prepare them to play a full and active part in society. Pupils learn about democracy, government and how laws are made and upheld. Pupils are also taught about the diverse national, regional, religious and ethnic identities in the United Kingdom and the need for mutual respect and understanding.

We recognise that children with low aspirations are more vulnerable to radicalisation and therefore we strive to equip our pupils with confidence, self-belief, respect and tolerance as well as setting high standards and expectations for themselves.

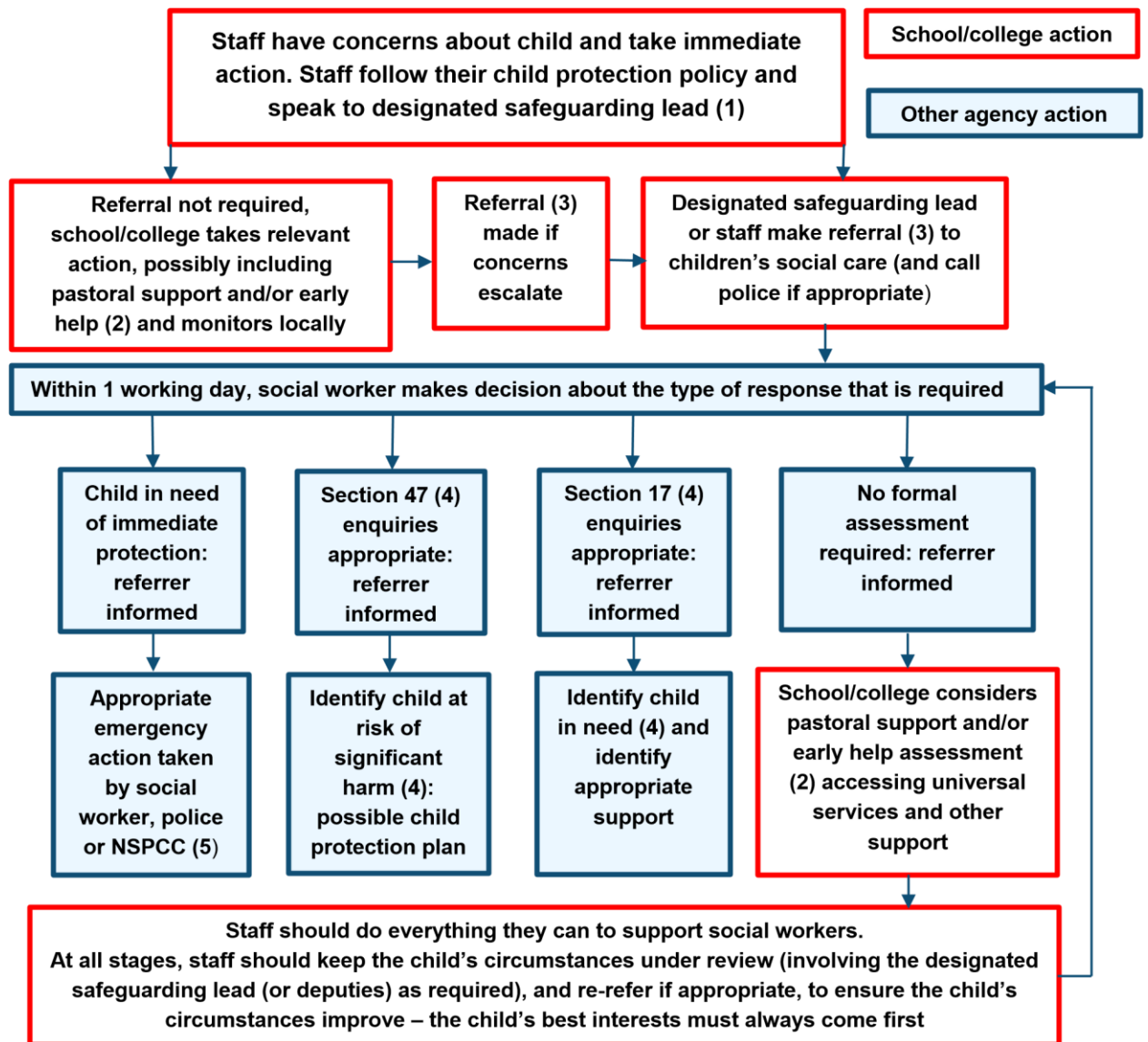
Children are taught about how to stay safe when using the internet and are encouraged to recognise that people are not always who they say they are online. They are taught to seek adult help if they are upset or concerned about anything they read or see on the internet.

Staff Training

The designated Safeguarding lead will undertake Prevent Awareness training and will be able to provide advice and support to members of staff on protecting children from the risk of radicalisation.

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policies and procedures as appropriate and in line with the Bury Safeguarding Children Board and Local Authority.

Actions where there are concerns about a child



(1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.

(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

(3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

The role of the Designated Officer for child protection

No one should deal with child protection concerns on their own. If St Mary's CE Primary School staff or governors have any cause for concern around the abuse of a child or the behaviour of other staff or governors they should speak to the Head Teacher who is the Designated Officer for Child Protection on that working day where possible.

The role of the Designated Officer for St Mary's CE Primary School is to:

- Ensure that the child protection policy and procedures are followed and updated;
- Receive concerns from staff and governors and record it appropriately;
- Assess the information promptly and carefully;
- Consult with Bury Children's Services and local Police in order to make a referral;
- Keep relevant St Mary's CE Primary School staff and volunteers informed about action taken and required.
- Lead on liaising with other agencies to complete an Early Help Assessment.

The Designated Officer for child protection for St Mary's CE Primary School is Mrs Geraldine Woodward, Head Teacher. The Deputy Officer is Mrs Claire Clark, Assistant Head, The nominated governor responsible for Child Protection is Mrs Maxine Lomax.

This is to be reviewed every 12 months in line with the policy update.

Should you have details of disclosure, suspicions or concerns relating to child protection, contact **Mrs Geraldine Woodward**.

It is not the role of the Designated Person to decide whether or not a child has been abused. It is their responsibility to ensure that concerns are shared and prompt appropriate action is taken.

Procedure in the event of disclosure from a child

It is important that children are protected from abuse. In the event of a disclosure from a child, it is important that you:

- RESPOND -** Stay calm even if what you're hearing is difficult. Respond with minimal encouragers and open body language.
- LISTEN -** Don't ask questions other than to clarify what is being said. Your job is not to investigate, so avoid the child having to repeat their story. Leading questions can also cause 'contamination of evidence' for any subsequent investigation and court proceedings.
- REASSURE -** Reassure the child that they have done the right thing in telling you.
- BOUNDARIES -** Do not promise to keep secrets. Find an appropriate early opportunity to explain that the matter will only be disclosed to those who need to know about it.
- CLARIFY -** What you will do next and with whom the information will be shared. In most cases, concerns should be discussed with parents/carers. The Designated Officer will be key in this. **NB:** If you suspect a child is being sexually abused or is being directly physically harmed through giving or denying medication, then you are advised **not** to discuss with them but refer immediately to Children's Services.

These procedures must be followed whenever an allegation is made that a child has been abused. A record must also be made where there is a cause for suspicion of abuse towards a child and discussed with the Designated Officer.

Keeping a good record

When a child protection concern arises, it is essential you record what is said or seen and what action was taken as soon as possible. Without this, information may be forgotten or vital details may be missing. An accurate record should be made of:

- Date and time of incident or disclosure.
- Location.
- Relevant parties involved, names and their relationship to child.
- Description of abuse or injuries observed.
- Use the child's own words where possible.
- What was said or done and by whom.
- Ensure that the record is signed and dated.

This information will always be kept up to date and in a secure place, only available to those people that need to know. This will include the Chair of Governors and the Designated Officer for child protection.

Where children leave St Mary's we will ensure their child protection file is transferred to the new school or college as soon as possible. This will be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt will be obtained.

We will ensure that key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN are aware as required. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

Sharing Information – Confidentiality and Data Protection

Child protection raises issues of confidentiality which should be clearly understood by all.

Staff and volunteers have a responsibility to share relevant information about the protection of children with other agencies, particularly investigative agencies. We will follow the seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 and General Data Protection Regulation. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children.

Clear boundaries of confidentiality will be communicated at all times to service users. Staff must only discuss their concerns with the Designated Officer for child protection. It is their decision to pass on their concerns to agencies that need to know.

Where possible, consent should be obtained from the child before sharing personal information with third parties. Where a disclosure has been made, staff should let the child know the position regarding their role and what action they will take as a result and why. In some circumstances, obtaining consent may be neither possible nor desirable as the safety of the child is paramount.

All child protection records should be kept secure and accessible only by relevant staff.

Safe recruitment and induction of staff

St Mary's CE Primary School operates appropriate recruitment and induction procedures that take account of the need to safeguard and promote the welfare of children and young people.

At St Mary's it is policy to always ask for written information about previous employment history and check that information is not contradictory or incomplete. We will always try to obtain References from the candidate's current employer. Where a candidate is not currently employed, verification of their

most recent period of employment and reasons for leaving should be obtained from the school, college, local authority or organisation at which they were employed.

References will be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before interview, will allow any concerns to be explored further with the referee and taken up with the candidate at interview.

References will always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague. Where electronic references are received employers should ensure they originate from a legitimate source.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

Any information about past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post

All newly recruited staff being asked to:

- Undergo the appropriate DBS check to their post as per the guidance from the Department of Education as per the guidance from the Department of Education.
- Access basic child protection training to raise awareness of the foundation issues, repeated every 3 years plus an annual update, plus an annual update.
- Familiarise themselves with the procedures contained in this policy.

Managing allegations made against staff

St Mary's CE Primary School operates appropriate procedures for managing allegations made against staff. Staff will follow the Whistle Blowing Policy. If an allegation is made against a member of staff, governor, or volunteer, this should be referred to the designated officer for dealing with allegations, Mrs Geraldine Woodward. If the allegation is about the designated officer, this should be referred to the Chair of Governors. The allegation should be referred to the Local Authority Designated Officer for managing allegations against people who work with children (the "LADO") on 0161 253 5342 or 07583877250

Use of photographic / video equipment

To comply with the Data Protection Act 1998, consent to take and use images of children should be obtained from the parent / carer prior to the taking of photographs and/or video footage.

Parents / carers should be made aware of when, where and how the images may be used to give their consent.

For further information, please refer to the BSCB photography guidance.

Procedure for reporting child protection concerns

All staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding lead and children's social care. Staff should never promise a child that they will not tell anyone about an allegation- as this may ultimately not be in the best interests of the child

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Concerns about child abuse may be brought to your attention in different ways.

For example:

- A child tells you (i.e. discloses) that he/she is being abused.
- Someone tells you that they have grave concerns about a child.
- A child's behaviour may indicate abuse.
- A worker's behaviour changes or focuses inappropriately on a particular child.

It is not your responsibility to decide whether or not abuse has taken place. Please follow the following procedure:

1. Discuss your concerns with the Designated Officer or a senior member of staff if not available.
2. Discuss your concerns with the child's parents or carers unless this is not appropriate.

This depends on the nature of your concern and the relationship the organisation has with the parents and carers. Agree with the Designated Officer who is the best person to do this.

If you suspect a child is being sexually abused or is being physically harmed through giving or denying medication, or if discussing with the parents/carers will make the situation dangerous for the child or for you, then you must not discuss with the parents/carers.

3. Contact the Multi-agency Safeguarding Hub (MASH) Team

If you are still concerned after speaking to the parents/carers, or if you are not sure what to do, contact the MASH Team. This is the role of the Designated Officer.

If possible, ask the parents/carers for their permission to share information with the MASH Team.

Multi-agency Safeguarding Hub	Children's Services
Emergency Duty Team (Outside Office Hours)	The Haven – Bury Police Station Tel: 0161-253-6606
	Dunster Road Bury BL9 0RD Tel: 0161-253-5678

The Police can also be contacted where relevant:

Public Protection Investigation Unit (PPIU)	Tel: 0161/856/8063
(Outside Office Hours)	Tel: 101

Be prepared to give the following information

- Your name, address, telephone number and your role in the organisation.
- Clear details given from your records of the incident or disclosure.

- The action you have taken so far, including whether or not you have spoken to the parents/carers and whether or not they have given you permission to pass on your concerns.

The Multi-Agency Safeguarding Hub team are responsible for the course of action. The decision should be made within one working day and you should be advised of the decision.

Other helpful contact details

NSPCC Helpline: 0808 800 5000

Criminal Records Bureau: 0870 90 90 811

Find it 4 Me: 0870 731 4611

Advice and Assessment Team: 0161 253 5454

<http://www.bury.gov.uk/index.aspx?articleid=5747>
(Bury Children and Young People's Information Service)

'What To Do If You're Worried A Child Is Being Abused'
<http://www.bury.gov.uk/index.aspx?articleid=4969>

Bury Safeguarding Children Board
www.safeguardingburychildren.org

Related School Policies;

Whistle Blowing Policy
Behaviour Policy
Anti Bullying Policy
Safer Recruitment Policy
E Safety Policy