



# Ballaugh School

## Safeguarding and Child Protection Policy

Changes made to this document in May 2021 since its last revision in Feb 2020 are highlighted in **Orange**

### Why is this Policy needed?

#### ***Under the Safeguarding Act 2018 we have a duty of care to all pupils.***

Furthermore, in 1989, governments across the world promised all children the same rights by adopting the UN Convention on the Rights of the Child. The Convention dictates what countries must do so that all children grow as healthy as possible, can learn at school, are protected, have their views listened to, and are treated fairly.

#### **Article 3**

The best interests of the child must be a top priority in all things that affect children.

#### **Article 19**

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

To see the full child friendly version at

[http://www.unicef.org.uk/Documents/Publications/Child\\_friendly\\_CRC\\_summary\\_final.pdf](http://www.unicef.org.uk/Documents/Publications/Child_friendly_CRC_summary_final.pdf)

### **What is the difference between Safeguarding and Child Protection?**

**Proactive safeguarding** covers the policies and procedures put in place that tell everyone how they should behave to keep everyone safe. (Health and safety, Behaviour, e-safety and anti bullying policies and DESC attendance policy)

#### **Safeguarding**

Safeguarding can be defined as follows:

‘Safeguarding children in educational settings includes the focus on protecting children from harm by adults, but goes beyond it to cover other functions such as:

- \* promoting good attendance at school
- \* ensuring positive and safe behaviour and eliminating bullying and other forms of harassment- (see behaviour policy and anti bullying policy)
- \* providing support for children with social and emotional difficulties- (SEAL programme, circle time, Early Help and Support network (EHAS))
- \* minimising exclusions from school
- \* improving security on school sites (see health and safety policy)
- \* health and safety for in-school and out-of-school activities.’ - (see health and safety policy and specific play risk assessments).

**Child Protection** is the duty we have to act if we are concerned a child is being harmed.

## **Child Protection**

Child protection can be defined as:

“a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm.”

## **Working or volunteering at Ballaugh School means that:**

- \* the welfare of the child is paramount .
- \* children and young people have the right to protection from all forms of neglect and abuse.
- \* **Everyone** (all school staff, parents and members of the wider community) have a responsibility for the protection of children and young people and for reporting their concerns.

*This policy aims to outline the role the school will have, the procedures that staff must follow and guidance on issues related to child protection. It is not exhaustive. The child as being at the centre of any decision they may need to take.*

Further information can be found on the Isle of Man Safeguarding Board's website <http://www.isleofmanscb.im> and the “**Safety**” page on [Ballaugh School's website](#)

## **Aims of this policy**

- to make clear **your** responsibilities in identifying and reporting possible cases of abuse
- to provide a systematic means of monitoring, recording and reporting **your** concerns and any subsequent cases.
- to provide **you with non-negotiable** guidance on recognising and reporting suspected child abuse

## **Responsibilities**

The Headteacher, Mr Cushnie, is the designated person for child protection “Designated Safeguarding Lead” (DSL). In his absence the Teacher in Charge, Miss McHugh, must be consulted.

## **They are responsible for:**

1. Coordinating action within the school and liaising with **Children and Families section of Manx Care** and other agencies over cases of abuse and suspected abuse.
2. Acting as a source of advice within the school.
3. Ensuring that **all staff and volunteers** are familiar with the policy and procedures.
4. Onward referral of individual cases of suspected abuse.
5. Liaising with and delegating responsibility to Child and Family Support Workers
6. Organising training on child protection within school.

## All School Staff

Must be familiar with and understand this policy and are responsible for seeking clarification when necessary. All staff will require level 2 training in Child Protection at the next available opportunity following their recruitment and every 3 years thereafter. The next whole school training is due November 2021.

Short term supply staff and trainee teachers will be provided with a copy of this policy.

Work Experience students and volunteers will receive reporting procedures as part of their induction (“parental safeguarding leaflet”, “Induction for new Staff /Volunteers in Schools, Services and UCM document” and the “school volunteer agreement”).

Training will be delivered on a 3 year rolling programme. All staff must to be alert to the signs of neglect and abuse as detailed in this policy. They should report any concerns immediately to Mr Cushnie or in his absence, Miss McHugh. If in any doubt they should consult the DSL or his deputy.

DBS certificates - Anyone engaging in regulated activity (working unsupervised with children) must have a current (within 3 years) enhanced DBS certificate.

## APPLICATION OF PROCEDURES

Apply the procedures detailed below for responding to a suspected case remembering that:

- \* we cannot promise confidentiality.
- \* information will only be shared with those who need to know .
- \* it is important to stay calm and reassuring.
- \* the needs and safety of the child must always come first.
- \* when in doubt – ask the DSL for advice.

\*

### Non teaching staff (including ancillaries, caretakers, cleaners, kitchen staff)

Non-teaching staff may also be approached by children or have concerns. They should follow the same procedure as teaching staff in seeking referral at the earliest opportunity to the DSL, or their deputy where appropriate.

## Guidance on recognising suspected abuse. What it might look like or how a child may present.

Child abuse is a term used to describe ways in which children are harmed by someone often in a position of power. It may not be our responsibility to decide whether child abuse is occurring but we are required to act on any concerns and report it to the appropriate party. The health, safety and protection of a child is paramount.

### Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. It also includes when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Possible signs include:

**Unexplained injuries or burns**

**Refusal to discuss injuries**

**Improbable explanations of injuries**

**Untreated injuries or lingering injuries**

**Admission of punishment that appears excessive**

**Shrinking from physical contact**

**Fear of returning home or parents being contacted**  
**Fabricated Induced Illness**  
**Fear of undressing**  
**Fear of medical help**  
**Agression/bullying**  
**Over compliant behaviour**  
**Running away/unexplained pattern of absence**  
**Significant changes in behaviour**  
**Deterioration in work**

## **Emotional Abuse**

This is persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It can include:

- \*conveying to a child they are worthless or unloved
- \*placing inappropriate age-related expectations on a child
- \*making a child feel frightened or in danger on a frequent basis

It may also involve seeing or hearing the ill treatment of another, for example when a child witnesses domestic violence. (DSL, their deputy DSL and the school administrator must be aware of the flowchart for operation Encompass)

Possible signs include:

**Continual self-deprecation**  
**Fear of new situations**  
**Inappropriate emotional responses to painful situations**  
**Self harm or mutilation**  
**Neurotic behaviour - obsessive rocking, thumb-sucking**  
**Air of detachment 'don't care attitude'**  
**Social isolation**  
**Attention-seeking behaviour**

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. Activities may involve penetrative acts, or non contact activities such as involving children in looking at or in the production of pornographic material, including child pornography on the internet.

Possible signs include:

**Bruises, scratches, burns or bite marks**  
**Scratches abrasions or persistent infection in the anal or genital regions**  
**Pregnancy**  
**Sexual awareness inappropriate to the child's age**  
**Frequent public masturbation**  
**Attempts to teach other children about sexual activity**  
**Refusing to go with certain people or go to certain places**  
**Aggressiveness, anger, anxiety, tearfulness**  
**Withdrawal from friends**

## **Neglect**

Neglect is the persistent failure to meet the child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may include the failure to provide adequate food, clothing, shelter, supervision. Failure to protect a child from physical harm or danger, failure to ensure appropriate access to medical treatment or response to emotional needs.

Possible signs include:

**Constant hunger**

**Poor personal hygiene / Inappropriate clothing**

**Frequent lateness or non-attendance**

**Untreated medical problems**

**Low self-esteem**

**Poor social relationships**

**Compulsive stealing or scrounging**

**Constant tiredness**

## **Bullying**

Bullying can be defined as using deliberately hurtful behaviour, usually over a period of time, where it is difficult for those bullied to defend themselves. The three main types of bullying are:

physical

verbal

emotional

All incidents of bullying should be dealt with by the class teacher in the first instance, followed by the Headteacher, as appropriate. A more detailed guide can be found in the school's anti-bullying policy.

## **Self Harm**

If it comes to the attention of a teacher/member of staff that a child is self harming, they should alert the designated teacher for child protection - Mr Cushnie (Miss McHugh in his absence).

Actions by the designated teacher include:

\* contacting parents

\* contacting Child Adolescent Mental Health Services (CAMHS)

\* contacting DHSC if the child meets referral needs (Get advice from Inclusion and Safeguarding - Gráinne Burns)

# Dealing with suspected abuse

All staff should refer concerns to the DSL as soon as possible

**IF A CHILD'S WELFARE MAY BE AT RISK BY RETURNING HOME, THE DESIGNATED SAFEGUARDING LEAD MUST BE INFORMED IMMEDIATELY BEFORE THE CHILD LEAVES.**

In the meantime, staff should:

Listen to the pupil, keeping calm and offering reassurance  
Observe bruises but do not ask a child to remove or adjust their clothing to observe them. If a disclosure is made the child should lead the discussion. See guidance for Dealing with a Disclosure below. Be professionally curious.

## Dealing with a disclosure

Listen to the child.

Try not to show any shock you might feel and take what they say seriously.

Stay calm and reassure them that they have done the right thing in telling you.

DO NOT make promises about what might or might not happen next.

You cannot promise confidentiality.

Consider using phrases such as 'you've done the right thing' or 'you're not to blame' or 'I understand'.

Allow the child to talk but do not interrogate or ask leading questions - use questions such as 'Do you have anything else to tell me?'

Do not make judgements about the people children refer to - they may be people they love.

Explain what will happen next and who you will need to talk to.

Make brief notes at the time and write them up afterwards - keep both sets, (just in case).

Use diagrams to record the position of any bruising or marks and transpose on to a Body Map when time permits. (available with Logging a concern form on the staffroom noticeboard)

After the disclosure, appropriate support should be given to both the child and the members of staff receiving and dealing with the disclosure.

## PROCEDURES FOR MONITORING, RECORDING AND REPORTING

### At the time

Brief notes at the time or immediately after will help you to complete the **Logging a Concern** sheet when you are able. You should note:

Date and time of disclosure/incident observed

Place and context of disclosure or concern.

Facts you need to report.

### AS SOON AS POSSIBLE AND BEFORE LEAVING THE BUILDING

Complete a **Logging a Concern** sheet which is pinned to the board in the staffroom. This should then be passed to the DSL (GC or KMCH). In the case of there being bruises or observed injuries the Body Map which is available in the same location.

Remember to keep to factual information and not assumption or interpretation. Use the child's own language to quote rather than translating into your own terms. Be aware that these sheets may be used at a later date to support a referral to an external agency.

### The Designated teacher will:

Follow-up the referral using the **Logging a Concern** sheet as a basis for consideration before action. Make additional records of discussions and any investigation that takes place.

Make a decision whether to continue to monitor the situation or take the referral further and communicate this to the individual making the initial referral.

Where a child is referred to DHSC the **MAAR (Multi Agency Assessment Referral)** form should be completed asap.

Consulting Inclusion and Safeguarding staff (Gráinne Burns) is recommended but not essential

### For Children with individual files (looked after children and those with Social Worker)

Children who have been referred to Social Care have their own file which is stored in a secure cabinet in the HT's office. Recorded information from social care meetings and other reports are stored in their individual file.

Please note that Logging a Concern sheets MUST to be completed for any incidents/observations regarding children who have individual files.

Copies of any SEN correspondence regarding children with individual files must be made and handed to Mr Cushnie.

Weekly staff meetings will be an opportunity for staff to share any cause for concerns as appropriate. These will be minuted and followed up by the headteacher.

### Allegations against staff

This is an extremely difficult and sensitive area to address.

Report any allegations to the Headteacher **straight away**

(If the allegation is against the Headteacher themselves, report it directly to Director of Inclusion and Safeguarding (Sue Mowle) or Director of Corporate Services at DESC)

Further information regarding procedures following this can be found at the end of this policy

### Inter-agency liaison

#### Social care meetings

At times school staff may be called to participate in meetings organised and chaired by social care. These might be:

- Strategy discussions.

- Child protection conference or review.

- Family group conferences - for children in need, in a range of circumstances where a plan is required for the child's future welfare.

- Professionals' meetings - in which representative professionals from different agencies are asked to meet to discuss children and their families with a view to

  - Providing support or making recommendations in terms of next stages of involvement.

- Core group meetings - meeting in which a 'core' group of professionals associated with the family are asked to meet to review the progress of actions decided at case conferences and register reviews

At these meetings, representatives from the school should be ready to report providing information about;

- attendance and punctuality

- academic achievement

- the child's behaviour and attitude

- relationships with peer group and social skills generally

child's appearance and readiness for school

contact with parents/ carers

any specific incidents that need reporting

Prior to the meeting, class teachers and other adults working closely with the child should be asked for their comments by completing a 'Safeguarding Report Form' (available from the Mr Cushnie)

Following the meeting, feedback MUST be given and staff brought up-to-date with any actions that are needed.

### **Confidentiality**

Where children are on the child protection register and leave one school for another the designated teacher (Mr Cushnie) must inform the receiving school and the key worker at the DHSC. Education staff have a professional responsibility to share relevant information about the protection of children with the investigative agencies. Members of staff should not promise confidentiality but can let the child know that only those who need to know will be informed and that that will be for the child's own sake.

Time should be taken to reassure the child and confirm that information given will be treated sensitively. Reassurance should be given and the adult involved listen sympathetically and non judgmentally.

Staff should be careful and ensure that information is only given to the appropriate person. All staff must be kept aware of issues relating to confidentiality and the status of information they may hold.

Members of staff, other than the DSL and those involved closely, should only have enough details in order to help them to act sensitively and appropriately to a pupil. Discretion should be used when talking about the personal, and changing circumstances of children e.g. when a child goes into care. Discretion is particularly necessary after attending child protection meetings. Information received should be treated sensitively and discretion will be needed as issues emerge on a formal and informal basis.

### **Supporting children**

For some children, school may be the one stable place from which they can expect security and reassurance. We must not only be alert to potential abuse but also provide support to help children through difficult times.

### **The pastoral education programme**

Children who are 'looked after' should have their own pastoral support programme, involving EPeps (electronic personal education plan) which will be drawn up in discussion with social care, the class teacher, carers, foster parents and the child themselves.

### **Support in school - pastoral care**

All class teachers and senior leaders are responsible, in conjunction with other school staff, for the pastoral needs of the children in their care. This includes providing opportunities for children to share their concerns. Our curriculum includes opportunities for children to discuss and explore issues. In addition, circle time can be used to raise issues spontaneously that are particularly relevant to the class at that time.

Care should always be taken in regard to the discussion of sensitive issues and advice should be sought where there are concerns. There are a variety of resources (e.g. SEAL) to support circle time and the discussion of issues.



### **Support in school - the curriculum**

Within our curriculum there will also be opportunities to discuss issues which some children might find sensitive and disturbing. Care should be taken particularly in relation to discussion about families and their make up. Assumptions about families and the presence of both parents should be avoided both in discussion and the presentation of materials. During SRE staff should be alert to the fact that some children will have very different experiences and may find content 'sensitive' within their own histories. Staff should make themselves familiar with the background of the children in their care in order to avoid children becoming distressed.

### **Physical contact with pupils**

**Some form of physical contact with pupils by teachers is inevitable. In some cases it is necessary for reassurance. However, all teachers should be aware of issues related to touching and the way in which this might be misconstrued. This relates particularly to any sensitive areas of the body.**

### **Working with parents**

It is important that school has an established approach to Parents' where their need for privacy should be respected. Attitudes to, and contact with, parents should appear to be non-judgemental in order to obtain the most conducive working relationship. The priority is the needs of the child and effective liaison is crucial for this.

It should be recognised that families from different backgrounds and cultures will have different approaches to child-rearing. These differences should be acknowledged and respected provided they do not place the child at risk as defined earlier in the document.

### **Document Retention**

Confidential documents pertaining to Child Protection or Safeguarding will be kept, passed on to a receiving school or disposed off in line with the DESC's document retention schedule. CP files = DOB + 26 yrs. A logged safeguarding concern = 2 years if no further action. CP allegation against staff = normal retirement age or allegation +10 years, whichever is longest.

**If you have concerns and cannot find anyone in school to report it to and you feel it is urgent, ring the Department, 686053 and ask for Gráinne Burns  
or  
686085 Sue Mowle (Director of Inclusion and Safeguarding)  
stating 'Child Protection matter'.**

### **The Police numbers are:**

#### **The Public Protection Unit.**

During office hours the number is **01624 - 631493**.

Outside of office hours - Police Headquarters, **01624 - 631212** where the call will be transferred to either a Duty Detective or Duty Sergeant.

## Department of Education and Children Allegations against Staff

Report any allegations to Headteacher **straight away**.  
(If the allegations are against the Headteacher themselves, report it directly to Director of Services for Children or Director of Corporate Services at Department of Education and Children)

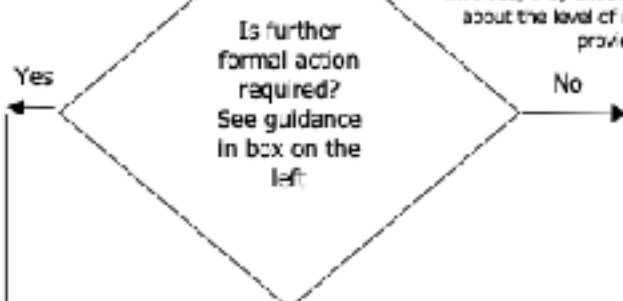
Headteacher instigates preliminary enquiries **without delay** to ascertain if there is an incident needing further investigation and to judge likely seriousness.

- Suggest to staff, young person and witnesses to write down any issues as soon as possible. (These must not be signed statements)
- Headteacher to keep a written record of those preliminary enquiries

A strategy meeting needs to be convened when any of the following occur

- Sexual abuse is alleged or suspected
- The pupil has an injury that requires medical treatment
- There is evidence of organised or network abuse
- There are grounds to suspect parental collusion
- There have been similar previous allegations concerning the same adult or pupil
- The pupil concerned is a looked after child
- The pupil concerned has a disability
- The pupil concerned has any other significant additional need

The pupil and their parents will also need to be supported and kept informed throughout. Where other agencies are involved, they should be consulted first about the level of information to be provided.



Headteacher informs Director of Services for Children (693833) or Director of Corporate Services (685805) at Department of Education and Children

- Inform parents/carers
- Headteacher to log incident and any outcomes
- Ensure support is given to those involved
- Consider restorative approach between member of staff and pupil

DEC report to Designated Officer at Department of Social Care (636220) and decide what happens next.

Possibilities are:

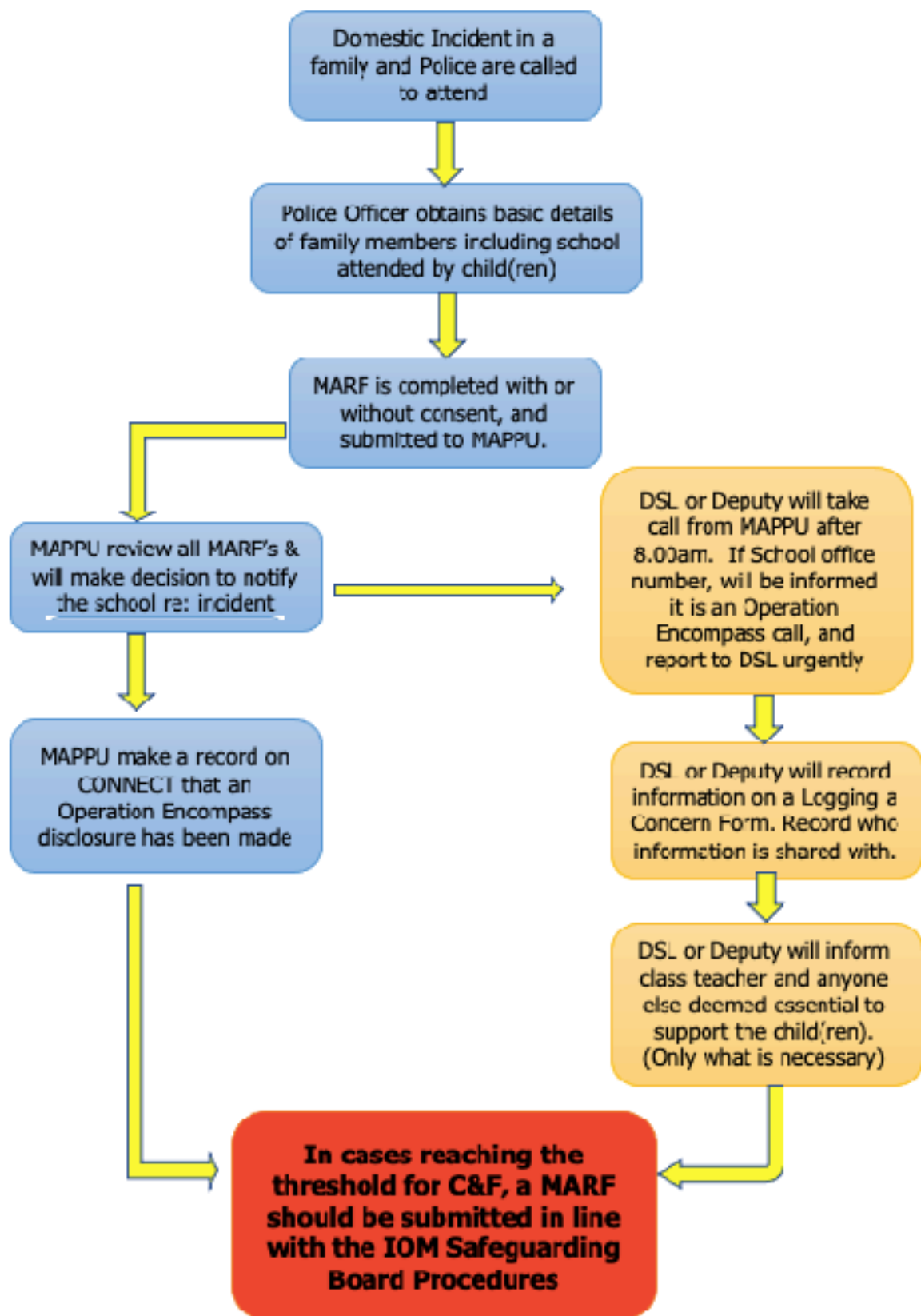
- No further action by DSC
- A strategy discussion should take place
- There should be immediate involvement of the police and/or social care

Decide if a managing allegations strategy meeting (MASM) is needed and if so, arrange within one working day.

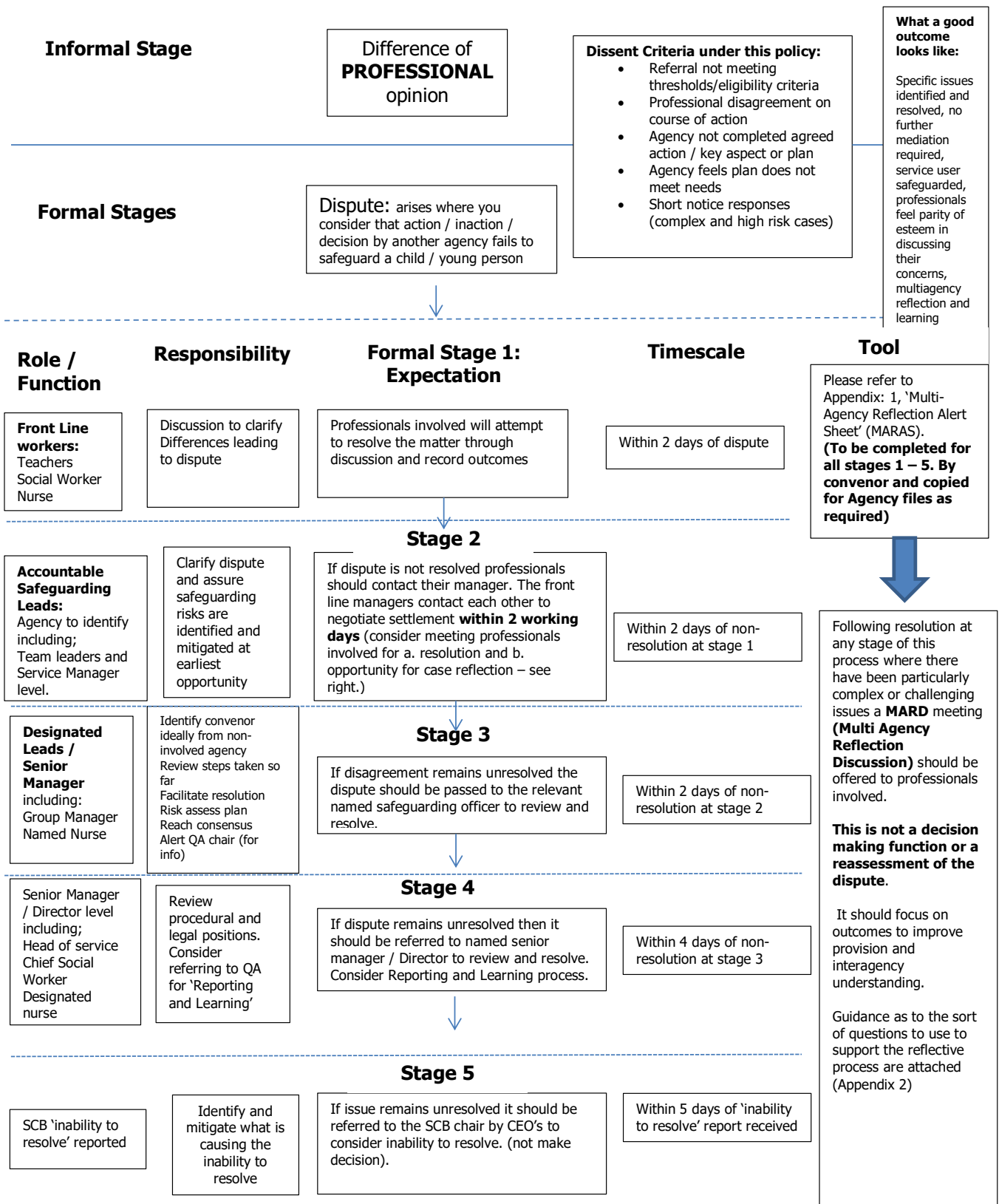
**Strategy Meeting**  
Decision made on type of further enquiries needed

- DEC
- DSC/PPU
- PPU
- Combination of any of the above

## Flowchart for Operation Encompass



*'Resolving Professional Differences in Safeguarding Policy - Multi Agency Reflection Discussion (MARD) Process'*



# KEY POINTS ABOUT SAFEGUARDING

We have a responsibility for safety and wellbeing of the children and adults we work with in our organisation including parents.

If you have safeguarding concerns about a child or an adult you must talk about it with Graeme (designated safeguarding lead) or if he is not available then Kate (deputy DSL)

If you have safeguarding concerns about a child or adult you must report it to the named people above as soon as practically possible and before 3.30 as it may be so serious that they should not return home.

If you feel that concerns you had expressed to your safeguarding lead had not been adequately followed up you must contact the *DEC Child Protection & Safeguarding Officer: Gráinne Burns Tel: 686053/478332*  
(if unavailable please contact Sue Mowle, Director of Inclusion and Safeguarding- Tel: 693833/456279)

Knowing about other children *in the household* is the most important **child safeguarding issue** when establishing a relationship with an adult who will use our service.

There are no circumstances when you would withhold information when talking to Graeme / Kate about concerns that you have for a child or adult.

Speak only to Graeme (headteacher) and then if he is not round Kate if you have concerns about a colleague / professional / volunteer's behaviour with regard to children and or adults.

Speak only Graeme (headteacher) and then if he is not round Kate if a parent/child/ adult came to you with an allegation against a colleague/professional/volunteer.

*The Isle of Man Safeguarding Board website*

Is where you will find information on safeguarding children and / or safeguarding adults.

*The Blue box in staffroom and on the school's website*

is where would you find your organisations safeguarding policy and procedures.

*The MARD (Multi Agency Resolution Discussion process) is at the back of the latest edit of the safeguarding policy is the Safeguarding Board's escalation/resolution policy when a referral is not being progressed as you would wish.*

On the school website > Forms and Advice > Concerns and Complaints  
is where would you find your organisations complaints procedure for service users.

This policy will be reviewed on an annual basis.

LAST REVIEWED - May 2021

If you have any questions you must ask The DSL or deputy DSL

Read **and understood** by (PLEASE SIGN AND DATE)



# **Ballaugh School**

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