



Safeguarding and Child Protection Policy and Procedures

August 2018

To be reviewed: August 2019

Any concerns of a child protection or safeguarding nature should immediately be reported to Savvy Education Safeguarding Contact or Director:

Safeguarding contact:

Michael Leishman 01326 567 443

michael@savvyeducation.co.uk

Where the young person is attached to a school, the school policies of the young person MUST be considered as a priority to this document.

INTRODUCTION

At Savvy Education, the safety and welfare of the young people with whom we work is of the utmost importance. Because of the regular contact with children, our staff are well placed to observe the outward signs of abuse. All adults working with Savvy Education must protect children from harm and abuse and be aware that any pupil may be at risk of harm or abuse. We have a duty to safeguard and promote the welfare of our pupils under the Education Act 2002 and Children Act 1989 through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

In addition to our Safeguarding and Child Protection Policy, we have policies to cover the roles of staff, pupils and parents in respect of health and safety, anti-bullying, positive handling, racism and discrimination. Our policy applies to all Savvy Education's Consultants, who provide teaching, mentoring and administration for the service. There are a number of elements to our policy:

- Ensuring safe recruitment practice in checking the suitability of all our staff to work with children;
- Raising awareness of child protection issues amongst all staff and of what to do if they have concerns;
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Developing effective links with relevant agencies and co-operating as required with their enquiries regarding child protection matters including attendance at case conferences and core group meetings (if appropriate);
- Establishing and maintaining a safe environment in which children feel secure and are encouraged to talk freely about anything that concerns them;
- Supporting pupils who have been abused or may be at risk of harm in accordance with any agreed child protection plan;
- Ensuring we respond appropriately to any concern or allegation about a member of staff; and

- Ensuring staff follow accepted “safe working practice”* principles when working with pupils.

*** as described in Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, DfE/DCSF March 2009.**

Savvy Education has adopted these procedures. This policy and procedure also accords with:

- “Keeping Children Safe in Education” (DfE, July 2015 and updates September 2016);
- “Working Together to Safeguard Children” (HM Government 2015 – Statutory Guidance) and its supplements;
- “What to do if you are worried a child is being abused – Advice for practitioners” (2015).

DEFINITION

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: ***protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.***

Children includes ***everyone under the age of 18.*** However, we have a duty of care to all pupils.

Where a child is ***suffering significant harm, or is likely to do so,*** action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

RECOGNITION

The first indication of concern about a pupil’s welfare is not necessarily the presence of a serious injury. Concerns may be because of:

- bruises or marks on a pupil’s body;
- indications or reports of self-harm;
- remarks made by the pupil, another pupil, a parent or another adult;
- observations of the pupil’s behaviour;
- unexplained changes in the pupil’s behaviour or personality;

- evidence of disturbance or explicit detail about abuse or possible abuse in a pupil's play, drawing or writing;
- evidence of neglect, failure to thrive or exposure to unnecessary risks;
- unauthorised absence from school; and / or
- information about the parent(s)/carer(s) of the child or their home background.

DESIGNATED CONTACT FOR SAFEGUARDING AND CHILD PROTECTION

The safeguarding contact is Michael Leishman. They are responsible for child protection issues. As many students that Savvy Education work with are linked to schools, the DCPO at the school will be informed of any concerns.

In the case of home tuition, the concern should be raised with the safeguarding contact who will form an action plan with the tutor on how to proceed.

The safeguarding contact has a responsibility to provide support to staff members to carry out their safeguarding duties. They will act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies;

TRAINING

The safeguarding contact will have appropriate training (where appropriate) to:

- Ensure safer recruitment procedures are in place
- Understand the assessment process for providing early help and intervention
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each service provider has access to and understands Savvy Education's child protection policy and procedures
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals

- Obtain access to resources and attend any relevant or refresher training courses.

RAISING AWARENESS

The safeguarding contact should ensure the service's policies are known and used appropriately:

- Ensure the safeguarding and child protection policy is available publicly
- Continue liaison with the school, as appropriate, regarding concerns

THE ROLE OF INDIVIDUAL STAFF

The *Teacher Standards 2012* state that teachers, including Head Teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

All staff contracted through the service have a responsibility to provide a safe environment in which children can learn.

All staff contracted by the service have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All Consultants then have a responsibility to take appropriate action, working with other services as needed.

What Savvy Education staff and consultants need to know:

All Consultants and contracted staff members should be aware of systems within the service which support safeguarding and these should be explained to them as part of staff induction. This includes: the service's child protection policy; the service's Consultant behaviour expectations; and the designated Safeguarding Lead.

All staff members should also receive appropriate child protection training which is regularly updated.

What staff/consultants should look out for:

All service consultants 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.

Consultants and members working with children are advised to maintain an attitude of **'it could happen here'** where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.

Concern about a pupil must be discussed with the safeguarding contact immediately so that if necessary, a referral can be made without delay. In urgent situations, referral must not be delayed.

Members of staff should not investigate child protection concerns. This is done by Children's Social Services (in Cornwall, the Multi-agency Referral Unit) or the police. However, if a young person says something, it is vital to listen carefully, so you can record and report it accurately. Records will also assist other members of staff who may have concerns.

CONFIDENTIALITY OF RECORDS

Our young people and their parents/carers have the right to expect that all staff will deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents/carers and young people should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a young person. Child protection issues relating to individual cases must not be subject to open discussion and must only be shared with necessary people.

Consultants should also remember not to promise to pupils to keep "secrets" (*see procedure below*).

WORKING WITH CHILDREN

We recognise that young people, who are abused, neglected, or who witness either of these things, may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The service will endeavour to support the pupil through:

- the content of the curriculum;
- the service ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- the service Lone Working Guidance which is aimed at supporting vulnerable young people in the home;
- Where agreed and not breaching sharing of information: liaison with other agencies that support the pupil such as social services, the child and adolescent mental health service, the borough school attendance service and the educational psychology service;
- ensuring that personal written records which are of a confidential

- nature are kept securely in a separate file with restricted access
- all records, files and correspondence regarding the student is completed with the use of student code or initials only (NO NAMES);
- Any written communication in hardcopy that needs to be passed over to the school will follow the following process: Safeguarding lead will package information in a double envelope clearly marked “Strictly Confidential” and hand deliver to the school.

SELECTION AND SUPERVISION OF CONSULTANTS

In our selection of consultants, we will at all times adhere to the Government guidance contained within “Working Together to Safeguard Children” (HM Government 2013) and “Keeping Children Safe in Education” (DfE, 2015).

While we do not directly ‘employ’ staff and instead work is outsourced, we will ensure that: our interview panel includes at least one member who has completed safer recruitment training (a requirement since January 2010), that we always follow up gaps in previous employment, that we always require specific references from employers for the last five years and that for all posts, paid and voluntary, the appropriate Disclosure and Barring Service (DBS) and Barred List Check information has been received. In the case of qualified teachers, the “Teacher Service” will be consulted to check the record of any teacher providing services for Savvy Education.

We will also ensure that a Childcare (Disqualification) Regulations Check for is completed.

We keep a central record of all staff with the date and outcome of their DBS check so at all times consultants, young people and parents can be assured this has been done. Staff enhanced DBS checks are completed every three years due to the nature of frequent sessional and individual working.

CONSULTANTS AND OUTSIDE SERVICES

We expect all individuals providing outsourced/contracted work within the Service to comply with this policy and the attached procedure.

In particular we require any contractor or organisation delivering a service on behalf of Savvy Education to provide evidence they adhere to the above requirements.

This policy is to be read and runs alongside other policies, as set out by Savvy Education.

CHILD PROTECTION PROCEDURE

If concern arises about the welfare of a pupil the following procedure must be followed.

Do not delay

- tell the safeguarding contact as soon as you can - it may be necessary to interrupt a lesson to do this if the matter is urgent or the pupil will shortly be leaving the lesson. (This can be done by ringing the company number – 01326 567 444 – and pressing the extension '99'. You can also email 'safeguarding@savvyeducation.co.uk')
- early referral gives more time to offer help to the pupil and family before the situation becomes severe or serious
- when the matter is already severe or serious, early referral gives more time for others to protect the pupil
- the safeguarding contact may consult the school directly or Children's Social Services

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care (MARU) immediately. If the child's situation does not appear to be improving the individual with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

Make written notes

- at the earliest opportunity make a written record in ink/pen (not pencil) of your concerns - record facts accurately and be clear when you are expressing an opinion and the basis for this - these notes will help to ensure accuracy in recalling events later - notes should be legible, signed and dated with the note taker's name also printed in capital letters; This should be done on the individual school's preferred paperwork. If at a school, request the appropriate paperwork from the school and two envelopes as previously explained in the policy.
- these notes must be given to the Safeguarding lead in the school or Savvy Education as soon as possible.

Concern from something the child says

Listen - do not ask questions or interrogate.

Remain calm - if you are shocked, upset or angry the pupil will sense this and this could stop them from saying more. Be aware of your facial expression and body language.

Avoid physical contact – pupils who have been assaulted may feel further violation from physical contact.

Reassure - the pupil has done nothing wrong - tell them it is alright to talk.

Do not promise to keep it secret - tell the pupil you cannot keep the matter secret and will need to take advice from someone who can help.

Never take photos – if necessary record any obvious physical observations on a body map/chart.

Never request to see marks under clothing.

Referral process

If a contractor/Consultant considers there is a need to make a referral to Social Services or to the Police they should consult the safeguarding contact about how to do this. However, referral must not be delayed - if the safeguarding contact is not available, another senior member of staff should be advised and the referral made (ring 01326 567 444 Ext. 99). All staff may raise concerns directly with Children's Social Care.

It is important to discuss rather than delay or defer.

Remember:

- act immediately;
- if in doubt, consult;
- do not ignore concerns, even if these are vague;
- your first responsibility is to the pupil; and
- if you need help or support to manage your own feelings, this can also be provided.

Contact with the family

Contact with the family should be discussed with the safeguarding contact.

In cases where a minor physical injury causes concern, it is usual practice to discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the pupil from harm), the parent or carer should be informed that the matter must be referred to the MARU unless it is believed that this would expose the child to greater risk in which case the MARU will be informed first.

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between school staff and the family about sources of help (e.g. the Children and Families Service), but if concerns persist, the safeguarding contact will need to refer to the MARU and will normally advise the family of this.

In cases where there are suspicions of sexual abuse, fabricated or induced illness (FII) or if it is felt that involving the family at this stage will put the child at greater risk, the safeguarding contact will seek immediate advice from the MARU before discussing this with the family. If concerns are raised about Female Genital Mutilation, concerns must

be raised with the police.

CONCERN ABOUT A CONSULTANT

- allegations or concerns about a member of staff, worker or volunteer must immediately be notified to the Director of Savvy Education
- following consultation, the Director will decide on appropriate action which may include consideration of disciplinary proceedings.
- it is important to bear in mind that although the concern may relate to an individual pupil, other pupils may also be at risk;
- the procedures in "Keeping Children Safe in Education" (DfE, July 2015), "Working Together to Safeguard Children" (HM Government 2013), "Dealing with allegations of abuse against teachers and other staff".
- When appropriate (see guidance above), consideration will be given to referral of a member of staff to the DBS for consideration of the case.
- If a consultant believes a reported allegation or concern is not being dealt with appropriately, they should report the matter further.

HARM, from or to, OTHER CHILDREN

- abuse or concerns about abuse or harm by other young people will be subject to the same safeguarding procedures as for young people suspected of being abused by an adult;
- consultants responding should be alert to the risk a child may pose to any other children apart from the "current" victim; and
- young people who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse, witnessed domestic violence or committed criminal offences).

In such cases there will usually be a need to refer the alleged perpetrator of harm to the Children and Families Service. If the young person is on school role, the school will be immediately informed of all information.

PRIVATE FOSTERING

Where a contractor becomes aware that a pupil may be in a private fostering arrangement, where a child under the age of 16 (or 18 if disabled) is provided with care and accommodation by someone to whom they are not related in that person's home, they should raise this in the first instance with the safeguarding contact.

REQUESTS FOR ASSISTANCE BY OTHER AGENCIES

- information about a pupil may be shared on a "need to know" basis with other agencies, with permission given from the parent/carer (if needed);
- when telephone requests for information are received these must normally be referred to the Director and consultants must **always** maintain security by checking the enquirer's identity (e.g. returning the call to a known telephone number listing for the caller **before** giving information)
- always advise the safeguarding contact about any requests for information before giving information;
- requests for attendance at meetings about individual pupils (e.g. child protection conferences) should be notified to the Director, who will arrange preparation of a report (if requested) and attendance at the meeting;
- reports should contain information about the pupil's:
 - ❖ academic progress
 - ❖ attendance
 - ❖ behaviour
 - ❖ relationships with children and adults
 - ❖ family
 - ❖ any other relevant matter;
- reports should be objective, distinguishing between fact, observation, allegation and opinion;
- reports will normally be made available to the pupil's family.

PUPILS SUBJECT TO A CHILD PROTECTION PLAN

- Savvy Education will be told by the relevant school or agency or Children and Families Service when a pupil is subject to a Child Protection Plan (previously the Child Protection Register)
- the name of the key social worker must be clearly recorded on the pupil's record;
- when a pupil is subject to a Child Protection Plan, Savvy Education will report all unexplained absences to the school, where the young person is on roll
- when a pupil is subject to a Child Protection Plan, Savvy Education will report all behavioural changes or other concerns to the school in the first instance

GENERAL ISSUES

All staff must observe the above policy and procedure at all times. The Child Protection Policy will be reviewed annually.