

Child Protection/ Safeguarding Policy and Procedures

The Royal School for the Blind, Liverpool takes seriously its role to Safeguard the care and welfare of children and young people. Any issues regarding Safeguarding should be addressed to staff responsible. These include

Lead Safeguarding Officer:	Mrs Linda Hogan (Head of Care)
Deputy Lead Safeguarding Officer:	Miss Amanda J Boyle (Deputy Head of Care)
Nominated School Governor for Safeguarding:	Dr. Sandra Winchester
Head of School:	Mr Paul Boulton
Assistant Head of School:	Mr Nicolas Young.
Post-19 Teacher:	Ms Jane de Longa

It is the policy of this school to ensure the safeguarding and welfare of all children and young people in or care. To this end the policy aims to set out how we are to safeguard our children and young people whilst also nurturing an environment in which they can both thrive and grow as young adults.

It is essential that all follow this code of conduct whether they work with children, young people or adults. For the purposes of this policy, employees includes:-

- All staff on payroll of the Royal School for the Blind, Liverpool.
- Voluntary workers at the Royal School for the Blind, Liverpool, including work experience students.
- Staff working at the Royal School for the Blind, Liverpool though not necessarily employed directly by the Royal School for the Blind, Liverpool (i.e. Catering Company, Builders, etc.).
- Any visitors within the grounds of the Royal School for the Blind, Liverpool.

All employees are responsible in ensuring their behaviour is positive and appropriate at all times. A separate “Code of Conduct” policy should be read in conjunction this document to give positive guidance for all who work with or support the work of the school.

This policy forms only a part of our organisational approach to implementing concrete Safeguarding procedures. Other policies should be considered alongside it, including our Behaviour, Confidentiality, Anti-Bullying, Safer Recruitment and Physical Intervention policies.

It is also necessary that this policy be considered alongside guidelines provided by “Liverpool Safeguarding Children Board” (LSCB). These guidelines are available to read or download online at <http://www.liverpoolscb.org/index.html>. However, the guidelines are updated regularly and it’s recommended that downloaded copies be discarded after 72 hours.

Safeguarding and Child Protection can be defined as:-

- 1) Protecting Children from maltreatment.
- 2) Preventing impairment of children’s health or development.
- 3) Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- 4) Taking action to enable all children have the best outcomes.

(NSPCC 2015)

This Policy was reviewed in May 2016 and will be reviewed in May 2017 or when considered necessary by the School Leadership Team (SLT).

In order to identify possible abuse, it is important to be able to differentiate between 'types' of abuse, which fall into four distinct categories:

1. **Neglect**
The persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation), which results in serious impairment of the child's health or development, including non-organic failure to thrive.
2. **Physical Abuse**
Physical injury to a child, including deliberate poisoning, where there is definite knowledge, or a reasonable suspicion, that the injury was inflicted or knowingly not prevented.
3. **Sexual Abuse**
The involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent, or that violate the social taboos of family roles.
4. **Emotional Abuse**
The severe adverse effect on the behaviour and emotional development of a child caused by persistent or severe emotional ill treatment; this category should be used where it is the main or sole form of abuse.

(For the purposes of Safeguarding the law defines a child as being under the age of 18).

Child abuse includes any of the following:-

- Abuse of a pupil by an adult or staff member whilst at the Royal School for the Blind, Liverpool.
- Abuse by a Parent, Carer or other adult within the family home.
- Abuse by a stranger outside School time.
- Abuse by another pupil.
- Abuse by another child outside School time.

Further 'Signs and Indicators of Abuse' can be found in the appendix to this policy.

Guidelines for Staff who have Concerns that a Child is being Abused

Staff must always be alert for signs and indicators that may suggest abuse. We should actively promote a whole School ethos of sharing important information. This demands a high level of awareness of each child's characteristics and be usual behaviours. It underlines the need to keep detailed records and thorough handovers from staff.

Procedure in a case of Suspected Abuse

Where a case of abuse is suspected, an immediate report must be made to the Linda Hogan - Lead Safeguarding Officer, or person acting in their place, identifying any evidence of abuse, or reasonable suspicion that abuse has taken place. This report must be made the same day as the evidence is seen or suspected.

Procedure in the case of Abuse by a member of Staff

Where the allegation implicates an employee of the organisation under NO circumstances should staff (including the Head of School or Senior Leadership Team) investigate reports or suspicion of abuse themselves.

If the allegation or suspicion concerns the Lead Safeguarding Officer or person acting in their place, the report should be made contacting Liverpool's Designated Officer (formerly LADO) Raymond Side: Telephone 0151 225 8101 / 0151 225 8103. Email raymond.side@liverpool.co.uk

Where the Head of School is the subject of an allegation the Chair of *Governors (Keeping Children Safe in Education para113 July 2015)* should be informed.

The Lead Safeguarding Officer will **fact find** any alleged incidents that relate to abuse within the School or during an activity planned and executed by the School.

If it is clear that abuse may have taken place the "Liverpool Safeguarding Children Board" or the "Safeguarding Children Board" from the pupils' own Authority will be informed immediately. The member(s) of staff implicated in the allegation will, without prejudice, be immediately suspended from their duties. They will be advised of their rights in this situation and informed of where they can obtain appropriate representation and support.

The Lead Safeguarding Officer, or designated Safeguarding Officer, will then follow the procedure set out in "Liverpool Safeguarding Children's Board" Procedure Manual. Referral to be made to the Liverpool Safeguarding Children's Board, OFSTED and the Chair of Governors.

Procedure to deal with Disclosure by a Child or Young Person

If a child or young person tells you he/she is being abused:-

- Allow them to speak without interruption accepting what is said. Give time.
- Do not add your own personal opinion or question.
- You cannot promise to make things better.
- Advise them that you will offer support but that you cannot keep information confidential, you **MUST** pass information onto the Lead Safeguarding Officer.
- Record the facts as you know them, including the account given to you by the young person and immediately give a copy to the Lead Safeguarding Officer.
- Do not share this information with other staff members.

Any incident or suspicion of a child protection issue should be reported to OFSTED within 24 hours. The Chair of Governors will be informed of all actions taken on the day of reporting.

All information shared within the Safeguarding process should be recognised as confidential and should only be shared within the professional process.

This policy is published online to ensure that parents and external agencies can recognise and understand our approach to Safeguarding Children and Young People.

Complaints Procedure for Parents

If parents or carers have any concerns or complaints, they should first contact our Complaints Officer, Linda Hogan before the next stage of contacting their authorities or Ofsted.

Parents should also know how to express their concerns by contacting the Lead Safeguarding Officer or the “Liverpool Children Safeguarding Board.”

Recording A Case of Abuse

A form to report concerns or allegations of abuse, including allegations and abuse by employees, can found in the appendix to this Policy. (Form A)

A form to record a child’s or young person’s disclosure can be found in the appendix of this policy (Form B)

Further guidance regarding information on specific Safeguarding Issues, can be found in the Safeguarding file stored in the office of the Head of Care. Issues include Female Genital Mutilation and Child sexual exploitation.

Training

The Lead Safeguarding Officer and the Safeguarding Team will receive training on a two year cycle.

All employees at the Royal School for the Blind will undertake training in Safeguarding yearly. All staff supervisions include discussions on safeguarding and these are 3 x yearly.

Statutory Framework

This policy has been realised through applying the advice and requirements of appropriate guidance for child protection in schools, including:-

- The Children Act 1989.
- The Children Act 2004.
- The Education Act 2002.
- Working Together to Safeguard Children (2015).
- Keeping Children Safe in Education (Department for Education 2015).
- Dealing with Allegations of Abuse against Teachers and Other Staff (Department for Education, 2012).
- Liverpool Local Safeguarding Children Board, requirements for Schools and where to find them.
- Liverpool Safeguarding Children Board interagency child protection and safeguarding procedures.

Appendix:

Signs and Indicators of Abuse

Guidelines provided by “Liverpool Safeguarding Children Board” (LSCB) are available to read or download online at: <http://www.liverpoolscb.org/index.html> However, the guidelines are updated regularly and it’s recommended that downloaded copies be discarded after 72 hours.

Useful contacts

Liverpool Authority Designated Officer (formerly LADO)

Raymond Side: Safeguarding Unit
 The Ray Hurst Centre
 Pendine Close
 Liverpool L6 3BH
 Telephone 0151 225 8101
 0151 225 8103
 Email : raymond.side@liverpool.gov.uk

- DDP: Caroline Pool: Deputy Designated Officer: 0151 233 2407

- Liverpool Safeguarding Children’s Board Team
Email : LSCBTeam@liverpool.gscx.gov.uk
Tel : 0151 233 0493/0510

- Ofsted :0300-123-1231

- Careline: For Adults :0151-233-3800
 For children :0151 233 3700

- Childline :0800 1111

- Merseyside Police :0151 709 6010

- Lead Safeguarding Officer for RSB Liverpool: linda.hogan@rsblind.co.uk

L.H April 2016

Cause for concern form

Pupil's name:

Date of birth:

Class/year group:

Ethnicity:

Any disability or special needs:

What are your concerns about the pupil?

Please provide a description of any incidents or observations including dates and times.

1. What have you observed and when?

Include anything you have personally witnessed. Be clear about what is fact and what is your opinion.

2. What have you been told and when?

Include anything the child or another person has told you. Use exact words if possible.

Be clear about who has said what.

3. What have you heard and when?

Include any information you have heard from a third party relating to the concern.

4. What action have you taken in response to this concern?

Have you contacted anyone else in relation to the concern?

If the parent(s)/carer(s) have not been contacted, please explain why.

If the child has a physical injury, have you sought medical advice? Has the child received any medical attention in relation to the injury?

Date and time of this record:

Your name (please print):

Your position or job title:

Your signature:

Now give this record to the DSL or equivalent.

Date and time received by the DSL:

Form B Recording a Disclosure

School Record of Pupil Disclosure Form

Pupil's details Full name
Address

Telephone

Date of birth

Gender: Male Female

Does the pupil know this form has been completed? Yes No If not, why not?

If yes, what did the pupil say?

What has the pupil disclosed? Please provide a description of any incidents/conversations and the dates they occurred. You must make clear what is fact and what is opinion or hearsay. You must not ask the pupil leading questions or try to investigate the concern yourself

What have you observed and when? (This relates to anything you have personally witnessed)

What have you been told and when? (Write here anything you have been told by the pupil or any other person. Be clear about who has said what)

What have you heard and when? (This may be third-party information that is relevant but as yet unsubstantiated) If an allegation has been made, give any details you have about the alleged abuser

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Does the pupil have any visible injury, or have they told you they have been injured? Yes No
If yes, has medical advice been sought?

Has any action already been taken in relation to this concern? (for example, pupil taken out of class, first aid

Date and time of this record

Your details

Full name

Position

If you are not a member of the school staff please provide details of your school, agency or service together with a contact telephone number.

Name and position of the person this record was handed to:

Date and time the above person received this record

If this record has been handed to anyone other than the designated person please explain why

Hand this form to the Designated Person before you go home. If the Designated Person is unavailable, hand it to their Deputy, the Head of School or your Line Manager.

If you have used additional sheets to complete this record of concern please staple them to this form and write the number of additional sheets here _____