

Sir John Cass's Foundation Primary School

CHILD PROTECTION AND SAFEGUARDING

If you are concerned about the welfare or safety of a child please speak directly to a safeguarding lead without delay.

During term time:

Alex Allan

Safeguarding lead



Hasina Khan

Deputy safeguarding lead



If the safeguarding lead and deputy are not available please see a member of the leadership team.

Non-term time safeguarding leads are **Georgina Poullais** and **Toby Boroughs**

If you are seriously worried about a child you can always call the City of London Children & Families Team: 0207 332 3621

Or Tower Hamlets Children's Services advice and assessment team 0207 364 5000

The protection of children in our care is the School and Centre's first priority and we undertake to follow the appropriate procedures if abuse is suspected or an allegation is made.

WHAT CONSTITUTES CHILD ABUSE?

- Emotional Abuse - Constant taunts, threats, rejection, scapegoating or verbal attacks all of which can have a detrimental effect on the behaviour and emotional development of a child.
- Physical Abuse - Hitting, smacking, punching, squeezing, burning, biting or poisoning a child are all indicative of physical abuse.
- Neglect - If a child is severely neglected of food, clothing, heat or medical attention.
- Sexual Abuse - Children who are either directly or indirectly involved in sexual activities.

ABUSE MAY OFTEN BE A COMBINATION OF THE ABOVE. BE VIGILANT AND OBSERVANT AT ALL TIMES AND REPORT IN WRITING ANYTHING THAT YOU MAY BE CONCERNED ABOUT. IF YOU FEEL YOUR CONCERNS NEED URGENT ATTENTION DISCUSS THEM WITH THE DSL IMMEDIATELY THEN RECORD THEM.

No matter how small your concerns please follow these procedures.

CHILD PROTECTION PROCEDURES

- If you have any concerns it is your responsibility to report and record your concerns by completing the attached recording sheets and discussing them with the Designated Safeguarding Lead (**DSL**) or Deputy DSL (**DDSL**)
- The Child Protection file with the recording/reporting sheets are kept in the Staffroom cupboard below the pigeon holes and are available to download on the secure area.
- If the DSL is not available follow the same procedure and report to the Deputy DSL or follow lines of management.
- During school closure / 48 week year provision – The C & FC team, Play centre, Catering team and Cleaning team to report in writing using the same form as above to Georgina Poullais or Toby Burroughs or other assigned manager depending on who is covering the Centre management role.
- The DSL will decide on next stage of action e.g. contact social services for advice, speak to the child, staff or parents.
- The DSL or representative will feed back to you any action to be taken, when and where appropriate.

Communicating concerns to parents/carers – in most cases the DSL or delegated representative will speak to the parents/carers about any concerns. This is not always immediately as they may wish to take advice before dealing with the situation or it may not be in the best interests of the child for the parents to be informed.

Safeguarding is everyone's responsibility

Your duty is to the child not to the adult.

You **MUST** discuss any concerns about members of the site staff with the DSL who will take the necessary action. If your concern is about the Head teacher (Alex Allan) this must be reported to the Chair of Governors (Matt Piper) who will refer it to the Local Authority Designated Officer (formerly LADO). The City of London Designated Officer is Pat Dixon. She is contactable on: 020 7332 1215

CONTINUED PROFESSIONAL DEVELOPMENT

Training will be identified and delivered as and when appropriate.

ROLE OF GOVERNORS

Link Governor, Sally Moore has been appointed to monitor these procedures and feedback to the Governing body.

SAFER RECRUITMENT

The Governing body and Leadership team will follow Safer Recruitment procedures.

For further information on Child Protection / Safeguarding procedures see the London Child Protection Procedures Book which is available on-line.

Our full child protection policy is available on our school website secure area:

<http://www.sirjohncassprimary.org/staff-secure-area.html>

PREVENT

prevent@cityoflondon.police.uk

Logging a concern about a child's safety or welfare

Pupil name:	
Date of birth:	
Class:	

Note the reason(s) for recording the incident. Ensure the following factual information is included: Who? What? Where? When? Offer an opinion where relevant on paper (but not to the child). This may reflect how and why this have happened? Give reasons for your opinion. Attach a body map or other information if appropriate:

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Safeguarding is everyone's responsibility

Note action taken, including names of anyone to whom the information was passed:

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Check to make sure your report is clear now – and will be clear to a new reader in the future.

Please pass this form to the designated person for child protection

Signature:	
Name of staff member (printed)	
Position:	
Date:	
Time:	

For use by the Designated Officer

Action taken, date and time

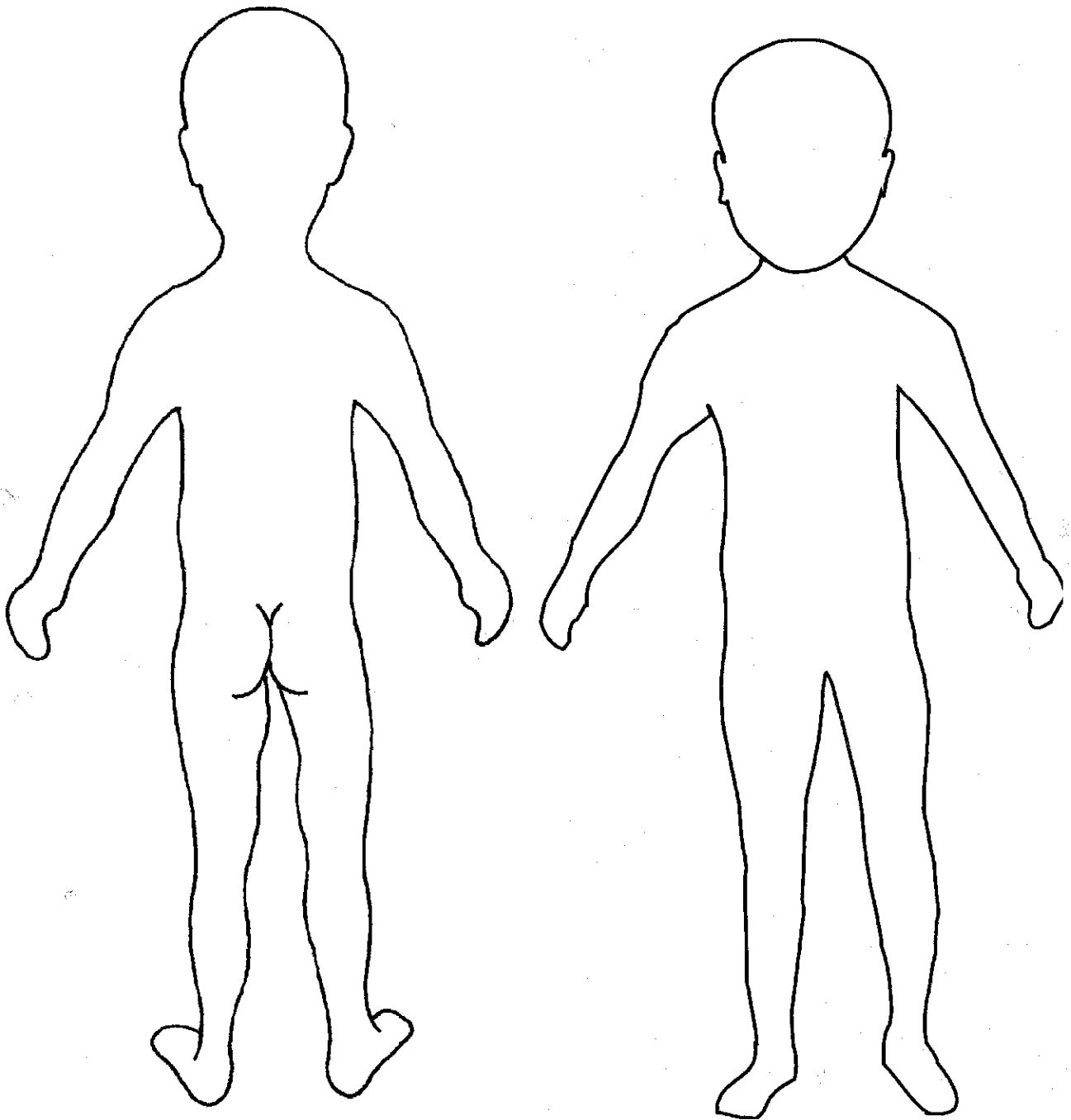
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Signed:

Date and time:

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This body map can be used to record marks or bruises and the date of occurrence, and kept in the child protection file of the child. DO NOT EXAMINE CHILDREN TO CHECK FOR MARKS.



Under 2 body map

