

### In-service training

All school staff attended full in-service training on Child Protection in 2020-21, or later (for new staff) with the Local Safeguarding Children Partnership for a Level 1 Qualification.

Ongoing training included a full briefing on updates to 'Keeping Children Safe In Education' in September 2022.

Mrs Thorpe, Mr Campbell and Miss Hennessey have attended the Cheshire West multiagency 'Working Together' Level 3 course in Safeguarding, Mrs Thorpe on the refresher course in Spring 2023 and Mr Campbell in the Summer of 2022. Any subsequent employees have attended accredited training – Mrs Mills has a record.

All teachers have completed Harmful Sexual Behaviours training – November 2022 Mrs Thorpe and several governors have completed the certified Safer Recruitment training All staff have completed the most recent PREVENT training – Spring 2023

Full safeguarding Training Register is stored in the school office

Information for parents, governors and stakeholders on *female genital mutilation, child sexual exploitation, domestic violence, gender equality & violence, forced marriage, child trafficking, modern slavery, substance misuse & fabricated illness etc* can be found [here](#).

Stakeholders have been signposted to it at <http://www.stmaryoftheangels.co.uk/page/safeguarding-for-parents/16582>.

We provide advice but will report instances to appropriate contacts in the teams above.

### Internet Safety

Internet e-safety has a very high profile at our school and can be referenced in all our safeguarding policies, such as Acceptable Internet Use, Anti-bullying and Behaviour. Please ask to see our complete Safeguarding Policy File. We have the National Internet E-Safety Award 2018 (second accreditation).

A Safeguarding Children file is stored securely in the school office, clearly labelled. It contains;

1. All CRB/DBS information
2. All qualifications of staff/identity checks
3. Safeguarding /Child Protection policy.
4. Guidance and all contacts for CWAC/police support.

### Conclusion

This procedure puts into place all of the recommendations of 'Keeping Children Safe in Education 2023' and all subsequent related reports. Our policies and procedures are reviewed annually.

### DBS Checks:

All staff, regular visitors and volunteers are subject to a DBS check. This is to prevent unsuitable people working in schools.

### Visitors / Lanyards:

All visitors must sign in and wear a visitors' badge. Staff wear lanyards so they are easily recognisable. Any visitor who is not identifiable will be challenged by a member of staff.

### Worries:

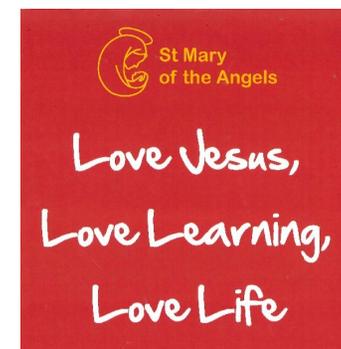
If you have any worries about a child or adult in our school community please share your concerns with a member of staff who will decide what to do next.



Everything we do is for the good of our children, Our children always come first.

Please remember that safeguarding is EVERYONE'S responsibility and YOU have a part to play in ensuring that every child is safe in our school family.

# St Mary of the Angels Catholic Primary School



## A Safeguarding Guide for Staff, Visitors and Governors

**Designated safeguarding lead:** Mrs H Thorpe, Headteacher, 0151 329 3524 [head@smota.co.uk](mailto:head@smota.co.uk)

**Deputy designated safeguarding lead:** Mr M Campbell, Headteacher, 0151 329 3524 [mcampbell@smota.co.uk](mailto:mcampbell@smota.co.uk)

**Cheshire West Children's Safeguarding Partnership:** <http://www.cheshirewestscb.org.uk/>

**Chair of Governors:** Francis Kwateng, 0151 329 3524 [fkwateng@smota.co.uk](mailto:fkwateng@smota.co.uk)

## Rationale:

Our school gives the highest importance to the safeguarding and welfare of children. The governors, Headteacher and staff will carry out their responsibilities efficiently and diligently to ensure that this school is a safe learning environment for children.

### Aims

- To create a safe learning environment & promote the welfare of children.
- To use recruitment procedures that safeguard/promote welfare of children.
- To make watertight arrangements for checks on new staff and volunteers.
- To ensure that third parties have efficient arrangements for checks on staff.
- To verify authenticity of the qualifications of staff; and check and verify the identity of staff

### Broad Guidelines:

All staff and volunteers will as appropriate, be checked with the Disclosure & Barring Service. All staff and volunteers will as appropriate, will be checked with lists maintained by the Department for Education e.g List 99 and its successors.

Candidates must confirm their identity through official documents.

When employing supply teachers or teachers from abroad, they must have been checked - we use reputable supply agencies such as Hays, Connex; who guarantees this.

We record the date/timing/reference of the check in a systematic way.

Mr Kwateng is the governor of 'Champion for Children' in LA care.

Once staff are in place we keep simple records that:

- *Note against the name of each staff member whether they are who they say they are,*
- *Whether they have the qualifications that they say they do.*
- *Whether they have a criminal record, and when these things were last checked and by whom.*
- *Know that the local authority has carried out those checks and record the date, timing or reference of the check in an orderly and accessible way*

**Procedure for child protection:** All actions regarding child protection procedures will be completed with reference to the school's Safeguarding Policy.

## Code of Conduct:

### 1. General behaviour

- Treat all children and young people with respect
- Provide an example of good conduct you wish others to follow.
- Address complaints to the children's behaviour not to their character
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse
- Follow the school's principles, procedures and guidance, and any specific procedures.

### 2. Relationships with children

Adults will conduct themselves in a professional manner in their relationships with children, not overstepping boundaries into personal contacts outside school, unless the child is already known to them in another capacity.

### 3. Physical contact with children

In order to maintain an appropriate professional relationship, physical contact between adults and pupils should be kept to a minimum.

Young children may be comforted when distressed, but adults should always be aware that innocent physical contact may be misinterpreted by observers or the recipient.

Adults should avoid putting themselves in potentially compromising situations by observing the following rules:

- *Do not initiate physical contact*
- *Do not prolong physical contact initiated by the child*
- *When comforting a child, keep physical contact to a minimum (e.g. taking child's hand, putting a hand on their shoulder)*
- *Physical contact should never take place privately.*
- *Physical contact may be necessary as part of instruction, for example supporting in PE. This should be kept to a minimum and should be made clear to children what contact will be used and why.*

### 4. Seeing children alone

As a general rule, adults should not speak to, or work with, a child alone in the room with the door closed. If an adult (other than teacher or TA) needs to speak to or work with a child out of sight or earshot of other children or adults, another adult should be present.

### 5. Physical restraint

Physical restraint is rarely needed at St Mary's, and it should only take place if it is necessary to:

1. *Protect this child from danger*
2. *Protect another child from danger*
3. *Protect serious damage to property*

Only trained adults who have completed Team Teach training should engage with child restraint.

### 6. Confidentiality

Adults working in school may have access to sensitive information. This information should be treated confidentially.

Volunteers working in school should inform a member of staff if they have concerns about a child and should not

## Contact Addresses and details:

Designated safeguarding lead: Mrs H Thorpe, Headteacher, 0151 329 3524 [head@smota.co.uk](mailto:head@smota.co.uk)

Children's Safeguarding Partnership, Second floor, 4 Civic Way E Port CH65 0BE - **0151 356 6614**

Local Police – Ellesmere Port - **01244 350000**

Child Protection Register— **01244 603 216**

Safeguarding Information—**all stored on CPOMS**

LADO (Local Authority Designated Officer) [safeguardinglado@cheshirewestandchester.gov.uk](mailto:safeguardinglado@cheshirewestandchester.gov.uk)

### CWAC Contact and Referral Team:

1. (i-ART) ; 0300-123-7047
2. Out of hours – call; 01244 977 277

### Email:

[childreferralandduity@cheshirewestandchester.gov.uk](mailto:childreferralandduity@cheshirewestandchester.gov.uk)

### Prevent Channel:

Normally, refer to the Headteacher who will make the referral call. Next, in her absence, the deputy head will make a referral. If they were both absent, the reporting member of staff will make the referral. All whistle blowing enquires to be made to the Chair of Governors.

Lead practitioner; contact Cheshire Police on [prevent@cheshire.pnn.police.uk](mailto:prevent@cheshire.pnn.police.uk)

### Child Abuse There are four categories of child abuse:

1. Neglect.
2. Physical Injury.
3. Sexual abuse.
4. Emotional abuse.

This would also include 'peer on peer' abuse, which should be reported in the same way. Adults must be special consideration for the needs of pupils with special needs and disabilities.

If any of the above is suspected, it is the duty of the class teacher to inform the Headteacher.

**DO NOT QUIZ THE CHILD – LET TRAINED ADULTS DEAL WITH THE SITUATION**

