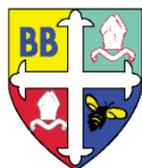




**We Work, We Play, We Care, We Pray**



**Bishop Bridgeman C.E. Primary School**

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Telephone: 01204 333466

Fax: 01204 333467

Email: [office@bishop-bridgeman.bolton.sch.uk](mailto:office@bishop-bridgeman.bolton.sch.uk)

Headteacher: Mrs J Pilling B.Ed (Hons)

## Child Protection and Safeguarding Policy

### Statement of Intent:

At Bishop Bridgeman Primary School, the governors and staff fully recognise the contribution the school makes to safeguard children. We recognise that the safety and protection of all children is of paramount importance and that all staff, including volunteers, have a full and active part to play in protecting children from harm. All staff at Bishop Bridgeman Primary School share the objective to ensure that all children are kept safe by contributing to providing a safe learning environment and to identify those who are suffering, or likely to suffer significant harm and by taking appropriate action, of making sure they are kept safe both at home and at school.

We believe that the school should provide a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of each pupil.

Our policy adheres to the 'Keeping Children Safe in Education' (2014) document.

### The Aims of this Policy:

- To confirm that the development of all children is supported in ways that foster security, confidence and independence.
- To raise the awareness of teachers, non-teaching staff and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To confirm the structured procedure to be followed by all members of the school community in cases of suspected harm or abuse.
- To emphasise the need for good levels of communication between all members of staff and those with designated responsibility for child protection.
- To confirm the working relationship with Children's Services within the Children and Young People's Services Directorate of Bolton Council, other agencies and, where appropriate, with similar services in neighbouring authorities.





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## Our Governors:

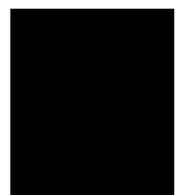
S Governor: Mrs Iddon.

- To ensure that the school has a Child Protection Policy, Staff Behaviour Policy and procedures in place, operates safe recruitment procedures and makes appropriate staff and volunteer checks and have procedures for dealing with allegations against staff and volunteers that all comply in accordance with Bolton Council's Children and Young People's Services and Local Safeguarding Children's Board (SSCB) procedures.
- To ensure that our school has a culture of safe recruitment and, as part of that, have recruitment procedures that help deter, reject or identify people who might abuse children (Part three: Safer Recruitment. Keeping Children Safe in Education 2014).
- To ensure that at least one member of an appointing panel has attended safer recruitment training.
- To have appointed a member of our Leadership Team to the role of designated safeguarding lead.
- To ensure that our single central records are kept up to date.
- To recognise that they do not have a role in dealing with individual cases or a right to know details of cases (except when exercising their disciplinary functions in respect of allegations against staff).
- To make sure that the Child Protection Policy is available to parents on request.
- To ensure this policy and practice complements other policies to ensure safeguarding.

## Our Headteacher:

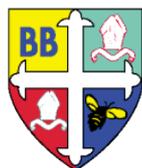
Our Headteacher ensures that:

- The policies and procedures adopted by the Governing Body are followed by all staff.
- This policy is updated annually, and is available publicly via the school website and as a hard copy.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings, and to contribute to the assessment of children and young people.
- All staff and volunteers feel able to raise their concerns about poor and unsafe practice in regard of children, and such concerns are addressed in a timely manner in accordance with agreed policies.
- She undergoes child protection training that is updated regularly, in line with advice from Bolton Safeguarding Children.





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## The Designated Leads for Child Protection:

The designated leads for child protection are:

Designated Person 1: **Mrs Pilling**

Designated Person 2: **Mrs Armitage**

Designated Person 3: **Miss Fazakerley**

Designated Person 3: **Mrs Patel**

They will:

- Attend child protection training and updates every two years.
- Liaise in accordance with the Bolton Council procedures: when referring a pupil where there are concerns about possible abuse.
- Where there are concerns about a member of staff being involved, they will contact the Local Safeguarding Children Board (LSCB).
- Ensure all staff, including supply teachers, visiting professionals, those who support Sex and Relationships Education and volunteers are informed in writing of the names and contact details of the designated leaders and the school's procedures for safeguarding children.
- Support staff who attend strategy meetings and/or case conferences.
- Support staff and volunteers who may find safeguarding issues upsetting or stressful by enabling them to talk through their anxieties and to seek further support from the school leadership group or others as appropriate.
- Ensure the involvement of other designated leaders as required.

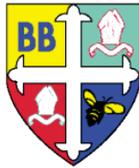
They will ensure that:

- Written records of concerns are kept, even if there is no immediate need for referral; and monitored using the Early Help Process.
- All child protection records are kept securely locked and where they are stored electronically, that they are differently password protected from the pupils' other files, and accessible only by the Headteacher and designated leads.
- Records of attendance are monitored by Miss Fazakerley (Pastoral Manager) and appropriate action is taken as required.
- All absence letters are dated and clearly signed by Miss Fazakerley (Pastoral Manager), and that if there are concerns about attendance and a pupil's wellbeing and safety, the Education Welfare Officer is contacted.





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- Any child on the child protection register and is absent without explanation, is contacted on the first day of absence.
- Phone calls about absences are logged and dated.
- Where a pupil on the child protection register transfers to another school Children's Services is informed and appropriate information is forwarded under confidential cover and separate from the pupil's main file to the designated leader for child protection of the pupil's new school in this authority as soon as possible or to the Social/Children's Services within the authority if the pupil is transferring to a school in another authority.

## Staff and Volunteers:

All staff and volunteers, including supply teachers, visiting professionals working with children in the school and those supporting school visits, are required to have enhanced DBS verification and are informed of the name of the designated teacher and the school's procedures for protecting children.

All staff know that to safeguard children, they have a duty to share information with the designated leads, and through the designated lead, with other agencies They are alert to signs and symptoms of harm and abuse and know how to respond when they have concerns or when a pupil discloses to them and to act confidentially. They know what and how to record concerns.

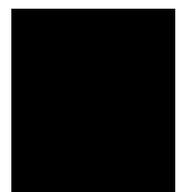
All staff are alert to signs of abuse. They report any concerns or suspicions, if not immediately, as soon as possible, that day to someone from the Safeguarding Team. If in doubt they should talk with the designated Safeguarding officers.

Immediate response to the child:

It is vital that our actions do not abuse the child further or prejudice further enquiries.

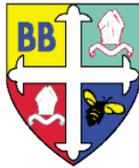
Staff should:

- Listen to the pupil.
- It is OK to observe bruises but not to ask a child to remove their clothing in order to observe them.
- If a disclosure is made, the pace should be dictated by the pupil without him/her being pressed for detail by the teacher asking leading questions such as "what did s/he do next?" or "where did s/he touch you?" It is our role to listen not to investigate. Use open questions such as "is there any thing else you want to tell me? etc.





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- Accept what the pupil says. Be careful not to burden them with guilt by asking “why didn’t you tell me before?”
- Acknowledge how hard it was for them to talk to you.
- Don’t criticise the perpetrator, the pupil might have a relationship with them
- Don’t promise confidentiality. Reassure the pupil that they have done the right thing, explain whom you will have to tell (the designated lead) and why and, depending on their age, what the next stage will be. It is important that you don’t make promises that you cannot keep such as “I’ll stay with you all the time” or “it will be all right now.”

## Recording Information:

Any staff who have concerns, or have a disclosure made to them, should:

- Make some brief notes immediately afterwards; record the date, time, place and context of disclosure or concern, recording facts and not assumption and interpretation using the Child Concern Sheet.
- If there is an observation of bruising or an injury they should record detail, e.g. “right arm above elbow.
- Note the non-verbal behaviour and the key words in the language used by the pupil.
- All safeguarding incidents must be updated on CPOMS immediately.

These original notes must be passed on to the designated lead who may ask for a written referral. A written referral is needed within 24 hours of the referral call.

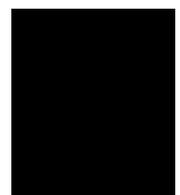
## Supporting Children:

Any child who has made a disclosure or has been referred by a colleague who suspects abuse, is supported within the pastoral network that exists within our school.

The key element of this is the role that Miss Fazakerley plays as our school Pastoral Manager.

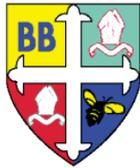
External support agencies are involved as necessary.

Our school supports all children by:





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- Discussing child protection cases with due regard to safeguarding the pupil and his or her family.
- Supporting individuals who are or thought to be in need or at risk in line with BSCB procedures.
- Encouraging self-esteem and self-assertiveness.
- Challenging and not condoning aggression, bullying or discriminatory behaviour.
- Promoting a caring, safe and positive environment.

## Female Genital Mutilation (FGM):

FGM (sometimes referred to as female circumcision) refers to procedure that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal.

All staff will be trained every year in recognising the signs of a child affected by FGM and be aware that such information must be shared immediately with either the police or social care.

Further information and Government guidance can be found at:

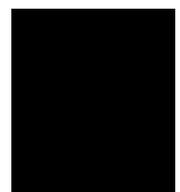
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### Immediate effects

- Severe pain
- Shock
- Bleeding
- Wound infections, including tetanus and gangrene, as well as blood-borne viruses such as HIV, hepatitis B and hepatitis C
- Inability to urinate
- Injury to vulval tissues surrounding the entrance to the vagina
- Damage to other organs nearby, such as the urethra (where urine passes) and the bowel.

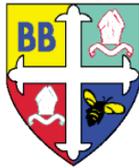
## Confidentiality:

If abuse is suspected, information is given directly to the designated Safeguarding Officers.





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The personal information about all children's families is regarded by those who work in this school as confidential. All staff are aware of the confidential nature of personal information and aim to maintain this confidentiality.

Staff understand that they need know only enough to prepare them to act with sensitivity to a pupil and to refer concerns appropriately. It is inappropriate to provide all staff with detailed information about the pupil, the incident, the family and the consequent actions

Staff have the professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies. If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's own sake. Within that context, the child should, however, be reassured that the matter will be disclosed only to the people who need to know about it.

Staff who receive the information about children and their families in the course of their work only have that information only within appropriate professional contexts.

Child protection records are kept securely locked in the SEN Office.

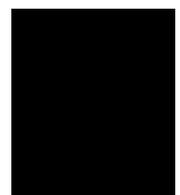
## Working with Parents and Carers:

Parents/carers play the central role in protecting their children from harm and the school is required to consider the safety of the pupil. Parents will be contacted, and the school will continue to work with the parents to support the needs of their child.

The school aims to help parents understand that the school, like all others, has a responsibility for the welfare of all children and has a duty to refer cases to Social Services in the interests of the child.

## Record Keeping:

- All Child Protection records are clearly marked as such and are kept securely in the SEN Office.
- Individual files are kept for all children who have been referred to Child Protection.
- Correspondence, reports etc from Child Protection and other agencies are kept in each individual child's Child Protection file.
- School-based records (CPOMS) include details, dates and times of all disclosures, concerns and referrals.





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- Records are reviewed regularly by the Safeguarding Team.
- Access to Child Protection records/files can only be made through the designated Safeguarding Officers.

## Curriculum:

Personal Safety is taught through our PSHCE curriculum from the Early Years through to Year 6.

- Safe and unsafe touches – feelings and management of the situation.
- Antbullying, physical, emotional and sexual harassment.
- Respecting the privacy of others.
- How to get help? Who to tell? How to tell?

## Our children:

- Safely explore their own and others' attitudes.
- Recognise and manage risks in different situations and how to behave responsibly.
- Judge what kind of physical contact is acceptable and unacceptable.
- Recognise when pressure from others (including people they know) threatens their personal safety and well-being and develop effective ways of resisting pressure; including knowing when and where to get help.
- Use assertiveness techniques to resist unhelpful pressure.

## Staff Training:

- All staff and volunteers who work with children need to have appropriate child protection training that equips them to recognise and respond to pupil welfare concerns.
- All staff are given a mandatory induction, which includes familiarisation with child protection and safeguarding policy.
- Staff are kept up to date with safeguarding developments in our school.





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- Designated Safeguarding Officers will receive Safeguarding and Child Protection Training every 2 years.
- All other staff will receive Safeguarding and Child Protection Training every 2 years.

Completed: July 2016

To be updated: July 2017

