



# ST MONICA'S CATHOLIC PRIMARY SCHOOL CHILD PROTECTION POLICY

## 1. KEY CONTACTS in school/setting

### Headteacher / Principal / senior officer:

Name: Robert O'Malley  
Contact details: 01908 606966  
[robert.omalley@st-monicas.co.uk](mailto:robert.omalley@st-monicas.co.uk)

### Senior designated safeguarding lead:

Name: Robert O'Malley  
Contact details: 01908 606966  
[robert.omalley@st-monicas.co.uk](mailto:robert.omalley@st-monicas.co.uk)

### Deputy designated safeguarding lead:

Name: Natalie Shanahan  
Contact details: 01908 606966  
[natalie.shanahan@st-monicas.co.uk](mailto:natalie.shanahan@st-monicas.co.uk)

### Members of safeguarding team:

Name: Alison Cockerill  
Contact details: 01908 606966  
[alison.cockerill@st-monicas.co.uk](mailto:alison.cockerill@st-monicas.co.uk)

Name: Anthea Cosstick  
Contact details: 01908 606966  
[Anthea.cosstick@st-monicas.co.uk](mailto:Anthea.cosstick@st-monicas.co.uk)

### Designated e-safety lead:

Name: Robert O'Malley  
Contact details: 01908 606966  
[robert.omalley@st-monicas.co.uk](mailto:robert.omalley@st-monicas.co.uk)

### Designated prevent lead:

Name: Natalie Shanahan  
Contact details: 01908 606966  
[natalie.shanahan@st-monicas.co.uk](mailto:natalie.shanahan@st-monicas.co.uk)

### Designated CSE lead:

Name: Natalie Shanahan  
Contact details: 01908 606966  
[natalie.shanahan@st-monicas.co.uk](mailto:natalie.shanahan@st-monicas.co.uk)

### Designated LAC (Looked After Children) lead:

Name: Natalie Shanahan  
Contact details: 01908 606966  
[natalie.shanahan@st-monicas.co.uk](mailto:natalie.shanahan@st-monicas.co.uk)

### Chair of governing body:

Name: **Mr Dominic Kingsman**  
Contact details:  
[domkingsman@hotmail.com](mailto:domkingsman@hotmail.com)

### Designated governor for safeguarding:

Name: **Fr James Cassidy**  
Contact details:  
[jamesmcassidy1@gmail.com](mailto:jamesmcassidy1@gmail.com)

### Designated governor for safer recruitment:

Name: **Mr Dominic Kingsman**  
Contact details:  
[domkingsman@hotmail.com](mailto:domkingsman@hotmail.com)



## 2. SAFEGUARDING STATEMENT

Safeguarding is everybody's business. St Monica's Catholic Primary School is committed to ensuring that all our children and young people are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of, harm.

**In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must make a referral directly to Milton Keynes Council Multi-Agency Safeguarding Hub (MASH) see contact details at the end of this document.**

**If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.**

This policy applies to all adults, including volunteers, working in or on behalf of St Monica's Catholic Primary School.

### General Principles

Safeguarding and the welfare of children is the responsibility of all school staff.

We will ensure there are appropriate systems in place for seeking and taking into account the child's wishes and feelings when making decisions, taking action and deciding what services to provide to protect individual children. In line with the Education Act 2002, we will ensure that arrangements are in place to safeguard and promote the welfare of children and young people by:

- Establishing a safe environment in which children can learn and develop, where they feel secure and are encouraged to talk and are listened to
- Providing children and young people with opportunities to discuss issues and report problems affecting their safety and welfare.
- Safeguarding their welfare, particularly those children and young people who are most disadvantaged
- Including opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse
- Ensuring safe recruitment practices
- Ensuring robust procedures for recognition and referral where there are welfare or child protection concerns
- Raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns and keep children safe
- Monitoring and supporting children and young people who are in care or subject to child protection plans and contributing to the implementation of their plan
- Promoting partnership working with parents and professionals



### 3. DEFINITIONS

**Safeguarding** is protecting children from maltreatment; preventing the impairment of health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. (*Working Together to Safeguard Children 2015*).

**Child protection** is a part of safeguarding and promoting welfare. This refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm (*Working Together to Safeguard Children 2015*).

### 4. LEGISLATION AND GUIDANCE

St Monica's Catholic Primary School adopts the key statutory guidance ***Keeping Children Safe in Education*** published by the Department for Education in April 2014, revised July 2015: [Keeping children safe in education - Publications - GOV.UK](#)

and any subsequently published supplementary advice, including ***Childcare disqualification requirements – supplementary advice: Disqualification under the Childcare Act 2006*** - [Publications - GOV.UK](#)

***Keeping Children Safe in Education*** guidance incorporates:

- What school and college staff should know and do
- The role of the school or college
- The role of school and college staff
- What school and college staff need to know
- What school and college staff should look out for
- What school and college staff should do if they have concerns about a child
- Types of abuse and neglect
- Specific safeguarding issues
- Managing allegations and concerns about teachers and other staff
- Further information on child sexual exploitation (CSE) and female genital mutilation (FGM)
- Preventing radicalisation

**All staff** should as a minimum read the separate 15 page document ***Keeping Children Safe in Education: Information for All School and College Staff (July 2015)*** (which reproduces and summarises Part One of the main guidance).

All organisations who work with children and young people are bound by the overarching statutory inter-agency guidance ***Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (DfE March 2015)***:  
[Working together to safeguard children - Publications - GOV.UK](#)

### Inspection Framework



St Monica's Catholic Primary School notes the guidance on standards and expectations for safeguarding children published by Ofsted and aims to achieve these.

This includes the new inspection framework which comes into effect from 01 September 2015: ***Common Inspection Framework: education, skills and early years*** and any accompanying inspection evaluation schedules and handbooks.  
[Common inspection framework: education, skills and early years from September 2015 - Publications - GOV.UK](#)

## **Local Child Protection Procedures**

St Monica's Catholic Primary School is aware of and compliant with multi-agency child protection procedures that have been agreed locally through Milton Keynes Safeguarding Children Board (MKSCB) and which are based on statutory guidance *Working Together 2015*.  
[Milton Keynes Safeguarding Children Board procedures](#)

MKSCB procedures include detailed chapters on what to do if you have a concern and how to make a referral; safer recruitment guidance; and managing allegations against staff (LADO guidance). They also include a range of other information and guidance regarding more specialist safeguarding topics.

**All designated teaching staff and governors** must be aware of this guidance and its implications.

Schools are not investigating agencies and it essential that child protection issues are addressed through agreed procedures, however schools continue to play a role after referral and need to develop strong links with partner agencies, particularly Children's Social Care, via the MASH.

St Monica's Catholic Primary School recognises the importance of multi-agency working and will ensure that staff are able to attend or appropriately contribute to all relevant meetings including Family Support (Child in Need) Meetings; Child Protection Conferences; Core Groups; Strategy Meetings.

## **5. ROLES AND RESPONSIBILITIES**

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed at the front of this document.



It is the role of the governing body and the school leadership team to ensure that the Designated Leads for Safeguarding have received the necessary training, have access to the resources needed to enable them to carry out their responsibilities and have regular professional supervision to support them in this role. They will be given time to effectively fulfil the duties that their role demands.

The school leadership team will ensure that Designated Leads for Safeguarding attend the required training and that they refresh their training every two years.

All other staff (teaching and non-teaching) must be offered an appropriate level of training and must undergo refresher training every three years.

It is the role of the Designated Leads for Safeguarding to ensure that the child protection procedures are followed within the school and to make appropriate, timely referrals to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) in accordance with MKSCB multi-agency safeguarding procedures.

It is the role of the Designated Leads for Safeguarding to ensure that all staff who are employed within the school, including temporary staff and volunteers, are aware of the school's internal procedures in addition to the government guidance *Keeping Children Safe in Education*; to advise other staff; and to offer support to those requiring this.

The Head Teacher/Principal, in conjunction with the Designated Leads for Safeguarding, will provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and governors; and other relevant safeguarding issues. This report is provided to the Head of Safeguarding Milton Keynes Council by the end of Term 2 (December), to be collated with other Annual Reports to Governing Bodies for the purposes of providing assurance to MKSCB.

The role of the Nominated Governor for Safeguarding is to ensure that the school has effective child protection policy and procedures in place and that the policy and structures supporting safeguarding children are reviewed annually. Governors must not be given details relating to individual child protection cases or situations, in order to ensure confidentiality is not breached.

A statement in the school brochure will inform parents and carers about our school's duties and responsibilities under child protection procedures. Parents can obtain a copy of the school Child Protection Policy on request.

## 6. TRAINING

The Designated Leads for Safeguarding will undertake specialist child protection training, which will be updated at a minimum of every two years.



The Head Teacher/Principal (*where not a designated lead*) and all staff members will undertake child protection training which is updated at a minimum of 3 yearly, in line with advice from MKSCB.

## 7. SAFER RECRUITMENT

The governing body and school leadership team are responsible for ensuring that the school follows safe recruitment processes in accordance with government requirements and MKSCB procedures, including:

- Ensuring the Head Teacher/Principal, other staff responsible for recruitment and one member of the governing body completes safer recruitment training
- Ensuring the upkeep of a Single Central Record of all staff and regular volunteers
- Ensuring written recruitment and selection policies and procedures are in place
- Adhering to statutory responsibilities to check staff who work with children
- Taking proportionate decisions on whether to ask for any checks beyond what is required
- Ensuring that volunteers are appropriately supervised

***St Monica's Catholic Primary School is compliant with guidance contained in part 3 of Keeping Children Safe in Education and in local procedures for managing safer recruitment processes, which are set out in chapter 2.7 [Milton Keynes Safeguarding Children Board procedures](#)***

### Safe Working Practice

St Monica's Catholic Primary School has developed a clear Code of Practice that staff understand and have agreed to. (*Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, 2009* can be downloaded from the DFE archive site; whilst old, it does give some useful guidance). [Safer Working Practices 2009](#)

The Code of Practice offers guidance to staff on the way they should behave when working with children.

## 8. INFORMATION SHARING and CONFIDENTIALITY

All staff are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse, this must be passed on to the Designated Leads for Safeguarding as soon as possible and the child should be told who their disclosure will be shared with.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only.



***St Monica's Catholic Primary School is guided by local procedures for information sharing and confidentiality, which are set out in chapter 2.4 Milton Keynes Safeguarding Children Board procedures***

## **9. RECORD KEEPING**

Child Protection records are kept centrally and securely by the Designated Leads for Safeguarding. Staff are aware that they must make a record of child protection issues and events as soon as possible and that these records must be signed and dated. Child protection records must not be made in the child's academic file.

## **10. ALLEGATIONS AGAINST MEMBERS OF STAFF and VOLUNTEERS (LADO procedures)**

St Monica's Catholic Primary School recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

***Keeping Children Safe in Education Part 4: Allegations of abuse made against teachers and other staff*** sets out the duties of employers and employees in handling allegations and also in caring for their employees. This section covers a range of relevant processes, incorporating **the role of the LADO**.

***St Monica's Catholic Primary School is guided by local procedures for managing allegations against staff, carers and volunteers, which are set out in chapter 2.8 Milton Keynes Safeguarding Children Board procedures***

## **11. THE USE OF SCHOOL PREMISES BY OTHER ORGANISATIONS**

Where services or activities are provided separately by another body using the school premises, the governing body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

## **12. CROSS REFERENCE TO OTHER SCHOOL POLICIES**

St Monica's Catholic Primary School recognises that a number of other school policies and procedures form part of the wider safeguarding and child welfare agenda and therefore this Child Protection Policy should be read in conjunction with the policies listed below:

- Anti bullying policy



- E-safety policy
- Photography and Videos
- Health and safety policy
- Procedures for accessing risk e.g. school trips
- Safer recruitment policies and practice
- Induction and Code of Conduct for staff

(This is not an exhaustive list and schools may include others not mentioned here.)

### **13. POLICY REVIEW**

The governing body is responsible for reviewing this policy annually and ensuring that it is compliant with current legislation and good practice. Also for ensuring that the school maintains an up to date list of key contacts and related policy and procedures are kept up to date.

### **14. CONTACTS AND FURTHER INFORMATION**

**To make a referral or consult Children's Services regarding concerns about a child:**

**Multi-Agency Safeguarding Hub (MASH):**

Tel: 01908 253169 or 253170 during office hours or  
Emergency Social Work Team 01908 265545 out of office hours  
email: [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)

**For allegations about people who work with children:**

Contact the MASH as above

Or:

Local Authority Designated Office (LADO)

Tel: 01908 254306

email: [lado@milton-keynes.gov.uk](mailto:lado@milton-keynes.gov.uk)

**If in doubt – consult.**

For information about **safeguarding training for schools and education settings** contact the secretary to the Children & Families Head of Safeguarding:

**Tel: 01908 254962 or email: [sue.butler@milton-keynes.gov.uk](mailto:sue.butler@milton-keynes.gov.uk)**

For general queries regarding safeguarding, please feel free to contact the Children & Families Head of Safeguarding:

**Tel: 01908 254307 or email: [jo.hooper@milton-keynes.gov.uk](mailto:jo.hooper@milton-keynes.gov.uk)**

More information and guidance about safeguarding children, including inter-agency training opportunities, can be found on:

Milton Keynes Safeguarding Children Board website: [www.mkscb.org/mkscb/](http://www.mkscb.org/mkscb/)