



SAFEGUARDING & CHILD PROTECTION POLICY

Nugent House School

Updated: October 2019

Review: September 2020

Safeguarding and Child Protection Procedure

1.0 Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004; and in line with the following:

“Working Together to Safeguard Children” August 2018

“Keeping Children Safe in Education” 2019

D.O.H. “Framework, Assessment of Children in Need and their Families” 2000

“What To Do If You Are Worried A Child Is Being Abused” 2015

“Local Safeguarding Children Board Procedures” 2011

Safeguarding Children and Young People From Being Sexually Exploited. Feb 2017

The Prevent Duty Guidance. July 2015

Counter-Terrorism and Security Act 2019

Female Genital Mutilation (FGM) Protocol & Guidance 2016

- 1.2 The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 (section 157 in relation to the independent sector) to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within Nugent House School to identify, assess, and support those children and young people who are suffering harm. Any identified deficiencies or weaknesses in Child Protection and Safeguarding arrangements will be remedied immediately.

- What To Do if You Are Worried A Child is being Abused
www.doh.gov.uk/safeguardingchildren/index.htm
- Keeping Children Safe in Education (2019)
- Safeguarding (as defined in the Joint Inspector’s Safeguarding report) is taken to mean ‘All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children’s welfare are minimised’ and ‘where there are concerns about children and young people’s welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies’

- 1.3 We recognise that all staff and Governors have a full and active part to play in protecting our young people from harm, and that the young person's welfare is our paramount concern. Safeguarding incidents can happen anywhere and all staff should be alert to possible concerns.
- 1.4 Staff at Nugent House School believe that we should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of our individual young people.
- 1.5 **The aims of this policy are:**
- 1.5.1 To support the young person's development in ways that will foster security, confidence and resilience.
- 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and young people, and of their responsibilities in identifying and reporting possible safeguarding concerns and cases of abuse or neglect.
- 1.5.4 To provide a systematic means of monitoring young people known or thought to be at risk of harm, and ensure we, Nugent House, contribute to assessments of need and support plans for those young people.
- 1.5.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding our young people.
- 1.5.6 To develop a structured procedure within Nugent House School which will be followed by all members of our school in cases of suspected abuse or neglect.
- 1.5.7 To develop effective working relationships with all other agencies involved in the safeguarding and child protection of our children and young people.
- 1.5.8 To ensure that all adults within Nugent House School who have access to young people have been checked as to their suitability. This includes other community users of our facilities.

2.0 Procedures

- 2.1 Nugent House School procedures for the safeguarding and child protection of our children and young people will be in line with St Helens LSCB Procedures, 'Working Together to Safeguard Children' (2018) and 'Keeping Children Safe in Education' (2019). We will ensure that:
- 2.1.1 The Governing Body understands and fulfils its safeguarding and child protection responsibilities. The Governor responsible for Safeguarding within the school is trained in safeguarding matters and is a member of a Safeguarding Children's Board.

The Governor responsible for Safeguarding will be involved in the annual review of safeguarding and child protection policies and their application within Nugent House School.

- 2.1.2 Nugent House School has a Designated Member of staff to take overall lead for Safeguarding and Child Protection in the school. They will have undertaken single agency Designated Member of Staff training. This training should be attended every two years.
- 2.1.3 We have members of staff who will act in the Designated Person's absence who have also received training, and who will have been briefed in the role.
- 2.1.4 All members of staff have mandatory, annual training on Safeguarding and Child Protection in order to develop their understanding of the signs of abuse or neglect.
- 2.1.5 All members of staff, volunteers, and Governors know how to respond to a young person who discloses abuse or neglect, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse or neglect. All staff may raise concerns directly with Children and Young people's Social Care services. Staff are aware that safeguarding concerns about adults at Nugent House should be made to the Designated Safeguarding Lead or the Principal.
- 2.1.6 All parents/carers are made aware of Nugent House School's responsibilities in regard to Safeguarding and Child Protection through publication of the Safeguarding and Child Protection Policy, and reference to it in our prospectus/brochure and home school agreement.
- 2.1.7 Our Vetting Policy will ensure the suitability of adults working with children and young people on Nugent House School at any time.
- 2.1.8 Community users organising activities for children are aware of and understand the need for compliance with the Nugent House School's safeguarding guidelines and procedures.
- 2.1.9 Our selection and recruitment policy includes all checks on staff suitability including Enhanced Disclosure and Barring Service (DBS) checks (previously CRB) as recommended by the DFE, OFSTED and in accordance with current legislation.
- 2.1.10 The name of any member of staff considered not suitable to work with children will be notified to the Independent Safeguarding Authority, following consultation with the Director of Operations or the Assistant Director for Children & Young People at Nugent. The circumstances when referral to the Independent Safeguarding Authority should be considered are detailed in the Safeguarding Vulnerable Groups Act 2006. Reference should also be made to 'Guidance Notes for the Barring Decision Making Process' May 2016. These will include, but may not be limited to situations: -
 - When a person has been removed from a Regulated activity (Appendix 1)
 - Where 'relevant conduct' has occurred (Appendix 2);
 - Where risk of harm is present;
 - Where there has been a relevant caution or conviction.

The Independent Safeguarding Authority will be notified within one month of leaving Nugent House School the details of any person whose services are no longer used because they are considered unsuitable to work with children and young people.

- 2.1.11 Nugent House School Safeguarding and Child Protection policies and procedures will be annually reviewed and up-dated.
- 2.1.12 The name of the Designated Member of Staff will be clearly displayed in Nugent House School, with a statement explaining Nugent House's role in referring and monitoring cases of suspected abuse, neglect and safeguarding concerns.
- 2.1.13 All adults (including supply staff and volunteers) new to Nugent House School will be made aware of all policies and procedures, the name and contact details of the Designated Person and access to the booklet "What To Do if You're Worried A Child is Being Abused", and have these explained, as part of their induction. All staff in the workplace, including supply staff and volunteers will have access to a copy of 'Keeping Children Safe in Education' 2019.

3.0 Responsibilities

- 3.1 It is clearly understood by staff their responsibility to safeguard children and young people and that this requires that we all appropriately share any concerns that we may have about our young people.
- 3.2 We have a Designated Member of Staff who is responsible for:
 - 3.2.1 Referring a young person if there are concerns about their welfare, possible abuse or neglect to the Young Person's placing authority and other appropriate agencies. This will be done within 24 hours of a disclosure or suspicion of abuse. A written record of the referral will be posted/emailed to all appropriate person's immediately following the telephone referral. Nugent House School will take no further action until the advice of the placing authority or St Helens LSCB has been obtained.
 - 3.2.2 Ensuring that detailed and accurate written records of concerns about a young person are kept even if there is no need to make an immediate referral. This decision should be taken in consultation with the Director of Operations or the Allegations Manager for Children & Young People at Nugent.
 - 3.2.3 Ensuring that all such records are kept confidentially and securely and are separate from the young person's records, with a front sheet listing dates and brief entry to provide a chronology.
 - 3.2.4 Ensuring that an indication that there is a confidential Safeguarding document, (kept in a separate and secure place), is marked on the young person's records.
 - 3.2.5 Acting as a focal point for staff to discuss concerns and liaising with other agencies and professionals.

- 3.2.6 Attending (or delegating this requirement to another appropriately informed member of staff) case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributing to the Framework for Assessments process, and providing a report which has been shared with the parents.
- 3.2.7 Ensuring that all Nugent House School staff are aware of this policy and know how to recognise and refer any concerns.
- 3.2.8 Providing, with the Head Teacher, a termly report for the Governing Body, detailing any changes to the policy and procedures; training undertaken by the Designated Member of Staff, and by all staff and Governors; relevant curricular issues, number and type of incidents/cases, and number of young people referred to Social Care and made subject of a Child Protection Plan.
- 3.2.9 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years.

4.0 Supporting Children and Young People

- 4.1 We recognise that children and young people who are abused or neglected, who witness violence or who lives in a violent environment may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
- 4.2 We recognise that Nugent House School may provide the only stability in the lives of children and young people who have been abused or neglected or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a young person in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 Nugent House School will support all its young people by:
 - 4.4.1 Encouraging the development of self-esteem and resilience in every aspect of school life, including through the curriculum.
 - 4.4.2 Promoting a caring, safe and positive environment within Nugent House School.
 - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding and child protection of children and young people, including inter-agency strategies for the prevention of Child Sexual Exploitation, Child Prostitution, Female Genital Mutilation, Radicalisation and Extremism, to name but a few.
 - 4.4.4 Notifying the Young Person's placing authority and St Helens LSCB as soon as there is a significant concern.
 - 4.4.5 Providing continuing support to a young person (to whom there have been concerns) who leaves Nugent House School, by ensuring that such concerns and medical records

are forwarded under confidential cover to the Head Teacher at the young person's School.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to Safeguarding and Child protection are confidential, including records which must be carefully documented and stored in locked secure file.
- 5.2 The Head Teacher or Designated Person will disclose personal information about a young person to other members of staff on a need to know basis only.
- 5.3 All staff must be aware that they have a professional responsibility to share information appropriately with other agencies in order to safeguard children and young people. Guidance in this respect is available via the HM Government publication: Safeguarding Practitioners Information Sharing. (March 2015)
- 5.4 All staff must be aware that they cannot promise a young person to keep secrets which might compromise the young person's safety or well-being, or that of another. Staff must also be mindful not to ask leading questions when talking to young people.
- 5.5 We will always undertake to share our intention to refer a young person to Safeguarding with their parents/carers unless to do so could put the young person at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with St Helens LSCB on this point.

6.0 Supporting Staff

- 6.1 We recognise that staff working in Nugent House School who have become involved with a young person who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support. This could be provided by, for example, the Head Teacher, by Occupational Health and if necessary a referral to Nugent's counselling service.
- 6.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document "Guidance for Safer Working Practice for Those Working with Children and Young People in Education Setting" (June 2019), provides advice on this and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical, sexual, emotional abuse or neglect. These matters form part of staff induction and are referred to in the staff handbook.

6.4 We recognise that designated staff should have access to support (as in 6.2 above) and appropriate workshops, courses or meetings as organised by Nugent and St Helens LSCB.

7.0 Allegations against staff: Procedures under 'Working Together to Safeguard Children' 2018 and 'Keeping Children Safe in Education' 2019

7.1 All school staff should take care not to place themselves in a vulnerable position with a child or young person. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. (See also 6.3 above). Staff will be provided with a copy of 'Keeping Children Safe in Education'.

7.2.1 All staff should be aware of the Nugent House School's behaviour/discipline policy.

7.3 We understand that a young person may make an allegation against a member of staff.

7.3.1 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head Teacher (Designated Safeguarding Officer) or Deputy DSO in their absence.

7.3.2 The Head Teacher (Lead DSO) on all such occasions will discuss the content of the allegation with the Nugent's Allegations Manager. In the absence of the Allegations Manager, contact should be made with the Director of Operations who takes a strategic lead with regards to Safeguarding and Child protection within Nugent.

7.3.3 If the allegation made to a member of staff relates to the Head Teacher, the person receiving the allegation will immediately inform the Allegations Manager without notifying the Head Teacher first.

7.3.4 Nugent House School follows St Helen's LSCB procedures for managing allegations against staff as outlined in 'Working Together to Safeguard Children' (2018) and "Keeping Children Safe in Education" 2019. Referral to St Helen's LSCB will always be made where it is believed a staff member/volunteer has:

- Harmed or may have harmed a young person
- Committed a criminal offence against or related to a young person;
- Behaved in a way that indicates they may be unsuitable to work with children and young people.

Nugent House School will take no further action in relation to any allegation made until the advice of St Helen's LSCB has been obtained.

7.3.5 Suspension of the member of staff against whom an allegation has been made needs careful consideration and will be a neutral act to protect both the staff and young person. We will consult with the Allegations Manager and Nugent's Human Resources advisor on this action. Suspension must always be considered where the allegation suggests a young person might be at risk of significant harm or if it warrants investigation by the police (as detailed in 'Working Together to Safeguard Children' 2018).

- 7.3.5 Our lettings agreement for other users requires that the organiser will manage the suspension of adults where necessary from Nugent House School premises.
- 7.3.6 Advice will be sought from Nugent's Allegations Manager and/or St Helen's LSCB re the appropriateness and timing of any referral of the staff member to the Independent Safeguarding Authority and any professional body as required e.g. DFE or OFSTED.
- 7.3.7 The support needs of any young person making an allegation and any staff member subject to an allegation will be considered and addressed.

8.0 Whistleblowing

- 8.1 Our policy on 'Whistleblowing' is set out in a separate policy and we recognise that children and young people cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the Designated Safeguarding Officer or Mrs Helen Rigby, Head Teacher.

9.0 Physical Intervention/Positive Handling

- 9.1 Our policy on positive handling by staff is set out separately, as part of our Behaviour Policy. It complies with DfES guidance on 'Use of Reasonable force' 2013. This guidance states that staff must only ever use physical intervention as a last resort, e.g. When a young person is endangering themselves or others and that, at all times it must be the minimal force necessary to prevent injury to another person, reasonable and proportionate.
- 9.2 Such events should be recorded and signed by a witness.
- 9.3 Staff who are likely to need to use specialist positive handling techniques will be appropriately trained. Individual training in the form of the PRICE approach is supplied to Nugent House School staff, including focuses on de-escalation, diversion and diffusion strategies.
- 9.4 We understand that positive handling and intervention of a nature which causes injury or distress to a young person may be considered under Safeguarding or disciplinary procedures.

10.0 Anti-Bullying

- 10.1 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection and safeguarding procedures.

11.0 Racist Incidents

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under Safeguarding and child protection procedures.

12.0 Prevention

12.1 We recognise that Nugent House School plays a significant part in the prevention of harm to our young people by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection within their duty of care.

12.2 Nugent House School's community will therefore:

12.2.1 Establish and maintain an ethos, which is understood by all staff, which enables children and young people to feel secure and encourages them to talk knowing that they will be listened to.

12.2.2 Ensure that all children and young people know there is an adult in the school whom they can approach if they are worried or in difficulty.

12.2.3 Provide across the curriculum, including PSHE, opportunities which equip our young people with the skills they need to stay safe from harm and to know to whom they should turn for help.

12.2.4 Radicalisation

Nugent House School is aware of the potential for radicalisation of our Young people. We actively seek to promote British Values throughout our curriculum. Staff have training to understand their responsibilities to report their concerns under 'The Prevent Duty Guidance' 2015.

Child Sexual Exploitation

Nugent House School is aware of the potential for our young people to be at risk from child sexual exploitation. We are vigilant at all times and work in partnership with parents/carers/local agencies and placing authorities to minimise risk.

Female Genital Mutilation

Nugent House School is aware that our young people may become aware of FGM within their families and communities. We will remain vigilant at all times and work in partnership with parents/carers/local agencies and placing authorities to minimise risk. If we become aware of FGM through our vigilance we will contact LADO immediately.

13.0 Health & Safety

13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our young people both physically within the school environment, for example in relation to internet use, and when away from Nugent House School when undertaking school trips and visits. Nugent House School have an

Educational Visit Co-ordinator within the school, who keep staff updated on legislation. In line with DFE, 'Health and Safety advice on legal duties and powers' for LEA's, school leaders, school staff and governing bodies. (Feb 2014.)

14.0 Policy Review

14.1.1 All organisations or services including private, voluntary and those that must be registered by Ofsted under the Children Act 1989 should have a written statement based on the procedures laid out in the booklet "What to Do If You're Worried a Child is Being Abused" 2015. This statement should clearly set out staff responsibilities for reporting suspected child abuse or neglect in accordance with Local Safeguarding Children's Board procedures and should include telephone numbers for the local police and children and young person's social services.

Nugent House School is responsible for ensuring the annual review of this policy and for reporting back to Nugent.

The name of the Lead Senior Members of staff for Safeguarding and Child Protection are:

Mrs Sarah Gregory DSO and Head Teacher

The names of the designated Governors are:

Ms Sarah Swanson Associate Director of Operations, Nugent

Mr Eamonn Murphy Deputy DSO

Ms Joanne Powell Deputy DSO

Any member of staff who have concerns with regard to the welfare and safety of a young person should inform one of the Designated Safeguarding Officers or the Head Teacher immediately.

Staff may also contact the Director of Operations or Allegations Manager for Children & Young People at Nugent: **0151 261 2000**.

St Helen's Safeguarding Team: **01744 676600**

OFSTED: **0300 123 1231**

If they feel this is deemed necessary or more appropriate.

APPENDIX 1:

Definition of 'Regulated Activity' – Safeguarding Vulnerable Groups Act 2006. Order 2012.

- Any activity which involves contact with children, young people or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, treatment or transport) - frequently, intensively and/or overnight*
- Any activity allowing contact with children, young people or vulnerable adults and is in a specified place (e.g. school, care homes etc.) ... frequently, intensively and/or overnight*
- Fostering and child care
- Certain defined positions of responsibility (e.g. school governor, director of social services, and trustees of certain charities).

* *'Frequently' – once a month or more*

* *'Intensively' – 3 or more days in any 30 days or overnight (between hours of 2 am and 6 am)*

APPENDIX 2:

Definition of 'Relevant Conduct' – Safeguarding Vulnerable Groups Act 2006.

- Conduct which endangers* a child or young person or is likely to endanger a child or young person.
- Conduct which, if repeated against or in relation to a child or young person would endanger that child or young person or would be likely to endanger them.
- Conduct involving sexual materials relating to children and young people (inc possession of such materials);

- Conduct involving sexually explicit images depicting violence against human beings (inc possession of such materials) if considered by the Independent Barring Board (IBB) of the Independent Safeguarding Authority that the conduct is inappropriate;
- Conduct of a sexual nature involving a child or young person, if it appears to the IBB that the conduct is inappropriate.

*** A person's conduct endangers a child or young person if he/she:**

- *Harms a child or young person;*
- *Puts a child or young person at risk of harm;*
- *Attempts to harm a child or young person;*
- *Incites another to harm a child or young person;*

APPENDIX 3:

Safeguarding, Child Protection and promoting the welfare of children and young people is defined as:

- protecting children and young people from maltreatment
- preventing impairment of children and young person's health or development
- Ensuring children and young people are growing up in circumstances consistent with the provision of safe and effective care.

Child protection is a part of Safeguarding and Promoting Welfare. It refers to the activity that is undertaken to protect specific children and young people who are suffering, or are likely to suffer, significant harm.

Effective Child Protection is essential as part of wider work to Safeguard and promote the welfare of children and young people. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children and young people from harm is reduced.

Safeguarding and Child Protection Procedure and Guidelines

In the event of a young person making a disclosure or allegation to you, or you suspect abuse, staff should follow these guidelines:

1. Gather information including dates, times, what occurred and any other information that may be relevant. Remember to note down as soon as you can and inform the Designated Safeguarding Officer on duty.

See below:-

Mrs Sarah Swanson - Associate Director of Children's Services

Mrs Sarah Gregory - Head Teacher

Any allegations, disclosures, suspicions will be reported to one of the designated officers immediately. They will then take responsibility for implementing our Safeguarding and Child Protection procedures.

This includes:

- Obtaining facts and contacting appropriate Safeguarding and Child Protection Team or whichever Local Authority they signpost to us.
- Inform the Principal.
- Inform Nugent's Allegation Manager.
- Collate all relevant reports and forward all required documentation as requested by the external body.
- Co-ordinate any home/school based action as requested.
- Complete internal recording systems (SIRF) and forward to Nugent's Allegations Manager.
- Each Safeguarding and Child Protection Officer has the responsibility to ensure that others are aware of any referrals they are making and to meet regularly to maintain consistency and quality of practice throughout the school and children's home provision. (Nugent Safeguarding Board Meetings)

Contact Numbers:

**St Helen's Safeguarding Team:
01744 676600**

**St Helens EDT:
01744 740803 or 0345 0500148**

**St Helens LADO
01744 671252**

**St Helens Missing from Care Co-ordinator
Rachel Duff
01744 673157**

St Helens Contact Centre

01744 676600

OFSTED
0300 123 1231

