#### CHILD PROTECTION & SAFEGUARDING POLICY

**1. INTRODUCTION**

This document is the Safeguarding Child Protection Policy for the Tadeusz Kosciuszko Polish Saturday School, in Ealing, London W5 9PD and is addressed to all members of staff, volunteers and is available to parents on request and is published on the school website and promoted by those in the position of leadership within our organisation. The purpose of the organisation is to provide complementary education in Polish language, literature, history, geography and religious education of the RC faith to children from Ealing and surrounding areas. The organisation also acknowledges that the school is a part of a wider Ealing society, thus striving to work with, and in conjunction with community organisations in Ealing as a whole.

The organisation undertakes activities with children, by permission, but in the absence of parents/carers. The Teachers and management of the school are responsible for a child’s welfare within the parameters of all the work undertaken by the organisation.

A young person is more vulnerable to abuse by those adults who seek to abuse.

The purpose of this policy is to ensure that the actions of any adult within the context of the work carried out by this organisation are transparent, promote welfare and safeguard the child. If any parent/carer or child has any concerns about the conduct of any member of the organisation, these concerns should be addressed to:

**Designated Safeguarding Lead**

Mrs Sylvia Spek, Headteacher

Tel: 07871409267

Email: dyrektor@szkola.org

**Child Protection Officers**

Mrs Agnieszka Chmiel-Stanko

**Email:** **A.Chmiel-Stanko@szkola.org**

**Child Protection Governers**

**Mrs Anna Sobania**

Tel: 07738385681

Email: Anna.sobania@szkola.org

**2. PRINCIPLES OF THE SAFEGUARDING POLICY**

Aims: To provide all staff, volunteers and Governors the necessary information to enable them to meet their statutory responsibility to promote and safeguard the well being of children.

The welfare of the child will always be paramount. Children who are and feel safe make successful learners. It is the responsibility of the school to promote this and provide a safe environment where children can learn. The welfare of families will be promoted.

The rights, needs, wishes and feelings of the child and their family will be respected and listened to.

Those in position~~s~~ of responsibility within the organisation will work in accordance with the interests of the child and follow the policy outlined below.

They will also ensure that equal opportunities are available to all and that diversity will be treated with respect. Any child under the age of 18 regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection; to feel safe , secure, valued, respected and confident and know how to approach adults if they are in difficulty.

Safeguarding and promoting the welfare of children includes: protecting children from maltreatment, preventing maltreatment, preventing impairment of children’s health or development, ensuring children grow up in circumstances consistent with provision of a safe environment in which children can learn.

**Staff responsibility:**

The designated safeguarding lead and deputies will receive appropriate training carried out at least every 2 years. All staff will have read and signed that they have read the policy and have child protection and safeguarding training. They will be aware how to recognise abuse and neglect and if unsure they will speak to a designated Safeguarding lead.

The 3 DSL.s will complete the Level 3 Safeguarding DSL course every 2 years.

All staff working on site will read and be updated on all latest KCSIE documents

The designated safeguarding lead (DSL) and/or headteacher will ensure that the school policies are known and used appropriately. They will ensure that safeguarding and child protection procedures and staff professional protocols are reviewed annually. They will ensure that the policy is available publicly and that parents are aware that referrals about suspected abuse or neglect may be made and the schools role in this.

The DSL will manage referrals and refer all cases of suspected abuse:

To the local authority children’s social care.

Or the local authority designated officer (LADO) for child protection concerns (all cases which concern a member of staff).

Or the Disclosure and barring service (cases where a person is dismissed or left due to risk/harm to a child.

Or to the Channel programme where a concern is linked to radicalisation.

Or to the police , where a crime has been committed.

The Governing body ensures and implements an effective and statutory safeguarding policy and child protection procedures are in place. They will have an oversight of child protection matters, when necessary they will liaise with local authorities/ partner agencies on issues of child protection and will instigate annual review of the policy and recorded in Governing body minutes.

Our school will inform new shortlisted candidates for positions at our school that online searches may be done as part of due diligence checks. Copies of documents used to verify the successful candidate’s identity, right to work and required qualifications will be kept on their personal file.

**Photography and images;**

We will seek consent for photographs to be taken or published (eg: on the website, in a newspaper or publications). Staff and students are not permitted to take photos on their own phones/cameras at school.

**CATEGORIES OF ABUSE OR NEGLECT**

Abuse or neglect of a child is caused by inflicting harm or by failing to act to prevent harm. A child may be abused in a family, within an institution or community setting: by those known to them or by a stranger, as well as online.

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

It is good practice to be as open and honest as possible with parents/carers about any concerns.

However, you must not discuss your concerns with parents/carers in the following circumstances:

* where sexual abuse is suspected
* where organised or multiple abuse is suspected
* where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected
* where contacting parents/carers would place a child, yourself or others at immediate risk.

Possible signs of abuse include:

· The pupil says s/he has been abused or asks a question which gives rise to that inference;

 · There is no reasonable explanation for a pupil's injury; the injury is unusual in kind or location; multiple injuries; there is a pattern to the injuries.

· The pupil's behaviour stands out from the group (either being extreme model behaviour or extremely challenging behaviour); or there is a sudden change in the pupil's behaviour;

· The pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons.

· The pupil's development is delayed or they lose or gain weight;

· The pupil appears neglected, e.g. dirty, hungry, inadequately clothed;

 · The pupil is reluctant to go home, or has been openly rejected by his / her parents or carers.

Please note that we are aware that being absent for long periods of time/ recurrently from education can be a warning sign of a range of safeguarding concerns. As Polish school is an additional weekend activity, this would normally be monitored at the child’s Monday to Friday school. But we will contact parent’s should concerns arise.

**Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, burning or any way that may cause physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, ‘Fabricated’ and ‘Induced illness’ or ‘Munchausen Syndrome by proxy’.

Signs of this type of abuse may include: injuries with no clear explanation, bite marks, bruising in or around the mouth, bruises with a distinctive pattern like hand prints, belt marks. Children may try and conceal the injuries by covering arms and legs and being reluctant to change into sports outfits.

**Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on the child. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-bullying), causing the child frequently to feel frightened or in danger, or the exploitation or corruption of children.

The child might become withdrawn, nervous, and unhappy or lacking in confidence, excessively clingy or tearful. It may result in a child being unable to make friends, perhaps because they behave aggressively or inappropriately towards other children, or is continually depressed and withdrawn. The child may be frightened to go home or is reluctant to attend school and may display excessive fear of their parents or carers.

**Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape or oral sex) or non-penetrative acts or non penetrative acts (eg: masturbation, kissing). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Males and females or other children can commit acts of sexual abuse.

**Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter, clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs. Possible signs of neglect include: constant hunger, greed or stealing food. They may have a lingering illness that has not been treated. The may be smelly, scruffy and dirty and tired. Suffers repeated accidents suggesting lack of supervision.

**Domestic Abuse:**

This is not directly the abuse of children but its significance for young people’s wellbeing means that it is emphasized in KCSiE (2020). It is defined as any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass psychological, physical, sexual, financial and emotional. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

**Prevent Duty:**

As a provide of education to children, the school is aware of its duty to protect children from the treat of radicalisation. The school will be vigilant in seeking to assess any risk to pupils, as individuals, or in the context of their families, of being drawn into terrorism. If the school considers a pupil to be at risk, advise will be sought from the London Borough of Ealing Prevent co-ordinator or Due Diligence and counter extremist Group before referral to Ealing Children’s services or directly to the Channel programme.

**Online safety (filtering and monitoring on school devices and networks):**

Children and young people can be exploited and suffer bullying through their use of modern technology such as mobile phones and social networking sites eg: sexting or revenge pornography. To limit this, use of phones is not permitted during school hours (9am to 1pm) and pupils generally don’t use computers in lessons (mainly only for exams) or are supervised.

More information and support can be found on: <https://www.gov.uk/govenment/pubications/teaching-online-safety-in-schools>

**Peer on peer abuse**

Children are capable of abusing their peers, known as peer on peer abuse. This can either be between two children of any sex or through a group of children abusing a child or another group of children. Any incidents of alleged or suspected abuse by children or young people will be taken seriously and reported to the safeguarding leads immediately. (eg: Racial, homophobic, gender or culture-related bullying or abuse. All allegations of verbal abuse and physical abuse eg: kicking, biting etc.) will be investigated and dealt with appropriately. Sexual harassment and sexual violence as well as use of ICT e.g. sexting, 'revenge pornography', upskirting which typically involves taking a picture under a person’s clothing without them knowing.

**Child Sexual exploitation (CSE):** this involves exploitative situations, contexts and relationships where young people receive something (eg: food, accommodation, drugs, alcohol, gifts, money) as a result of engaging in sexual activities.

**Female genital mutilation (FGM), Honour Based violence (HBV), forced marriage**: staff should be aware of this and report amy concerns.

Visitors and volunteers who will be on the school site will have to wear a visitors’ badge and be escorted by a member of staff.

**Remote learning:**

The KCSIE applies during any times of remote learning.

**Whistleblowing:**

All staff should feel able to raise concerns about poor practice or failures in the school’s safeguarding and must report to the headteacher any concerns.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk.

**SAFEGUARDING PROCEDURE - WHAT TO DO**

**Action for a child in IMMEDIATE DANGER**

Immediate action may be necessary at any stage

**IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD.** If emergency medical attention is required this can be secured by calling an ambulance

(dial **999** or **112** EMERGENCY SERVICES).

**If a child is in immediate danger the police should be contacted** as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

(dial **999** or **112** EMERGENCY SERVICES)

**Action to take if a child talks to you about abuse or neglect**

It is important that a child at risk, or in need, receives that right help at the right time to address risks and prevent issues escalating. It is therefore important that all staff understand their responsibility to: identify, act on and refer early signs of abuse or neglect: keep clear written records , listen to the views of the child; reassess concerns when situations do not improve; share information quickly and challenge inaction.

A child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations you must:

• Listen carefully to the child. **DO NOT** directly question the child.

• Give the child time and attention and allow them to speak freely.

• Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.

• Make an **accurate record** of the information you have been given **taking care to record the timing**, setting and people present, the child’s presentation as well as what was said. Do not destroy your notes as they may later be needed as evidence.

• Use the child’s own words where possible.

• Reassure the child that:

You are glad they have told you; they have not done anything wrong. Avoid physical touch for comfort as it may not be comforting to an abused child.

* Explain what you are going to do next. The child may agree to go with you to see the Designated Safeguarding Lead. Otherwise advise them that someone will see them by the end of the day. Explain that you need to pass the information on to the DSL and /or social services.

• Explain that you will need to get help to keep the child safe.

• Do NOT ask the child to repeat his or her account of events to anyone.

* If illegal images are involved, you should be careful not to view these or forward them onto anyone, but retain the device that the pictures are on, for external agencies.
* Please fill in the school welfare concern information form which can then be given to the DSL. This can be filled in as a paper copy initially but should be emailed after if possible. Please see appendix 1.

Follow the procedure set out below:

**Acting upon your observations or concerns**

If you become concerned about a child because of your observations or information about a child you may take the following actions.

* It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.
* If you are concerned about a child you must share your concerns. Initially you should talk to one of the people designated as responsible for child protection within your organisation. In this organisation this person is the headteacher.
* If one of those people is implicated in the concerns you should discuss your concerns directly with Children's Services, Social Care Department.

You should consult externally with your local Children's Services, Social Care Department in the following circumstances:

* when you remain unsure after internal consultation as to whether child protection concerns exist
* when there is disagreement as to whether child protection concerns exist
* when you are unable to consult promptly or at all with your designated internal contact for child protection
* when the concerns relate to any member of the staff or Polish Parents’ Association.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

**MAKING A REFERRAL**

A referral involves contacting:

* Children's Services Ealing Children’s Integrated Response Service (ECIRS) on 0208825800
* (or LADO on 020 8825 8930/8755, where it relates to a member of staff),
* Social Care Department (if child lives in a different local authority) or
* the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

Normally the Designated safeguarding lead (DSL), or deputies would make the referral but any member of staff can make the referral and inform the DSL afterwards.

* In certain cases the level of concern will lead straight to a referral without external consultation being necessary.
* Consult with parents/carers and encourage them to make a telephone referral or with their consent refer on their behalf.
* Parents/carers should be informed if a referral is being made except in the circumstances where this may put the child at risk.
* Inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Children's Services, Social Care Department about how and when the parents should be approached and by whom.

If there is doubt as to whether the referral should be made, the DSL will consult with the children’s social care on a no names basis without identifying the family.

IF YOUR CONCERN IS ABOUT ABUSE OR RISK OF ABUSE FROM SOMEONE NOT KNOWN TO THE CHILD OR CHILD’S FAMILY, YOU SHOULD MAKE A TELEPHONE REFERRAL DIRECTLY TO THE POLICE AND CONSULT WITH THE PARENTS.

If your concern is about abuse or risk of abuse from a family member or someone known to the children, you should make a telephone referral to your local Children's Services, Social Care Department Office.

**Information required for referral**

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

• Your name, telephone number, position and request the same of the person to whom you are speaking.

• Full name and address, telephone number of family, date of birth of child and siblings.

• Gender, ethnicity, first language, any special needs

• Names, dates of birth and relationship of household members and any significant others.

• The names of professionals’ known to be involved with the child/family eg: GP, Health Visitor, School.

• The nature of the concern; and foundation for them.

• An opinion on whether the child may need urgent action to make them safe.

• Your view of what appears to be the needs of the child and family.

• Whether the consent of a parent with parental responsibility has been given to the referral being made.

Submit a welfare concern form or a child protection record of concern as appropriate (appendix 1 or appendix 2)

**Action to be taken following a referral**

• Ensure that you keep an accurate record of your concern(s) made at the time.

• Put your concerns in writing to Children’s Services, Social Care Department following the referral **(within 24 hours)**.

• Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

The local authority should make a decision within one working day of a referral being made as to what course of action should be taken and should let the referrer know the outcome. The DSL will follow up on the referral if there is no feedback within 3 days. The school will be cooperative with supporting the social workers. Whatever the outcome of a referral the DSL will coordinate appropriate ongoing support for the child in school in conjunction with social services

**Allegations against staff members, volunteers and governors**

If a member of staff has concerns about another staff member, volunteer, supply staff or governor who might pose a risk of harm to a child/children, or may have harmed a child/children they should refer these to the Headteacher.

Where there are concerns about the Headmaster this should be referred to the Chair of Governors. It should be ensured that any reporting of any allegations against the Headteacher to the Chair of Governors. Staff can discuss any of these concerns with the DSL and make a referral through them.

The DSL/ headteacher/ chair of Governors will decide if to refer onto the police or LADO. The lead will not undertake an investigation without prior consultation with the LADO. Consultations may be anonymous, and cases discussed informally prior to referral.

A case manager will be assigned and will inform the accused person as soon as possible after consulting with the LADO. LADO may advise strategy discussion or may involve the police or social services and in these cases the case manger may not speak to the accused until those agencies have consulted and agreed what information can be disclosed. When an allegation is made the school should maintain confidentiality while it is being investigated

Parents/ carers will be informed of the allegations as soon as possible and kept up to date on progress.

The school has a duty of care towards its employees and effective support is provided for anyone facing an allegation. They will be informed of concerns and allegations as soon as possible and given an explanation of likely action unless external agencies oppose this. They will be advised to contact their trades union rep/ colleague for support.

The case manager will appoint a named representative to keep the staff member informed of progress.

Where an investigation by the police or children’s social care is unnecessary, the LADO will discuss the steps to be taken. The action will depend on the nature and circumstances of the allegation and whether criminal proceedings have occurred and will range from taking no further action to dismissal or a decision not to use the person’s services in future.

Suspension will be considered where there is cause to suspect a child or other children are at risk of significant harm, or the allegations are so serious that it might be grounds for dismissal, or if the investigations may be hampered if the member of staff or volunteer is not a suspended during the investigatory process.

The school has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult.

If an allegation against a member of staff is found to have been malicious it will be removed from personnel records. If an allegation is not substantiated, is unfounded or malicious, it will not be referred to in any employment reference. For all other allegations, a clear comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action take and decisions reached, will be kept on a person’s confidential personnel file, and a copy provided to the person concerned.

**Unsubstantiated or malicious allegations:**

 Where a parent or child has shown to make a deliberately invented or malicious allegation, the headteacher will consider what disciplinary action to take eg: exclusion. The school reserves the right to contact the police whether ay action may be appropriate.

**CONFIDENTIALITY**

The organisation will ensure that any records made in relation to a referral are kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a “need to know” basis.

However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child’s need for protection.

**RETENTION AND DISPOSAL OF CONFIDENTIAL INFORMATION**

All concerns, discussions and decisions made in relation to safeguarding concerns and the reasons for those decisions should be recorded in writing. Information about children’s welfare may be shared to help keep children safe from harm. We always aim to discuss this with parents or carers before we do so, but this may not always be possible. The Data Protection Act it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm.

A clear and comprehensive summary of any allegations made against a member of staff and all details leading to a resolution and any actions taken and decisions reached and will be kept on the confidential file and retained until the accused reaches retirement age or for a period of 10 year if this is longer.

Disposal of confidential information will be carried out through shredding.

Appendix 1: School welfare concern information form:

If you have concerns about a child, please could you fill in the information below or record the information as a word document and hand it in or email to your Designated Safeguarding Lead (DSL).

If you suspect that the child may be suffering abuse or neglect , or you have received a disclosure of abuse from a child, or have heard of an allegation of abuse, you must fill in a child protection record of concern form instead (appendix 2) and give it to the document to the DSL.

Pupils full name:

Pupil’s Class:

Date of this record:

Why are you concerned about this pupil?:

What have you observed and when?:

What have you heard and when?

Have you spoken to the child and what did they say?

Have you spoken to anyone else about your concerns and who?

If you have been previously concerned by this child, please give details.

Your name and position:

Signature:

Date information passed to designated safeguarding lead:

Appendix 2: Child protection record of concern information form

Please email or hand this form to your designated lead

Pupils details:

Name:

DOB:

Address:

Telephone:

Gender:

Class:

Parents/guardians details and phone numbers:

Details of siblings:

Why are you concerned about this child?

What have you observed and when?:

What have you heard and when?

If an allegation has been made, please give details about the alleged abuser.

Do those with parental responsibility know that this form has been completed?

If not- why?

If yes- what did they say?

(Please don’t contact parents/guardians if this could place the child at risk. Speak to the DSL first)

Does the child have visible injuries/ or have they told you they have been injured. If yes- has medical advise been sought.

Your name:

Position: Date:

Appendix 3:

**Summary of key Contacts:**

Advise can be received from any of the contacts below and then a telephone referral can be made to Ealing Children’s Referral Team on 0208825 8000, followed in writing using the Ealing Children’s Services Inter Agency Referral Form.

 Ealing Children’s Integrated Response Service (ECIRS): Perceval House, 2nd Floor Blue Area, 14-16 Uxbridge Road, Ealing, W5 2HL.Tel: 0208 825 8000 Fax: 020 8825 8000. ecirs@ealing.gov.uk. Website: <https://www.egfl.org.uk/services-children/ealing-childrens-integrated-response-service-ecirs-referrals>

Ealing Local Area Designated Officer (LADO) 020 8825 8930/8755 asv@ealing.gov.uk/child.protection@ealing.cjsm.net. Website: <https://www.egfl.org.uk/serviceschildren/safeguarding/child-protection/staff-allegations>

Family Information Service (FIS): Tel: 020 8825 5588. EHAP@ealing.gov.uk/ Website: <https://www.egfl.org.uk/services-children/early-help-assessment-and-plan-ehap>

Prevent Coordinator: 020 8825 8895 (Office hours 9am-5pm). For non-emergency local police dial 101

Child Protection Advisors (CPA): Ealing Children’s Social care advice: 020 8825 8930/7590/6404

Police child protection team 02032763553

Early Help Assessment and Plan (EHAP): 020 8825 5588 (Mon-Fri 9-5pm)

Ealing Safeguarding Children Partnership information and guidance can be found at: https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/escb.page?escbchannel=0

National Department for Education (DfE) helpline and mailbox: for non-emergency advice for staff and governors: 020 7340 7264

Children Missing in Education: 020 8825 59447

London Safeguarding Children Board: [www.londonscb.gov.uk](http://www.londonscb.gov.uk)

NSPCC: 42 Curtain Road, London, EC2A 2NH, 0808 800 500 Childline: 0800 1111 2.

Appendix:

Policies referred to:

• Keeping Children Safe in Education 2023 (September 2023) (KCSIE)

• Working Together to Safeguard Children (July 2018) (WT)

• Revised Prevent Duty Guidance: for England and Wales (April 2021) (Prevent).

• The use of social media for on-line radicalisation (July 2015)