

Merton Court School

Safeguarding (Child Protection)

**A guide for parents, visitors
and volunteers**



**Safeguarding is everyone's
responsibility, we need to
work together**

Safeguarding Children in Education

At Merton Court School we are committed to supporting all of our children so that they can do their best at school and enjoy their time here. We will do everything we can to ensure our children are safeguarded and protected from harm.

What does Safeguarding mean? Every child has the right to be safe from harm and danger.

What is child abuse? A child is abused when a parent, carer or other family member or another adult deliberately causes harm, neglects the child or fails to protect them from harm. Harm may be physical, sexual, and emotional or may take the form of neglect.

Why am I being given this information? All schools have a duty to refer cases of suspected child abuse to Children's Services. If someone at our school sees an unusual or unexplained injury or mark, if your child has said something worrying to us, perhaps someone has reported something your child has said, or if their behaviour is particularly out of the ordinary, we are required to make a referral.

Children's Services are also able to help children and their families if a referral has been made and abuse is not evident but there are concerns that mean additional support might be needed.

Every school is required to help Children's Services with their assessments but must not conduct any investigations themselves. This can only be done by social workers and/or police officers.

You could –

- ✚ Talk to the designated people in charge of safeguarding at the school, Mrs Macdonald, Mrs Langton or Mr Price.
- ✚ Phone your local Children's Services Department.
- ✚ Phone the Police.



Child Protection is everybody's business








At Merton Court School the designated people for Safeguarding are:

Mrs Macdonald–Senior Designated Lead Professional for Child Protection

Mrs Langton–EYFS Designated Lead Professional for Child Protection

Mr Price–Deputy Designated Lead of Child Protection

What Merton Court School have to do/should do:

- ✚ The school should have procedures in place that all staff, volunteers and regular visitors must work to – IT HAS 
- ✚ The school should have a Safeguarding Policy – IT HAS 
- ✚ The school should have a trained person responsible for Safeguarding – IT HAS 
- ✚ It is recommended that the trained person should have an assistant to help and stand in when they are absent – WE HAVE 
- ✚ All staff should received training on Safeguarding – THEY HAVE 
- ✚ DBS checks (details checked with the police) are carried out on all staff – THEY ARE 
- ✚ Positive working relationships with appropriate agencies such as the school nurse etc, are set up – THEY ARE 

Merton Court School recognises that pupils need an environment where they feel secure and are encouraged to talk and be LISTENED TO

Why are we involved with Safeguarding? The Children Act (2004) requires everyone working with children to inform Children's Services about any child thought to be in need of support or at risk of harm. The Education Act (2002) requires all schools to have arrangements to safeguard children.

What can you expect from us?

- 🏠 A safe environment for your child to learn that complies with safeguarding in education legislation and guidance
- 🏠 We will take good care of your child whilst he or she is with us. We will talk to you about anything we see that we are worried about.
- 🏠 We will keep accurate up-to-date records.
- 🏠 If your child transfers to another school we will share important information with them that will help to support your child's move.
- 🏠 We will contact you if your child is absent and you haven't let us know why.
- 🏠 We will respond promptly to any problem you tell us about.
- 🏠 Our staff will offer support and assistance when needed.

What will happen after a Referral is made? When a referral is made an experienced and qualified social work manager will read the information and decide what needs to happen next. They will be assisted by other agencies such as a member of the school staff, the School Nurse or a Health Visitor.

After an assessment has been completed a meeting called a child protection conference might be held – you will be invited to this. This meeting will only be called if the assessment shows that there is a likelihood that child abuse has taken or is taking place. If the assessment does not show this you will be told. Children's Services may decide that they can still provide a service or know of other agencies in your area that will be able to offer you some support.

You may feel angry, upset or worried because we have made a referral. Please try to understand that every member of staff has a responsibility to act in the best interests of all our children all of the time and are not allowed to take any risks if a child's safety is of concern.



Useful Telephone Numbers

School	»	»	»	»	»	020 8300 2112
Social Care	»	»	»	»	»	020 8303 3333
Police	»	»	»	»	»	999/112

Keeping Who Safe?

Adults visiting or working on a school site play an important part in the life of a school, whether helping to build or maintain the building or visiting as part of the school's wider community. We can all play a part in keeping children safe whilst working on or visiting a school site. This is whether you are directly employed by the school, or working as a contractor or sub-contractor.

We must also take steps to keep **ourselves** safe.

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on a school site, whatever your job. To keep yourself safe from possible allegations, please follow this advice:

Don't...

- ⊗ Instigate verbal or physical contact with pupils (this applies both on and off site) unless it is appropriate and a part of an agreed reason for your visit.
- ⊗ Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to Mrs Macdonald, Mr Price or to someone in the school office, who will help you.
- ⊗ Give any personal information to any pupil, for example your name, address, telephone or mobile number or email address.
- ⊗ Accept or respond to a pupil attempting to give you personal information, for example their name, address, telephone or mobile number or email address.
- ⊗ Accept physical or verbal abuse from a pupil. **DO NOT** respond yourself, but report it immediately to Mrs Macdonald, Mrs T Langton, Mr Price or to someone in the school office.

Do...

- ✓ Be aware that verbal interaction with pupils may be interpreted by them as offensive or as harassment. Even if this was not your intention.
- ✓ Report any unacceptable behaviour from a pupil.
- ✓ Be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst you are on a School site, may have an impact on your employment.
- ✓ **Please follow this advice and keep our children safe.**

The Health and Safety Policy

- ✚ Any concerns from staff are reported to the Headmaster or Mrs Macdonald.
- ✚ Fire Safety – The assembly point is on the middle school playground. Teachers are required to read their form register to ensure that all pupils are accounted for.

First Aid

- ✚ Most members of staff are First Aid trained. Pupils are to be taken to the First Aid room with another pupil.
- ✚ Teaching staff will not give medicines unless the necessary forms are signed by the parent.

Site Security

- ✚ School gates are locked except at the start and end of each day.
- ✚ Outer classroom doors and windows should be closed to prevent intrusion when not in the classroom.
- ✚ Children will only be allowed home with adults with parental responsibility or confirmed permission.
- ✚ Staff collect pupils on the playground at the start of the school day and walk pupils out at the end of the school day.
- ✚ Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the school office.

Child Protection Policy

- ✚ The designated adult for Child Protection is Mrs Macdonald.
- ✚ On **no** occasion should physical contact be used as a punishment.
- ✚ All allegations of abuse by or complaints of a teacher will be dealt with, following the Area Child Protection Committee procedures.

- ✚ Information disclosed by a child must be reported to the Headmaster instantly.

✚ Equal Opportunities

- ✚ At Merton Court School we promote a listening culture and ensure that everyone is treated fairly.
- ✚ Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

Behaviour Policy

- ✚ Good behaviour is essential in any community and at Merton Court School we have high expectations for this. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

REWARDS	Stickers	Showing another teacher good work	Merits	Achievement displays	Praise
SANCTIONS	Telling off	Loss of play	Reporting to a member of the Leadership Team.	A letter home or short report	Continuous inappropriate behaviour, leading to internal exclusion

Anti-Bullying Policy

- ✚ The Headmaster must be informed immediately and action will take place.

Whistle Blowing

- ✚ If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform one of the Leadership Team accordingly.

Preventing Extremism and Radicalisation

Preventing children from Radicalisation is seen as part of Merton Court's wider safeguarding duties. The purpose must be to protect children from harm and to ensure they are taught in a way that is consistent with the law and British Values.

All members of staff are fully engaged in being vigilant about radicalisation and maintain an attitude of "it could happen here".