

St Michaels Catholic Primary School and Nursery



"I came so that you may have life, life in all its fullness"
John 10:10

St Michael's Mission Statement

**St Michael's Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ.
We strive to create an environment where all members of our school community respect the values of:
Church, Independence, Resilience, Caring, Learning and Enjoyment for all.
Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential,
providing them with the best grounding for their future place in an ever changing world.**

Escalation Policy

This policy should be read in conjunction with the Schools Child Protection Policy 2018, the Keeping Children Safe in Education Policy 2016 and the "What to do if you are worried about a child" document from Medway Safeguarding Board.

Keeping children safe from harm whilst at school is a prime concern for all of the school community. We also want children to be safe outside of school and at home as well by working along side parents and carers in their child's best interests.

All staff in the school are trained in identifying "Signs and Symptoms of Abuse" in children so that they are able to spot any signs that a child is being hurt or harmed in any way whether that be physical, sexual, emotional or through neglect.

We have procedures in place if anyone suspects that a child is in danger and needs protecting.

If an adult is concerned about a child they must report that to the Designated Safeguarding Lead, (the DSL) who in this school is Mrs Katharine Sexton the headteacher. She is assisted by 3 Deputy Designated Safeguarding Leads (DDSL's), Mrs Nicci Collins Deputy Head, Mrs Ann Fredericks HSSW and Mrs Emma Cox SENCo . The report should initially be word of mouth and recorded via e mail anonymised so that a written record is in place straight away.

This record will then be entered as the first part of chronology on the confidential monitoring records on the shared drive on the school intranet. The DSL or DSSL will ask for and ensure that the particular concern is recorded on the appropriate "cause for concern" forms which are kept in the staff room, are in the back of the Child Protection Policy as an appendix and are on the shared drive of the school intranet.

The DSL or DDSL in her absence will after due consideration take the following action depending on the nature of the concern:

- Refer the matter to the HSSW Mrs Ann Fredericks who will speak to the child and/or parents if deemed appropriate. The teacher of the child will also be informed confidentially so that there is full communication on the outcome as this may have a bearing on how the child presents in the classroom.
- If necessary with parental permission, she may ask for support from outside agencies such as Early Help etc

- She may ask for advice from the Duty Desk? using number?? and ask for a consultation, all advice is recorded, dated and logged onto the child's monitoring record
- If necessary she may make a referral completing form and call through to the duty officer???
- Depending on the seriousness of the concern and definitely in the cases of physical and sexual abuse, parental permission will not be sought before referring to the social services until their advice is sought
- All of the above is recorded and kept on file electronically

Children who are on the Child Protection register ie CINS etc will have a separate file with their records kept in hard copy. Once the child moves schools these records are copied and passed to the next school in a sealed file marked confidential, Any electronic information will be passed using the " egress file" system to ensure confidentiality.

Peer to peer reporting

If a child has a concern about another child or indeed needs to make a disclosure they are able to report this to any adult in the school directly or use the "Class worry box" as a means of reporting concerns, these boxes are checked and emptied every day by the class teachers. There are also "anti bullying champions" in each class who can be used as a vehicle if a child has a concern who will then report the matter to an adult on the child's behalf

If a member of staff has a concern about another member of staff or colleague this must be reported to the headteacher in her role as head and DSL. If the concern is about the headteacher the concern must be reported to the chair of governors Mrs Wendy Greatorex- her contact details are available from the office. Please see the " Whistleblowing Policy 2016"

No matter how small any concern made and dealt with by the DSL or the DDSL's, it will be fed back to the person raising the concern both verbally and in writing on the running record so that all is aware of the outcome and that the issue has been dealt with appropriately in the interests of the child.

The DSL Mrs Katharine Sexton has overall responsibility for safeguarding , the DDSL's must keep her informed at all times of any occurrences that may have happened without her knowledge preferably by email so that there is a written record

February 2018