

Child Protection

St Andrew's Southgate Primary School (CE) ensures that all relevant pre-employment checks are carried out on **employees and workers engaged directly with children**. In particular, the following specific safeguarding checks are carried out:

- All employees/workers appointed/engaged prior to March 2002 (and with no subsequent change to their employment arrangement requiring a further check) have been subject to **a check against List 99**; additionally, those appointed between 1989 and March 2002 would have been subject to **a satisfactory police check**;
- All employees/workers appointed/engaged since March 2002 have been subject to **a satisfactory Enhanced Criminal Records Bureau (CRB) check**. This check included **a check against List 99**;
- All employees/workers appointed/engaged since 12th October 2009 have been subject to **a satisfactory Enhanced CRB check, including a check against List 99/Independent Safeguarding Authority (ISA) Barred List**;
- All employees/workers appointed/engaged since 1st December 2012 have been subject to a satisfactory **Enhanced with Barred List check through the Disclosure and Barring Service (DBS)**.

St Andrew's Southgate Primary School (CE) also ensures that **relevant employees, and workers engaged directly** are not disqualified under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 from:

- **Early Years provision** – providing any care (inc. education) for a child up to and including reception age (from birth to 1st September following the child's 5th birthday);
- **Later Years provision** – working in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8.
- **Management** of any of the above provision.

Such employees and workers are required to sign an annual declaration to confirm that there has been no change to their criminal record and that they are not disqualified under the Childcare Disqualification Regulations.

Unsupervised, regular volunteers are also subject to the above safeguarding checks.

Supervised, regular volunteers are subject to the above safeguarding checks, with the current exception of the Children's Barred List check.

All school staff and workers engaged directly are issued with photographic School ID.

As appropriate, visitors to the school are asked to provide Photographic ID wherever possible.

Third party organisations deploying staff or workers to the school are required to provide confirmation that pre-employment and safeguarding checks relevant to the role have been carried out.



St Andrew's Southgate Primary School (CE)

Child Protection Designated Staff



Mrs N Sahman
Acting Deputy Headteacher &
Lead Child Protection Officer



Mr R Mason Headteacher &
Child Protection Officer



Mrs S Foreman
Welfare Officer &
Child Protection Officer



Mrs T Kinaratnam
School Business Manager &
Child Protection Officer

If you are concerned about the safety or welfare of a child at St Andrew's, please talk to one of the designated staff above.

How to deal with a disclosure from a child that leads you to believe a child is suffering neglect or abuse

A disclosure is a comment from or conversation with a child that makes you worried for that child's safety. It is vitally important that any such comment is recorded and dealt with following the agreed procedures. These are:

1. Listen carefully and reassure the child.
2. Never promise to keep a secret. The child is likely to tell you in secret and may ask you not to tell anyone. You must pass the information on and you need to make it clear to the child that you will do this.
3. Try not to show any shock that you may feel.
4. Take what they say seriously.
5. Record exactly what the child said, the name and class of the child and your name and position. Then pass on the information to one of the designated staff above.
6. Never ask leading questions. If on doubt use the TED method. Start your questions with either tell, explain or describe.
7. It is possible that after passing on the information you may not be consulted again on the issue. This does not mean the issue is not being followed up.

SAFEGUARDING CONTACT NUMBERS

Local Authority Designated Officer (LADO) - Maria Anastasia - 020 8132 0373

Enfield Council's Children's Social Care Team / MASH (Multi Agency Safeguarding Hub) - 020 8379 2507 (Monday to Friday 9am to 5pm)

Enfield Council's Children's Social Care Team (After hours) - 020 8379 1000

If you have any safeguarding concern about the welfare of a child or young person. Please complete a child protection referral via the online children's portal: www.enfield.gov.uk/childrenportal.