



The Polish Saturday School
Polska Szkoła Sobotnia im. Ks Bolesława Polaka



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CHILD PROTECTION POLICY

APPROVED BY:	TERESA KOBYRA	DATE: 17.02.2025
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AIM: to safeguard and promote the welfare of all children in our care.

RATIONALE: As supplementary school we must meet the Safeguarding and Welfare requirements. Polish Saturday School, Polska Szkoła Sobotnia im. Ks. Bolesława Polaka has a responsibility to comply with the regulations issued by the Department for Education.

Safeguarding children is a legal duty of every local authority (LA) in the UK. All organisations working with children (including voluntary groups) are expected to comply with the government rules regarding child protection (see point 43 of the document: Working together to safeguard a child).

PROCEDURE

We take seriously my responsibility to ensure the safety and promote the welfare of children in our care in line with the Oldham Borough Safeguarding Children's Board procedures and the HM Government's statutory guidance 'Working Together to Safeguard Children 2015'. Keeping children safe in Education 2024.

School has developed a structured procedure to be followed in the case of suspected abuse which is regularly reviewed and updated.

Staff attend regularly the Safeguarding Training and every member of staff is aware of the signs and symptoms of abuse physical, emotional, sexual and those of neglect. Our training will be refreshed regularly.

Designated person for school works with other agencies to ensure school has adequate arrangements in place to identify, assess and support the children in our care.

There are five main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
2. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
3. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
4. Supporting children who have been abused in accordance with his/her agreed child protection plan.
5. Establishing a safe environment in which children can learn and develop.

We recognise that because of the contact with children, staff are well placed to observe the outward signs of abuse. The staff will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults whom they can approach if they are worried.
- All staff will attend in-house safeguarding training.

We will follow the procedures set out by the Salford Diocese Child Protection Committee. Teresa Kobyra is the designated officer for child protection who has received appropriate training and support for this role. (The Diocese procedures and supporting evidence is kept by Teresa Kobyra)

- Ensure every member of staff (including volunteers) knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection. Should a member of the team feel that there are concerns regarding a child, they must advise their child protection representative.
- Staff and volunteers will be given an introduction to child protection by the representative and will be able to discuss any concerns with other staff members.
- Ensure that parents have an understanding of the responsibility placed on the staff for child protection by advising them of their obligation to protect every child.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The supplementary school may be the only stable, secure and predictable element in the lives of children at risk. When at the supplementary school their behaviour may be challenging and defiant or they may be withdrawn. The staff will endeavour to support all children during difficult times by referring to the Diocese guidance and internal discussions.

PEER TO PEER ABUSE

We're aware that children can cause harm to other children. We promote positive behaviour within our setting and we recognise the need to set out reasonable and appropriate limits to help manage the behaviour of children within our care.

If we have any concerns about possible peer to peer abuse we will refer to the GM child protection procedures.

Any information that indicates: sexually harmful behaviour, serious non-sexual violence or serious emotional abuse including cyber bullying and sexting, which may have been carried out by an individual or as a part of group will be referred to the local child protection team.

Children who harm others are likely to have additional and complex needs and while they should be held responsible for their behaviour, they should also be safeguarded and their welfare should be promoted.

If the allegation involves children attending our setting that may have abused another children in our care, we would immediately inform local authority as a 'significant event'.

If we have reason to believe that any child in our care needs protection in any way we will:

- Refer a child, if there are concerns about possible abuse, to: **Oldham Children's Social Care, the LADO team on 0161 770 8870** Following my telephone referral we will send a written referral within 48 hours. We will complete the on-line referral form template. We may also need to share

information about the children with other agencies and professionals for example the police if requested.

- Keep written records of concerns about a child, even if there is no need to make a referral. This will help to protect the child whilst also protecting myself and my family. These records will be kept in a confidential and secure manner in accordance with data protection requirements.
- Attend meetings as necessary for example case conferences or other multi-agency planning meetings.
- Ensure that any child currently with a child protection plan who is absent is referred to their social worker / the social care team.
- Follow the guidance on the prompt cards provided by the local authority.

IF A CHILD CONFIDES IN US WE WILL;

- Show that we have understood what they are saying and that we take their allegations seriously.
- Encourage the child to talk without asking leading questions or interrupting when a child is recalling a significant event.
- Record the concern and the child's comments in writing, in their own words as far as possible. The record will contain; the child's name, date of birth, date of the record, a note of the child's non-verbal behaviour, a body/skin map if appropriate to record any visible injuries or marks, my name and signature and any other relevant information.
- Inform the child that we cannot promise not to share the information but reassure them that anything we do will be in the best interest of their safety.
- Consult if needed or if necessary log a referral.

Whilst working with children, sometimes alone in small class room we may be vulnerable to allegations of abuse being made against us or another person whilst the child was in our care. We will take precautions to protect ourselves from this happening by:

- Ensuring members of staff obtain an enhanced DBS disclosure.
- Ensuring all visitors to the school sign visitor's book and that they do not have unsupervised access to the children **UNDER ANY CIRCUMSTANCES.**
- Ensuring, where possible, that no workmen/women are in the school during school hours, unless it is to repair an emergency service or for health and safety reasons.
- Document every accident and incident that occurs while children are in our care, informing parents of such and requesting them to sign our records.
- Noting any noticeable marks on the children when they arrive and asking parents to inform child's teacher of any accidents that have occurred whilst outside our care.
- Ensuring the children are within staff's sight and/or hearing at all times according to the child's age & stage of ability.
- Keeping accurate records on each child.
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However, if an allegation is made we will then follow the procedure detailed below:

CONTACT:

THE LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

TEL: Office: 0161 770 8870

Email colette.morris@oldham.gov.uk

We will write a detailed record of all related incidents, including what was said and by whom, with times and dates.

It is not school's responsibility to attempt to investigate the situation ourselves. After seeking advice / approval from the LADO school's designated officer may need to ask any witnesses if there were any to also write a statement detailing the incident they witnessed and giving their contact details.

School aim to provide an environment in which children and young people feel valued, respected and confident to approach member of staff should they want to discuss anything, believing they will be effectively listened to.

MOBILE PHONE / CAMERA / E-SAFETY

We use mobile phones for our school every day operating which we use as a means to communicate with parents and other members of staff through the day.

- We only use mobile phone or digital camera to take photographs or videos of the children for the purpose of recording their achievements and sharing these with their parents.
- We always obtain parental permission prior to photographing or recording a child clearly stating how the and when the images would be used.
- If we wanted to use a photograph for publicity purposes we would obtain separate parental permission.
- We download images from my phone and camera on a weekly basis and store them in password protected folders on our computer.
- When a child leaves our school we always delete any images that we had store.

SOCIAL NETWORKING

To ensure the safety of all children attending the school and the reputation of the Polish Saturday School, Polska Szkoła Sobotnia im. Ks. Bolesława Polaka, we apply the following restrictions when accessing social networking sites such as "Facebook":

- We will not post anything on to the social networking site that would offend any parents or children using the school.
- We will not post anything on to the social networking site that could impact on the reputation of Polish Saturday School, Polska Szkoła Sobotnia im. Ks. Bolesława Polaka
- If parents view our page on social networking sites we will ensure that this relationship remains professional at all time.

PREVENT DUTY & BRITISH VALUES

The Department guidance for all schools on safeguarding titled: Keeping children safe in Education, links with the expectation that school will promote fundamental British values and comply with the Prevent Duty. The extracts below show what the expectations are and how we will meet the requirements. We will:

- Provide any assistants with sufficient training to be able to recognise this vulnerability (**RADICALISATION**) and be aware of what action to take in response.
- Understand when to make referrals to the **CHANNEL** programme and where to get additional advice and support. (In Rochdale we report concerns to **MASS** team and they will contact the **CHANNEL** programme)
- Keep children safe and promote their welfare.
- Be alert to any safeguarding and child protection issues in the child's life at home or elsewhere.

- Take action to protect children from harm and be alert to harmful behaviour by other adults in the child's life.
- Focus on children's personal, social and emotional development.
- Ensure children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes (in an age appropriate way).

E-SAFETY

We will be extra vigilant in keeping children safe when using various technologies including the Internet.

More and more children are using their parents' computers, smartphones or tablets to play games, use apps, and watch their favourite TV shows. There are ways in which we can help children to stay safe and encourage parents to help their children to stay safe.

PROCEDURE

The only computer in classroom is teacher lap top which is used solely for the purpose of teaching. The lap top has active security settings; any access to inappropriate content is automatically blocked.

The rules for safe internet use (including simple child friendly pictures) are shared with the children (as age appropriate) and are clearly visible.

School teach children about keeping themselves safe, even when they are not in our care. Children are taught:

- to keep all personal information safe, including their full name, address, telephone number etc.
- that accepting e-mails or opening files from people that they don't know can get them into trouble.
- that someone online may not be who they say they are.
- to tell me if there is anything or anyone that makes them feel worried or uncomfortable.
- to meet up with online friends can be **dangerous**. If they have planned to meet anyone they must tell an adult.

PLEASE NOTE OUR ASSISTANTS/VOLUNTIRIES AND ANY VISITORS ARE NOT PERMITTED TO USE THEIR MOBILE PHONE OR ANY CAMERAS/RECORDING DEVICES WHILST CHILDREN ARE IN OUR CARE.

We will ensure that we renew our registration with the ICO on an annual basis.

FURTHER INFORMATION

We're aware that each child and family has very individual needs which we will be more than happy to discuss with you. If you have any concerns regarding this policy please discuss them with the headmistress Teresa Kobyra/Teresa Kurkiewicz.

LINKS TO OTHER DOCUMENTS

Working Together to Safeguard Children 2015'

Keeping children safe in Education 2024.

Equality Act 2010

SEND code of practice 2014

Equal opportunities Policy

UNCRC (1991)

Partnership with Parents Policy

Managing behaviour Policy

Confidentiality Policy

TRAINING:

We're committed to continuous professional development and we attend training opportunities to support our awareness and understanding.