



ΕΛΛΗΝΟΡΘΟΔΟΞΗ ΚΟΙΝΟΤΗΤΑ ΑΓΙΟΥ ΠΑΝΤΕΛΗΜΟΝΟΣ  
**ΕΛΛΗΝΙΚΟ ΚΟΛΕΓΙΟ ΑΓΙΟΥ ΠΑΝΤΕΛΗΜΟΝΟΣ**

**ST. PANTELEIMON HELLENIC COLLEGE**

*Διευθυντής: Πρωτοπρ. Κωνσταντίνος Παπαγεωργίου*

660 Kenton Road, **Harrow**, MIDDX. HA3 9QN

Τηλ. 020 - 8732 2833 E-mail : headteacher@stphc.co.uk

# Safeguarding & Child Protection Policy



Approved by the St. Panteleimon Community Committee

signature.....

signature.....

Reviewed on 1/ 11/ 2021

To be updated on 1/11/2022

Devised by Ms Zoumpoulia Petraki DSL

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# 1. Policy Statement

St. Panteleimon Hellenic College is operating under the supervision and guidance of The Central Educational Council (KES) of the Greek Orthodox Archdiocese of Thyateira and Great Britain and the Greek Orthodox Community of St. Panteleimon of Harrow and Districts.

*“Our School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment”*

At the St Panteleimon Hellenic College we aim to create a safe environment within which children and young people can thrive and adults can work with the security of clear guidance. We intent to safeguard all children by adopting various Policies and Procedures. Please see policies.

## 2. Child\* Protection

\*For the purposes of these policies and procedure 'children' are any persons under the age of 18 years, or those whom are considered vulnerable (SEND).

Children learn best when they are healthy, safe and secure, when their individual needs are met and are safeguarded from any harm. Safeguarding children, young people and families is everyone's responsibility. All children deserve the opportunity to achieve their full potential.

We aim to protect the children from harm and abuse by adopting procedures which are consistent with the following **government guidelines and documents**:

- **Children and Families Act 2014**
- **Working Together to Safeguard Children (revised 2017 & 2018)**
- **Keeping Children Safe in Education (KCSIE) 2016 (revised 2018,2019,2020, 2021)**

These guidelines are for the use of all paid staff, volunteers, and visitors of the St. Panteleimon Hellenic College. We will make them available to the parents and carers of

the children and young people who attend our schools. Through them, we will endeavour to ensure :

- **We provide a Healthy and Safe** environment to learn in (Health & Safety Policy).
- **We follow Safe Recruitment Procedures** so that all paid and unpaid staff are subject to rigorous recruitment procedures (see Safeguarding Policy)
- **We identify and respond to children and young people in need of support and/or protection.** That means staff is aware of the need to be alert to the signs of abuse and know what to do with their concerns. (See Safeguarding Policy)
- **We support** children's development in ways which will foster a sense of self esteem and independence (See Teaching and Learning Policy).
- **We foster** a school environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust (See Safeguarding Policy).
- **All paid and unpaid** staff are given appropriate support and training.

### 3. The Role of the Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead in a school should be the Headteacher and members of the senior leadership team; and all members of staff should be aware of who this person is and what their role is.

**In St. Panteleimon's Hellenic College the DSL role as from 4/6/2021 is held by**

**F. Konstantinos Papageorgiou, Headteacher**

**The school's dedicated safeguarding line is**

**0742 33 55 450**

### 3.1 The DSL's Responsibilities:

- To ensure the school operates within the legislative framework and recommended guidance.
- To ensure the school has arrangements in place for when the Head DSL is absent.
- The DLS acts as a source of advice and coordinate action within the school over child protection issues.
- In order to be effective, the DSL(s) should seek and is/are entitled to receive appropriate child protection and safeguarding training i.e E-Safety and SEND
- The DLS or deputies are the first person staff and volunteers report cases to.
- It is the DSL's responsibility or his/her deputy who would inform the relevant agencies, such as the Children's Service, the LADO or the Police.
- The DSL should have a clear procedure in place as to how allegations and safeguarding concerns should be reported within the school operation.
- The DSL deals with allegations made against staff and volunteers.
- The DSL is responsible for ensuring safe recruiting procedures are adhered to.
- The DSL ensures that all staff and volunteers receive appropriate child protection training and all staff observe the school's policies and procedures.

## 4. Staff Induction, Awareness and Training

All employees will require an hourly induction and we regard this as an extremely important process. The Safeguarding Policy should be first on the agenda of the induction and must be discussed and understood prior to the staff member working with the children.

- A mentoring and training meeting takes place in September before the school year starts.
- All employees in St Panteleimon Hellenic College will be given a Safeguarding Starter Pack which will include:
  - Keeping Children Safe In Education Part 1 (updated version of 2021)
  - Safeguarding Notes on how to recognise abuse.

- Staff Code of Conduct/ Καθηκοντολόγιο.
- The DSL will ensure that all new staff and volunteers are appropriately inducted as regards the school's internal safeguarding procedures and communication lines.
- Following the induction all Staff will be able to:
  - **Recognise** potential safeguarding and child protection concerns involving pupils and adults (colleagues, other professionals and parents/carers).
  - **Respond** appropriately to safeguarding issues and take action in line with this policy.
  - **Reassure** the child that they have done the right thing in telling and that they will do everything they can to help. It is vitally important not to make unrealistic promises. Report as soon as possible to the DSL.
  - **Record** concerns in line with the school policies.
  - **Refer** to other agencies as appropriate.

All paid and voluntary staff will have to read and sign that they have read and understood the government guidelines in Keeping Children Safe in Education Part 1 as it is statutory.

All paid and voluntary staff will know how to raise a safeguarding concern and must be familiar with the relevant school form.

All paid and voluntary staff will have to successfully complete a safeguarding quiz before taking up duty.

#### **4.1. Recognising Signs of Abuse**

It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may behave strangely or seem unhappy for many reasons, as they move through the stages of childhood or their families experience changes. It is nevertheless important to know what could indicate that abuse is taking place and to be alert to the need to consult further.

Someone can abuse a child by actively inflicting harm or by failing to act to prevent harm. Abuse can take place within a family, in an institutional or community setting, by

telephone or on the Internet. Abuse can be carried out by someone known to a child or by a complete stranger.

If you are worried about a child, it is important that you keep a written record of any physical or behavioural signs and symptoms. In this way you can monitor whether or not a pattern emerges and provide evidence to any investigation if required.

## 4.2 Physical Abuse

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention; this is called fabricated illness, or Munchhausen's Syndrome by Proxy.

Symptoms that indicate physical abuse include:

- Bruising in or around the mouth, on the back, buttocks or rectal area
- Finger mark bruising or grasp marks on the limbs or chest of a small child
- Bites
- Burn and scald marks; small round burns that could be caused by a cigarette
- Fractures to arms, legs or ribs in a small child
- Large numbers of scars of different sizes or ages

The list is not exhaustive.

## 4.3 Emotional Abuse

Emotional abuse happens when a child's need for love, security, praise and recognition is not met. It usually co-exists with other forms of abuse. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are imposed upon them. It may involve seeing or hearing the ill-treatment of someone else. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention-seeking behaviour.
- Very low self esteem or excessive self-criticism.
- Excessively withdrawn behaviour or fearfulness; a 'frozen watchfulness' .

- Despondency.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders.

The list is not exhaustive.

#### **4.4 Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse.

Symptoms of physical and emotional neglect can include:

- Inadequate supervision; being left alone for long periods of time.
- Lack of stimulation, social contact or education.
- Inadequate nutrition, leading to ill-health.
- Constant hunger; stealing or gorging food.
- Failure to seek or to follow medical advice such that a child's life or development is endangered.
- Inappropriate clothing for conditions.

The list is not exhaustive.

#### **4.5 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. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities or looking at pornographic material. Encouraging children to act in sexually inappropriate ways is also abusive. Under the Sexual Offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13 is a crime. Symptoms of sexual abuse include:

- Allegations or disclosure.
- Genital soreness, injuries or discomfort.

- Sexually transmitted diseases; urinary infections.
- Excessive preoccupation with sexual matters; inappropriately sexualised play, words or drawing.
- A child who is sexually provocative or seductive with adults.
- Repeated sleep disturbances through nightmares and/or wetting.

Older children and young people may additionally exhibit:

- Depression.
- Drug and/or alcohol abuse.
- Eating disorders; obsessive behaviours.
- Self mutilation; suicide attempts.
- School/peer/relationship problems.

## 4.6 How to Deal with Abuse Allegations

In the event that a child makes an allegation or disclosure of abuse against an adult or another child or young person, it is important that you:

- Listen to them and/or closely observe their presentation and behaviour.
- Let them know that you take what they are saying seriously.
- **Do not attempt to question or interview them yourself.**
- Let them know that you will need to tell someone else in order to help them.
- **Do not promise to keep what they tell you secret.**
- Inform your Designated Safeguarding Lead as soon as possible in the school day.
- Make a written record of the incident or events. (see **Appendix A**)

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should always raise your concerns with the Designated Safeguarding Lead, who will help you to decide what to do.

The responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or the concerns of an adult, lies with social workers where the child normally lives and the Police Child Abuse Investigation Team (CAIT). It is the

responsibility of the designated safeguarding lead to make a referral to these agencies, but if you judge the situation to be an emergency and/or you require urgent advice in the absence of the designated officer, you must report your concerns directly using the contacts listed at **Appendix B**

The Children's Service also employs Child Protection Advisors (CPAs), who you can contact in office hours for further specialist guidance.

The Duty social worker or CPA will advise you when or whether to inform the child's parents or carers about any concerns. If they decide to pursue a child protection investigation, you should:

- Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe.
- Attend a child protection conference if you are invited. You will be asked to provide information about your involvement with the child, which is why it is important to keep records of your concerns.
- Attend any subsequent child protection review conferences.

## **4.7 Allegations Against Staff or Volunteers**

We are aware of the possibility that allegations of abuse may be made against members of our staff. They can be made by children and young people and they can be made by other concerned adults. Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place.
- Something happens to a child that reminds them of an event that happened in the past – the child is unable to recognise that the situation and the people are different.
- Children can misinterpret your language or your actions because they are reminded of something else.
- Some children know how powerful an allegation can be; if they are angry with you about something, they can make an allegation as a way of hitting out.

- An allegation can be a way of seeking attention.
- All allegations should be brought to the Designated Safeguarding Lead within the day. In the case a child suffers serious harm or serious harm is suspected notify the DSL immediately.
- In cases where the allegation is made against a person 'in position of trust' (teacher, support staff) the DSL must be informed immediately.
- If your concern involves the DSL you should inform the President of the Community Committee (Mr. Panagiotis Prokopiou).
- In the event a concern is raised against a person in a 'position of trust', the school management will contact LADO for further consultation.
- If the incident doesn't meet the threshold the School will investigate the incident internally and a meeting will be held with the alleged person within 10 days of the consultation with LADO.
- All allegations and disclosures should be recorded in writing in a clear, comprehensive manner using descriptive language that states facts not opinions.
- All incidents should be investigated internally after any external investigation has finished. There should also be a review of organisational practice and if necessary additional measures put in place to prevent a similar thing happening again.

## 5. Code of Conduct for all staff and volunteers

### 5.1 Staff Responsibilities

It is the responsibility of any member of staff who witnesses any inappropriate conduct/behaviour between any adult and child to report this to the DSL. This also includes inappropriate behaviour displayed by others members of staff, or any other person working with children. Always keep in mind:

1. Staff and volunteers **should not** spend excessive amounts of time alone with children, away from others. Meetings with individual children should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.

2. Staff and volunteers are **advised not to** make unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, or physical support in contact sports or similar. In all such cases contact should only take place with the consent of the child and only for as long as necessary to reinstate the child's wellbeing.
3. It is not good practice to take children alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents, (or guardians) and the person in charge of the St. Panteleimon Hellenic College event.
4. Staff and volunteers **should not** meet children outside of organised activities, unless it is with the knowledge and consent of the parents and the person in charge of the St. Panteleimon Hellenic College event
5. Staff and volunteers should not start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to a designated person
6. Staff or volunteers should not show favouritism to any one child, nor should they issue or threaten any form of physical punishment
7. Staff and volunteers should **never**:
  - Initiate or engage in sexually provocative conversations or activity.
  - Allow the use of inappropriate language to go unchallenged
  - Do things of personal nature for children that they can do themselves
  - Allow any allegations made by a child go without being reported and addressed, or either trivialise or exaggerate child abuse issues.
  - Make promise to keep any disclosure confidential from other adults.

## 5.2 Good Practice

1. Staff and volunteers **must respect** children's rights to privacy and encourage them to feel comfortable enough to report attitudes or behaviour they do not like.

2. Staff and volunteers at St. Panteleimon Hellenic College events **will be expected** to act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their leadership role within the organisation.
3. All staff should be careful **not to overexpose their personal life** when talking in the presence of students.
4. Staff and volunteers **must refrain** from consuming alcohol for a period of at least 12 hours prior to assuming responsibility for any child or children; or if they have been identified as a duty officer for a period of time 24 hours.
5. All staff and volunteers **should be aware** of the procedures for reporting concerns or incidents, and should familiarise themselves with the contact details of the designated persons.
6. If a member of staff or volunteer finds himself or herself the subject of inappropriate affection or attention from a child, **they should** make others aware of this.
7. If a member of staff or volunteer has any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviours of another staff member or volunteer or concerns based on any conversation with the child; particularly where the child makes an allegation, they should report this to a designated person.
8. Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose. Children should not be collected by people other than their parents unless notification has been received.
9. Staff must not leave students unattended.
10. No student should be denied food, drink or toileting at allocated time but also during lesson in the student needs it.
11. All staff are responsible for children while on these premises and must make sure that health and safety guidelines are adhered to.
12. No member of staff should be left alone with a child where they cannot be observed by others.
13. Under no circumstance should visitors be allowed to wander around the school premises unaccompanied when children are present.

14. If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer or other identified persons cannot be contacted, staff should contact the DSL for advice.
15. All qualified Teachers must apply their **Statutory Duty of Care** defined by The Children Act 1989 Section 3 (5) (under which they must do what is reasonable in all circumstances for the purpose of safeguarding or promoting the welfare of a child).

## 6. The Prevent Duty

From September 2015 all schools, registered early year providers, and registered later years childcare providers, are subject to a duty under section 26 of the counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". St Panteleimon Hellenic College has regard to this and will aim to equip the staff to identify children at risk of being drawn into terrorism. Under the Counter-Terrorism 11 Safeguarding Procedures in Brief, September 2018 and Security Act 2015 we have a duty to refer any concerns of extremism to the police.

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons) or actions that lead staff to be worried about the safety of a child in their care. Staff are made fully aware of this duty and if any member of staff has concerns that a child or young person or adult may be at risk of radicalisation or involvement in terrorism, they should speak with the Designated Safeguarding Lead and it will be dealt with under the child protection procedures outlined in this policy and procedures document.

## 7. Mobile Phones and Cameras

- **Mobile phone** use for staff and students is strictly prohibited during lesson time. All staff should only use their mobile phones in their break but not in the presence of students and only in the designated areas.
- **No photos** of students are allowed to be taken in the school without special consent form for a specific reason.

## 8. Safer Recruitment

The application of rigorous safe recruitment (vetting and barring) procedures are essential to help deter, identify and reject people who are unsuitable to work with or pose a risk to children. These procedures affect anyone working with children with extended requirements for those working in *regulated activity*.

In St. Panteleimon Hellenic College we follow standard Safer Recruitment procedures which are detailed in our Safer Recruitment Policy.

## 9. Single Central Register (SCR)

It is **statutory safeguarding guideline** for all Staff who work for the school or at the school for more than 4 occasions per month **must** have their details entered on the School Central Register.

On appointment of staff the underlined following details will maintained on our single central record:

- name
- employment details
- employment history
- ID checks
- Enhanced DBS issue date (statutory)
- professional qualifications

- right to work
- Overseas checks if applicable
- References

## 10. Security at School

St Panteleimon Hellenic College occupies the ground and first floor of the Nursery building. We have a robust entry system at both outside and inside the school building which does not allow anyone to enter the building without a member of the team identifying them:

- There is a fixed time of arrival and meet and greet parents and teachers in the morning of Saturday or before the start of the lessons in the evenings during weekdays
- Members of staff are welcoming the parents on arrival and registers are recorded
- The entrance doors are locked on specific times.
- Late arrivals should be avoided. Parents who arrive late must ring the entrance bell and a member of staff or designated members of the Parent's Committee will open them.
- All gates surrounding the school will be locked at all times when children are outdoors.
- All windows have safety catches to ensure entry from the outside is not possible
- Fire Exit doors must be always closed.

For further information on Health and Safety please see relevant policy.

## 11. Collection of Children

Under no circumstances will any adult be able to collect any child that we do not recognise or has not been authorised to do so. Parents are required to sign in the visitors book upon arrival and upon collection of their children. Also authorized persons

are requested to be stated on registration of children for the collection in the case of absence of parents.

## 12. Insurance

The St. Panteleimon Community Committee confirms that we have relevant insurance in place.

## 13. Policies and Procedures

Policies and Procedures will be reviewed every twelve months or more frequently as required. Regular staff meetings are held and Policies and Procedures are discussed, to ensure that their input is valued. All our Policies and Procedures are embedded to safeguard the children in our care to the highest standard. They are stored in various location around the School and can also be found on our school website for everyone to review. The present document is also available to the teachers online and also at the school office.

Our Safeguarding-Child Protection policy is reviewed at least annually.

St Panteleimon Community Committee

President Panagiotis Prokopiou

Signature.....

St Panteleimon Hellenic College

Designated Safeguarding Lead:

Konstantinos Papageorgiou

# Appendix A

## Safeguarding Expression of Concern Form

**This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead as soon as possible.**

### Details of Pupil:

Child's Name:  
Child's Date of Birth:

### Details of the person reporting concerns:

Full Name:  
Post:

**Do these concerns relate to a specific incident/disclosure? If YES complete Section A; If NO, omit section A and move straight to Section B**

### Section A:

Date and time of incident/disclosure:  
Location of incident/disclosure:  
Date this form was completed:  
Other persons present:

### Section B:

Details of concern/disclosure/incident:  
(What was said, observed, reported)

Action taken:  
(What did you do following the incident/disclosure/concern?)

Any other relevant information:

Signed:

Date:

DSL Signature .....

Date:\_\_\_\_\_

## Appendix B

## CONTACTS

**Designated Safeguarding Lead:** F Konstantinos Papageorgiou mob: 07712718677

**Safeguarding Line : 0742 33 55 450**

**LADO: Rosalind South**

[Rosalind.South@harrow.gov.uk](mailto:Rosalind.South@harrow.gov.uk)

Local Authority Designated Officer

Quality Assurance and Service Improvement

Harrow Peoples Services

mob: **07871 987254**

**For any other days please contact the Golden Number: 020 8901 2690**

(out of hours: 020 8424 0999)

**Harrow - Child protection**

**Children Social Services operates out of hours:**

Tel: 020 8424 0999

**Always call 999 in an emergency**

Call 101 for a non emergency response

**Harrow Strategic Safeguarding Partnership**

Website: <https://www.harrowscb.co.uk/>

Tel.: 02084241147/ 02087366939

**Children & Family Services**

Children's Access Team

Golden Number

Tel: 020 8901 2690

Email: [Duty.Assess@harrow.gov.uk](mailto:Duty.Assess@harrow.gov.uk)

**Public Concern at Work** on 020 7404 6609